



1. Project Overview

a. Project Information

- Name of project
- Developer
- Civil engineer
- Architect
- Contractor

b. Preferred Timeline

- Construction start date
- Site improvements
- Footings/foundation
- Walls
- Roof
- Certificate of occupancy

2. Review and Approval Process – Community Development/Planning

a. Submittal requirements found online

Note: Preliminary plat builds to final plat, preliminary plat should not be a separate plan set

b. Deadlines

- Fourth Thursday for next fourth Thursday
- 30 Day review window (assuming plans without need for revision)

c. Staff Review

- 3 Weeks for initial plans, 2 weeks for revised plans
- Electronic plan review (ProjectDox) and ePermits
- Numbering scheme

d. PC/CC Review

- Sketch plan
- Preliminary plat
- Final plat

e. Lower Rum River Watershed Management Organization (LRRWMO)

- Application approved by City first Nathan Gillett, ngillett@cityoframsey.com
- Application due to City of Anoka
- AFTER preliminary plat review

2. Review and Approval Process – Community Development/Planning (continued)

f. Other Required Permits?

- NPDES (MPCA Construction Stormwater)
- Water supply (MDH)
- Sanitary sewer (Metropolitan Council)

g. Other Requirements (prior to plat release)

- [Development agreement](#) (subject to change)
- [Commercial/industrial development fees](#)
- [Residential development fees](#)
- [Financial guarantees/letters of credit](#) (Note: auto-renewal clause)
- Marketable title
- Engineer's estimate of required improvements

3. Construction Administration Process – Engineering

a. Pre-Construction meeting requirements

b. Construction Schedule and Contractors (involve in process as soon as they are known)

- Grading
- Utilities
- Concrete
- Paving
- Landscaping

4. Other?

a. Weekly meetings (starting at pre-plat)

b. All City agendas are available here www.cityoframsey.com/agendas

c. Meetings available live here www.cityoframsey.com/meetings

d. Utilities

- Connexus – Streetlight plan required with pre-plat
- CenturyLink – Required for telephone
- CenterPoint – Gas
- Comcast – Internet