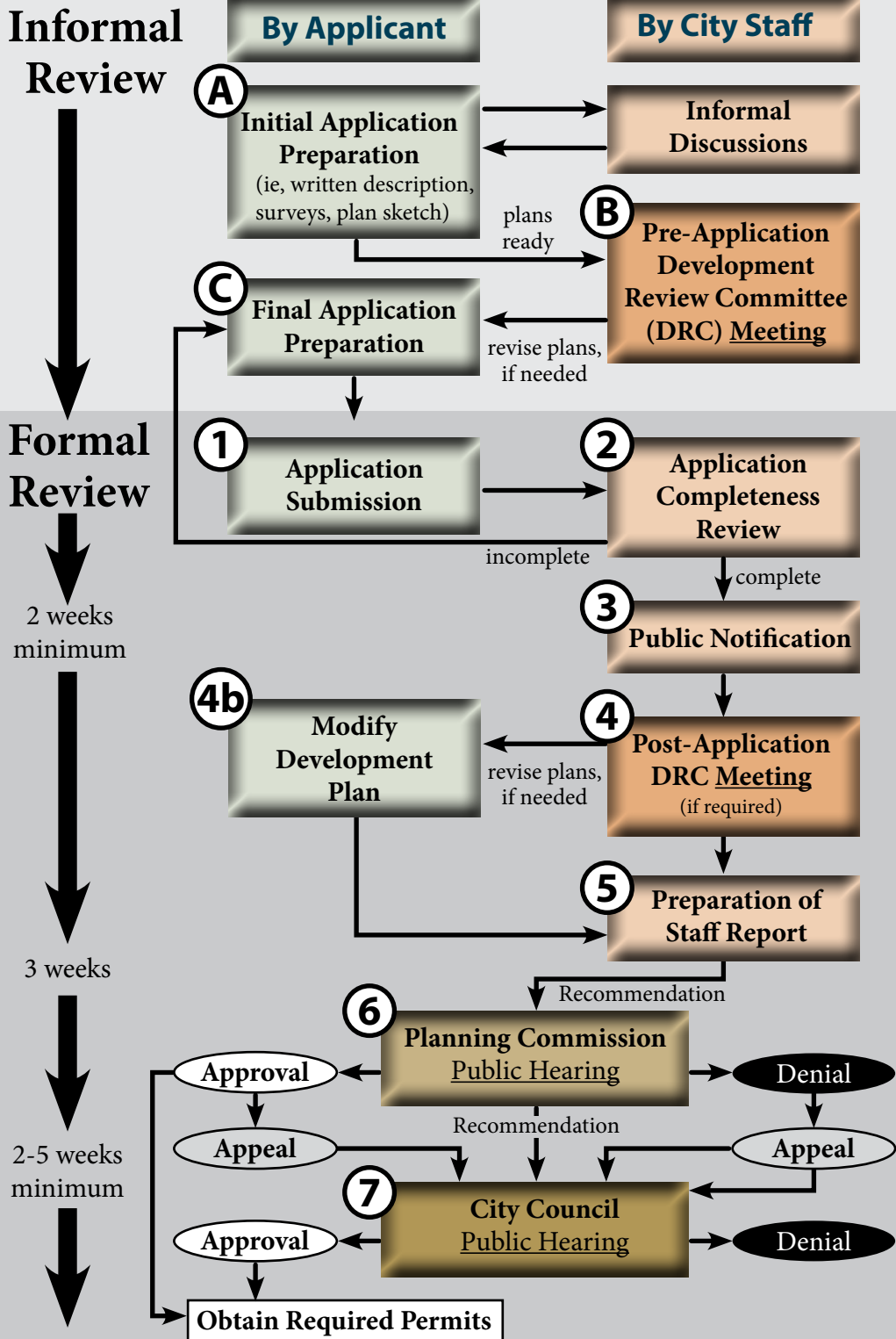


# APPLICATION REVIEW PROCESS

## What is the application process?

There are multiple types of development applications listed to the right. Some can be reviewed and acted upon by staff, whereas others may need Planning Commission or City Council review and decision. The chart below depicts the typical Planning Commission and City Council review process.

**The back of this handout explains the procedures below.**



## Applications eligible for staff decision:

- Sheds, Garages, Accessory Buildings, Small Additions that meet the Code requirements
- Two-family dwellings
- Minor Revision to Development Plan
- Tax parcel split or combination

## Applications evaluated by Planning Commission or City Council:

- Development Plan (Preliminary and Final)+
- Final Site and Building Plans\*+
- Major revision to Development Plan+
- Conditional Use Permit (CUP)\*+
- Interim Use Permit\*+
- Preliminary and Final Plats+
- Variance+
- Rezoning+
- Ordinance Amendment+
- Comprehensive Plan Amendment+

\* decided by Planning Commission, if not appealed

+ decided by City Council

## Additional review may be required by:

- Met Council (approval needed for guiding)
- Watershed District
- MnDOT
- Hennepin County
- Environmental Quality Board

## Procedures

### Application Preparation

City Code requires minimum submittal requirements. These may include written descriptions, surveys, and civil and architectural plans. Planning staff will advise applicants on the level of detail needed for DRC meetings and application submittals.

### Development Review Committee (DRC)

Planning staff will advise applicants if an informal DRC review is required. These meetings are composed of staff involved in the review process, such as planning, engineering, building, and fire. The applicant should provide as much information as possible to receive full review and feedback. DRC meetings occur Tuesdays at 9:00 a.m. A DRC meeting request and materials must be submitted to the Planning Division by Wednesday before noon to be considered for the following week's meeting.

### Public Hearings

Most development applications require public hearing, a meeting where interested persons may testify about development applications. Nearby property owners are notified by mail of the date, time, location, and purpose. Notices are also published in the local newspaper.

### Planning Commission

The Planning Commission holds public hearings and makes recommendations on land use and development issues. Its role is to review the applicant's proposal, receive the City Staff's analysis, and receive testimony from the public. In some cases, the Commission has authority to make a final decision on an application, subject to appeal. In other cases, the Commission make a recommendation to the City Council.

### City Council

The City Council exercises the legislative power of the City, and establishes City policy. The City Council includes the Mayor and six elected Council members. The City Council is the final authority on development applications.

## Application Submission

The following steps need to be followed to submit an application:

1. Contact the Planning Division to have staff establish a case file.  
*[Please do not initiate a case through the Portal without first contacting staff]*
2. Go to **BLM.MN/PORTAL**
3. Register a user account
4. Submit documents

Once an application is accepted, a date for review by the DRC is arranged (as needed), and a public hearing before the Planning Commission is scheduled. (Refer to the Application Submittal/ Meeting Schedule handout).

## Completeness Review

By State Statute, City Staff has 15 business days to determine whether an application is complete. Incomplete applications will be returned to the applicant with a written description of the deficiencies. Complete applications will be scheduled for the next step in the review process.

## Key City Code Requirements

Please see **Chapter 21, Article V** of the City of Bloomington Code.

## Planning Division Contact Information

Phone: 952-563-8920

MN Relay: 711

Email: [planning@BloomingtonMN.gov](mailto:planning@BloomingtonMN.gov)

Or come visit us Monday through Friday from 8:00am to 4:30pm at Civic Plaza:

1800 W. Old Shakopee Road  
Bloomington, MN 55431