

# TYPICAL LAND USE APPLICATION PROCESS AND PROCEDURES

Community Development  
Department Phone: 763.753.2630



### Pre-Application Meeting

Set up a pre-application meeting to discuss the request and supporting materials required in the submission.

Depending on the project, more than one application may be required.

### Submit Application

Submit an application, fee, plans and any additional documentation required by the application deadline. See City Code for required materials with an application.

Application deadlines are based on an annual schedule and due roughly 30 days prior to the next available Planning Commission Meeting.

Application is reviewed by Staff for completeness within 15 days and referred to outside agencies for review (if required).

### Staff Review

Once the application is deemed complete, the application is reviewed by the City's Development Review Committee (DRC).

The City Planner compiles all DRC comments and reviews into a single report for the Planning Commission.

### Planning Commission Review

The Planning Commission holds public hearings as required for land use and subdivision applications.

The Planning Commission recommends approval or denial and moves the application forward to the City Council. The Planning Commission may table an application for a second review for outstanding questions.

The applicant is expected to attend the Planning Commission meeting.

### City Council Review

The Planning Commission recommendation is forwarded to the City Council for consideration for final approval/denial.

The applicant is expected to attend the City Council meeting.

There is approximately three (3) weeks between the Planning Commission and City Council meetings.

**Steps 2 - 5 typically take between 45 to 60 days. Major Plats may take 60 to 120 days.**

### Post Approval

Staff will send an approval letter to the applicant within 10 days of Council approval. Review this letter and the resolutions of approval for next steps. Take special note of any expiration timelines.

All resolutions, agreements, contracts, securities, additional permits, etc. must be executed before the City can issue a building permit.

### Apply for Building Permit

You submit a formal application for a building permit. Contact the Building Official for questions on specific submittal requirements. Depending on the project size, the permit could take many weeks to review.

Plans are reviewed by various City divisions for compliance with City approvals and applicable requirements.

### Obtain Building Permit

Once the Permit is approved, Staff will contact you with the Permit Amount.