



DEVELOPMENT APPLICATION

Property Information	
Property Address <i>(if multiple addresses, list all on this form or include separate attachments)</i> 3700 American Boulevard East and 3750 American Boulevard East	
Business Occupant Address <i>(if different from property address)</i>	
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 <i>(select all that apply)</i>		
<input type="checkbox"/> Preliminary Development Plan	<input checked="" type="checkbox"/> Conditional Use Permit	<input checked="" 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 checked="" type="checkbox"/> Rezoning
<input type="checkbox"/> Variance	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Other _____

Property Owner			
Owner Name Rosa Development Company, LLP		<input type="checkbox"/> Primary Contact <i>(only select one primary)</i>	
Mailing Address 334 NE 1st Avenue	City Delray Beach	State FL	Zip 33444
Business Address <i>(if different from mailing address)</i> Same	City	State	Zip
Email Address kristin@muirih.com	Phone 561-392-7777		
 _____ Property Owner Signature		_____ Date	

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



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Additional Representative <i>(if applicable)</i>			
Representative Name Larkin Hoffman / William C. Griffith		<input type="checkbox"/> Primary Contact <small>(only select one primary)</small>	
Mailing Address 8300 Norman Center Drive, Suite 1000	City Minneapolis	State MN	Zip 55437
Business Address <i>(if different from mailing address)</i> Same	City	State	Zip
Email Address wgriffith@larkinhoffman.com	Phone 952-896-3290		
 Representative Signature		3/30/2026 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 and register a user account for the City’s permit portal system.
3. Contact the Planning Division (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*).

Planning Division	1800 W Old Shakopee Rd Bloomington, MN 55431	PHONE: 952-563-8920 EMAIL: planning@BloomingtonMN.gov
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