

# Development Application Review Process and Procedures

The City's review processes are intended to:

- Comply with Minnesota Statutes for notice and hearing requirements.
- Provide a reasonable level of public review and input.
- Ensure thorough evaluation of design elements that affect the public.
- Efficiently use the time of the applicant, City staff and the public.
- Facilitate a clear and objective review process.

This guide explains the procedural steps and governing bodies involved with the application process. Not all applications are required to complete each of the steps; please refer to the accompanying chart to determine which steps and agency reviews apply to your proposal.

## Procedures

### Informal discussion with Planning staff

Applicants discuss their development proposal with a staff planner. The goal of this step is to identify any necessary approval processes, deficiencies with City Code requirements, consistency with City development policies, and plans and documents that must be submitted with applications. This discussion will generally begin in the Planning Division but may include other departments or divisions, such as Fire Prevention, Building Inspection, Environmental Health, Engineering and Utilities.

### Preliminary plan preparation

Informal presentations to the Development Review Committee (DRC) are required for many applications. The Planning staff will advise applicants if this informal review is required for their application. In this step the applicant prepares the necessary documents and plans, including written descriptions of the proposal, surveys, drawings and sketches, and refines the development proposal for an Informal meeting with the DRC. The purpose is to adequately explain the nature of the use or development so DRC members can identify all issues that affect the property. This information must be submitted to the Planning Division, who will then schedule an informal meeting with the DRC.

### Informal DRC

The DRC is composed of representatives of every City department and division involved in the development review process: zoning, land use, public safety, traffic and utility infrastructure. Applicants will have the opportunity to present as much detail about their proposal as they have available. This informal review is required for proposals

**Please refer to the enclosed chart to determine the procedures required by your development application.**

### Applications eligible for expedited review

Conditional Use Permit  
Administrative Variance  
Administrative Revision to Development Plan  
Recreational Vehicle Temporary Permit  
Revised Condition of Approval

### Applications evaluated under normal review

Development Plan

- Preliminary Development Plan
- Final Development Plan
- Final Site Plan and Building Plans

Revised Development Plan  
Conditional Use Permit (CUP)  
Standard Variance  
Interim Use Permit  
Temporary Conditional Use Permit (TCUP)

- TCUP Renewal

Standard Subdivision

- Preliminary Plat
- Final Plat

Administrative Subdivision

- Preliminary Plat
- Final Plat
- Waiver of Platting

Rezoning  
Ordinance Amendment  
Comprehensive Plan Amendment

such as subdivisions and development plans. The purpose of the informal review is to alert City staff that a potential development is under consideration. Staff may then advise the applicant of potential impacts of City services and offer suggestions to improve the proposal.

<b>Application Type</b>	<b>Application Development and Review</b>											<b>Other agencies</b>				
	Informal Discussion with Planning	Preliminary Plan Preparation	Informal DRC	Application Preparation	Application Submission	Application Completeness Review	Formal DRC	Hearing Examiner	Traffic and Transportation Advisory Comm	Planning Commission	City Council	Metropolitan Council	Watershed District	Hennepin County	MnDOT	Environmental Quality Board
<i>Prepared by:</i>	City, Applicant	Applicant	City, Applicant	Applicant	Applicant	City	Applicant, City	Applicant, City	City	Applicant, City	Applicant, City	City	Applicant	City	City	City
<i>Date:</i>																

**Expedited Review** *Where permitted by ordinance and approved by staff.*

<b>Conditional Use Permit</b>	■	■	□	■	■	■	■	✘	□	□	■					
<b>Administrative Variance</b>	■	■	■	■	■	■	■	✘	□	If Appealed	■					
<b>Administrative Revision to Development Plans: Minor</b>	■	■	■	■	■	FINAL APPROVAL	■	□	□	□	□					
<b>Recreational Vehicle Temporary Permit</b>	■	□	□	■	■	■	□	FINAL APPROVAL	□	If Appealed	If Appealed					
<b>Revised Condition of Approval</b>	■	□	□	■	■	■	□	□	□	□	■					

**Normal Review**

<b>Development Plan</b>	■	■	■	■	■	■	■	□	■	✘	■	■	Access Permits to County Roads	If Near MnDOT ROW	For EIS, EAW
Preliminary Development Plan	■	■	■	■	■	■	■	□	■	✘	■	■			
Final Development Plan	■	■	■	■	■	■	■	□	■	✘	■	■			
Final Site and Building Plans	■	■	■	■	■	■	■	□	■	✘	■	■			
<b>Major Revisions to:</b>															
Final Site and Building Plans	■	■	■	■	■	■	■	□	■	✘	■	■			
Planned Developments	■	■	■	■	■	■	■	□	■	✘	■	■			
<b>Conditional Use Permit Standard Variance Interim Use Permit</b>	■	■	■	■	■	■	■	□	■	✘	■				
<b>Temporary Conditional Use Permit (TCUP)</b>															
TCUP Renewal	■	■	□	■	■	■	□	■	□	■	■				
<b>Standard Subdivision</b>															
Preliminary Plat	■	■	■	■	■	■	■	□	■	✘	■	■	If Adjacent to County Highway	If Near MnDOT ROW	
Final Plat	Meet with Engineering	□	■	■	■	■	■	□	□	□	■				
<b>Administrative Subdivision</b>															
Preliminary Plat	■	■	■	■	■	■	■	□	□	□	✘	■	If Adjacent to County Highway	If Near MnDOT ROW	
Final Plat	Meet with Engineering	□	□	■	■	■	■	□	□	□	■				
<b>Waiver of Platting</b>	■	■	■	■	■	■	■	□	□	■	■				
<b>Rezoning</b>	■	■	■	■	■	■	■	□	■	✘	✘				
<b>Ordinance Amendment</b>	■	■	■	■	■	■	■	□	■	✘	✘				
<b>Comp Plan Amendment</b>	■	■	■	■	■	■	■	□	■	✘	✘	■			

■ Required    ■ Sometimes Required    □ Not Required    ✘ Public Hearing

## **Application preparation**

From the information provided by staff and the DRC, the applicant prepares a complete application for formal submission.

## **Application submission**

All development applications are submitted to the Planning Division. Once an application is accepted, a review date for formal review by the DRC and a public hearing by the Planning Commission will be scheduled. Please refer to the Development Checklist provided by the Planning Division to make sure you are aware of all the required application elements; incomplete applications will be rejected and returned to the applicant.

Properly prepared applications will include information on every aspect of the proposal so that the reviewing bodies and City Council have a thorough understanding of the request. Incomplete applications may be rejected by staff if they do not conform to the City's application policies and ordinances, or denied by the City Council for cause.

## **Application completeness review**

City staff members review formal development applications to ensure completeness and accuracy. Under *Minnesota State Statute Section 15.99*, the City has 15 business days to determine whether or not an application is complete. Incomplete applications will be returned to the applicant with a written description of the deficiencies. Once deemed complete, applications will be scheduled for the next step in the review process.

## **Formal DRC**

The DRC formally reviews the application for compliance with the City's plans, policies, ordinances and direction provided at the informal review. The DRC provides the Planning Commission and the City Council with its recommendation. Some applications (for example, conditional use permits, ordinance amendments, rezonings or final plat applications) may be processed without DRC formal review. After an informal review the DRC may determine that no formal review is necessary.

## **Hearing Examiner**

The Hearing Examiner provides an alternate method of administratively hearing certain quasi-judicial matters in order to expedite the review process for the City Council. Applications, such as RV temporary conditional use permits, renewal of other temporary conditional use permits and qualifying variance requests, are routinely considered by the Hearing Examiner.

## **Traffic and Transportation Advisory Commission**

The Bloomington Traffic and Transportation Advisory Commission (TTAC) reviews traffic and transportation aspects of existing and new development in the City; concentrates on preservation and service of the existing transportation system; considers improvements or changes; and conducts study projects. Preliminary and final development plans, and final site and building plans appear before TTAC. The City Traffic Engineer decides whether an application must be reviewed by TTAC; TTAC makes its recommendations to the City Council.

## **Planning Commission**

The Planning Commission holds public hearings and makes recommendations on land use and development issues. It's role is to review the applicant's proposal, receive the City Staff's analysis of the applicant's proposal, receive testimony from the public and make a recommendation to the City Council.

## **City Council**

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

All meetings where development applications are considered by the Council are open to the public.

## **Public hearings**

Most types of development applications require some form of 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, and notices are published in the local newspaper with that information.