

## **DEVELOPMENT APPLICATION**

Property Information								
Property Address (if multiple addresses, list all on this form or include separate attachments)								
Business Occupant Address (if different from property address)								
Project Name								
*Please note that a copy of the property legal description may be required to be uploaded into the permit portal.								
Type of Application (select all that apply)								
☐ Preliminary Development Plan	☐ Conditional Use Permit		☐ Comprehensive Plan Amendment					
☐ Final Development Plan	☐ Interim Use Permit	☐ Ordinance Amendment						
☐ Final Site and Building Plan	☐ Preliminary Plat	☐ Rezoning						
☐ Variance	☐ Final Plat		☐ Other					
Property Owner								
Owner Name			☐ Primary Conta	act (only sele	ect one primary)			
Mailing Address		City		State	Zip			
Business Address (if different from mailing address)		City		State	Zip			
Email Address		Phone						
		1						
Property Owner Signature		Date						
Business Occupant/Tenant (if different from property owner)								
Occupant Name	,		☐ Primary Conta		ect one primary)			
Mailing Address		City		State	Zip			
Business Address (if different from mailing address)		City		State	Zip			
Email Address		Phone						
Occupant/Tenant Signature		Date			-			

**Planning Division** 1800 W Old Shakopee Rd **PHONE:** 952-563-8920

Bloomington, MN 55431 **EMAIL:** planning@BloomingtonMN.gov



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**EMAIL:** planning@BloomingtonMN.gov

Additional Representative (if applicable)							
Representative Name		☐ Primary Contact (only see	ect one primary)				
Mailing Address	City	State	Zip				
Business Address (if different from mailing address)	City	State	Zip				
Email Address	Phone						
			_				
Representative Signature	Date						
*Use additional conjes of this form or attach additional approval letters as needed							

## **APPLICATION PROCESS**

- 1. Verify application material requirements with Planning Division staff and prepare all materials for submittal. The required application materials are outlined in City Code Chapter 21, Article V, Division A: Approvals and Permits. Generally, application materials will include this **signed development** application, a project narrative, building elevation drawings and scaled site and civil plans.
- 2. Go to BLM.MN/PORTAL and register a user account for the City's permit portal system.
- 3. Contact the Planning Division (<u>planning@bloomingtonmn.gov</u> or 952-563-8920) to have staff create a project case file for your application. The applicant cannot create a case file through the portal on their own.
- 4. Log into your portal user account and upload your application materials to the case file created by staff or email them directly to the Planning Division.
- 5. After your application materials are uploaded, log into your portal user account and pay the required application fees (see the *Planning Division Fee Schedule* handout).
- 6. Once your application fee is paid and application accepted by the Planning Division, it will then be scheduled for staff review and any required Planning Commission or City Council meetings (see the <u>Development Application Review Process</u> handout).