



# DEVELOPMENT APPLICATION

Property Information
<b>Property Address</b> <i>(if multiple addresses, list all on this form or include separate attachments)</i> <b>704-855 W. 98th Street, Bloomington MN 55420</b>
<b>Business Occupant Address</b> <i>(if different from property address)</i> <b>501 South Eighth St., MLPS MN 55404</b>
<b>Project Name</b> <b>Clover Shopping Center</b>
<i>*Please note that a copy of the property legal description may be required to be uploaded into the permit portal.</i>

Type of Application <i>(select all that apply)</i>		
<input type="checkbox"/> Preliminary Development Plan	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input type="checkbox"/> Final Development Plan	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Ordinance Amendment
<input type="checkbox"/> Final Site and Building Plan	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat	<input checked="" type="checkbox"/> Other <u>Administrative Application</u>

Property Owner			
<b>Owner Name</b> Engelsma Limited Partnership		<input type="checkbox"/> <b>Primary Contact</b> <i>(only select one primary)</i>	
<b>Mailing Address</b> 501 S. Eighth Street,	<b>City</b> Minneapolis	<b>State</b> MN	<b>Zip</b> 55404
<b>Business Address</b> <i>(if different from mailing address)</i>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b> Scott.prosser@krausanderson.com	<b>Phone</b> 612-839-9334		
Signed by: <u>Scott Prosser</u> Agent for Engelsma Limited Partnership <small>2EEEB7B9F4954A5...</small>		Date: <u>9/19/2024</u>	
<b>Property Owner Signature</b>		<b>Date</b>	

Business Occupant/Tenant <i>(if different from property owner)</i>			
<b>Occupant Name</b>		<input type="checkbox"/> <b>Primary Contact</b> <i>(only select one primary)</i>	
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Business Address</b> <i>(if different from mailing address)</i>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b>	<b>Phone</b>		
<b>Occupant/Tenant Signature</b>		<b>Date</b>	



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Additional Representative <i>(if applicable)</i>			
<b>Representative Name</b>		<input type="checkbox"/> <b>Primary Contact</b> <small><i>(only select one primary)</i></small>	
<b>Mailing Address</b> 501 S. Eighth Street,	<b>City</b> Minneapolis	<b>State</b> MN	<b>Zip</b> 55404
<b>Business Address</b> <small><i>(if different from mailing address)</i></small>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b> Scott.prosser@krausanderson.com	<b>Phone</b> 612-839-9334		
_____ <b>Representative Signature</b>		_____ <b>Date</b>	

*\*Use additional copies 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](http://BLM.MN/PORTAL) and register a user account for the City’s permit portal system.
3. Contact the Planning Division ([planning@bloomingtonmn.gov](mailto:planning@bloomingtonmn.gov) 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 [Development Application Review Process](#) handout).