

## 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)*

- |   |   |   |
|---|---|---|
| <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 type="checkbox"/> Other _____                  |

## Property Owner

<b>Owner 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>		

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

## Business Occupant/Tenant *(if different from property owner)*

<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>		

\_\_\_\_\_  
**Occupant/Tenant Signature**

\_\_\_\_\_  
**Date**

Additional Representative <i>(if applicable)</i>			
Representative Name		<input type="checkbox"/> Primary Contact <small><i>(only select one primary)</i></small>	
Mailing Address	City	State	Zip
Business Address <small><i>(if different from mailing address)</i></small>	City	State	Zip
Email Address	Phone		
_____ Representative Signature		_____ Date	

*\*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).