



Preliminary and Final Procedures and Application Checklist

Review Procedure

1. Applicant reviews proposal with City Planner before plans are finalized.
2. Applicant submits application and submission documents to City.
3. Planner determines within 15 days whether application is complete or not.
4. Planner submits preliminary plat to any affected jurisdictions as applicable for review.
5. Planner prepares written review of application for Planning Commission and City Council (City Attorney, Engineer, Building Inspector and Fire Chief) may also prepare reviews depending upon issues involved in application.
6. Planning Commission holds public hearing, reviews proposal and makes recommendation to City Council.
7. City Council reviews proposal and takes action. Council may hold additional hearing(s).
8. Applicant prepares Final Plat documents of all or a portion of the site.
9. City reviews Final Plat and executes mylars.
10. Applicant causes mylars and any necessary easements or other agreements to be recorded with the County.

Application Requirements

Prior to submitting an application a meeting with a City Planner is required. The application and supporting documents must be submitted at least thirty days before the Planning Commission meeting. All application and supporting documents must be submitted in electronic format to communitydevelopment@ci.brooklyn-center.mn.us. Please review the project checklist to ensure that all required materials have been submitted. The full Zoning Code is available online at www.cityofbrooklyncenter.org.

Please provide the following information with your completed Application. To seek a waiver of any item, contact the City Planner.

Complete	Incomplete	N/A	
			Required Project Information:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Planning Commission Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee of \$400/Preliminary Plat, \$200/Final Plat, and Escrow as determined by City Planner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No outstanding violations
			Project Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of project, layout of proposed lots, blocks, streets with identifying numbers and names, proposed trails and pedestrian ways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum front, rear, and side setback lines and lot areas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A statement describing the proposed use of the property, type and number of units, type of business or industry, effects of the development on traffic, fire hazards, etc.
			Preliminary Plat Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines of project site including proposed layout of property lines, lots, blocks, parcels, streets, and boundary lines of project site including dimensions at a scale of not less than (1) inch to fifty (50) feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, right-of-way width, dimensions and names of existing or dedicated streets or other public lands, permanent buildings and structures, easements, section and corporate lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed building location(s), dimensions and setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed driveway, curb and sidewalk locations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan. Existing and proposed topographic information at two (2) foot intervals.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of surveyor, date, license number, scale, and north arrow
			Environmental Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoreland boundary (including official OHW elevation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland boundary (including a copy of the delineation report)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain/floodfringe boundary including elevations at building and lot corners NOTE: The lowest floor elevation (including basement) must be included.
			Easement Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private and public easement locations and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities and rights-of-way easements including man-hole elevations, pipe elevations
			Utilities and Infrastructure Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities plan – sizes, locations, and approximate gradients: - Sanitary sewer - Water main

			<ul style="list-style-type: none"> - Natural gas load - Electrical load _____ Storm sewer design, catch basin inverts and locations, NURP pond dimensions. Please include drainage calculations. _____ Surface water collection and conveyance features including arrows indicating the direction of surface water flow over the map of proposed contours. - Surface water ponds, drainage ditches and wetlands.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets – location, size, and center line gradients of proposed streets and alleys.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street and utility cross-section
			Other Considerations**:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic generation computations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed protective covenants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If any zoning changes are contemplated, proposed zoning plan for the area including dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Park and open space area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking lot dimensions, hard surface calculations, access drive locations, typical stall dimensions, and handicapped stall locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other plans as determined necessary by the City Planner
**Please contact the City Planner to determine if other plans will be required.			

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.