



Appeal Procedures and Application Checklist

Procedures

The Planning Commission will hear any appeal of a denial of a building permit OR an order, requirement, or determination made in the enforcement or administration of the zoning ordinance. The Planning Commission makes a recommendation on the validity of the appeal to the City Council. The City Council makes a final determination on such matters. Appeals do not require a public hearing or public notice.

Application Requirements

Information and documentation must be submitted at least 30 days prior to a scheduled Planning Commission meeting. Appeals shall be submitted in writing via email to communitydevelopment@ci.brooklyn-center.mn.us, and shall include at least the following:

- Application and Fee (\$200)
- Written appeal describing the basis for the appeal

Complete/Incomplete Applications: The application will be reviewed by the Planning Commission and report its recommendations to the City Council who makes a final determination. The applicant shall receive written notice of the actions taken. Once an application is submitted, City Staff shall have fifteen (15) business days to determine if the application is complete. An incomplete application will delay process of the request. If incomplete, City Staff will notify the Applicant in writing that the application is incomplete and what information is needed in order to make the application complete. Once an application has been deemed complete it will be placed on the next available agenda.

Escrows: All Planning Commission Applications shall be subject to a \$1,000 escrow deposit. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include attorney and consulting fees and/or mailing and public notice costs. The escrow amount may be reduced or increased by the City Planner on a project by project basis. If at any time a required cash escrow is depleted the applicant shall deposit additional escrow funds as determined by the City. Unused portions of an escrow deposit shall be returned to the Applicant upon successful implementation of an approved application.