

NEIGHBORHOOD INFORMATION MEETING (NIM): REQUEST FORM

Submit this form to request a Neighborhood Information Meeting (NIM) for a potential Land Development Application. Forms must be submitted at least 25 days before the meeting date.

Materials required for the submittal of a NIM application are listed on [page 3](#) of this document. For more information on each application, please visit our website at www.rochestermn.gov/planning.

Applications can be submitted via email at CommunityDevelopment@rochestermn.gov or in person at our office during business hours (4001 West River Pkwy NW, STE 100, Rochester, MN 55901).

A \$120 Public Notice fee is due upon the acceptance of this request.

1. PROJECT INFORMATION

Project Name: _____

Site Address: _____ PIN: _____

Pre-Development Meeting Date (required before NIM): _____

Proposed Application Type: _____

Proposal Description: _____

2. MEETING INFORMATION

Meeting Date: _____ Meeting Time: _____ Call-In Number: _____

Meeting Location: _____

Virtual Meeting Link: _____

Contact Information for Public Questions: _____

3. CONSULTANT CONTACT INFORMATION *(for planning team questions)*

Name: _____

Cell Phone: _____ Email: _____



NEIGHBORHOOD INFORMATION MEETING (NIM) GUIDE

What is the purpose of a NIM?

To share details of your proposed development project with neighbors and interested community members. There's value in collecting Community Input for your project. Use the Neighborhood Information Meeting to:

- Learn about the neighborhood from those who know it best.
- Improve your project.
- Battle misinformation.
- Leverage neighborhood support for the application process.
- Build relationships for future projects.

When are NIMs required?

NIMs are required for the following application types:

- Conditional Use Permit – Approved by City Council
- Conditional Use Permit – Approved by Commission
- General Development Plan
- Interim Use Permit
- Landmark Designation
- Major Land Subdivision
- Rezoning
- Site Development Plan (less than 4 units exempt)

My application requires a NIM—what do I need to do as an applicant?



After a pre-development meeting, you can proceed with your land development proposal by submitting a NIM application and required NIM materials (outlined in the section below). NIM Applications must be submitted 25 days before the NIM. Once City teammates review your NIM application for completeness, the City will send meeting notifications to neighboring property owners and renters. You will be required to print and distribute copies of [NIM Community Guide](#) and application-specific guides to meeting attendees.

At the NIM, you (or your representative) will present the required meeting materials to neighbors and interested community members. Materials should be presented in a way that is clear, concise, and easy to understand. Your presentation should include an opportunity for attendees to ask questions and provide feedback. It is in your best interest to listen and consider what they have to say. After the meeting, you will need to create a meeting report to proceed with the application process. The meeting report must include the date & time of the meeting, the number of attendees, and the topics discussed. **Note:** *The report must also list each concern raised at the meeting, including a note for each concern on what changes were made in response to the each concern or why no change was made.*



You must submit a Land Development Application with a copy of the meeting summary within 30 days after the NIM. If you do not submit a Land Development Application within 30 days of the NIM, you will be required to host another NIM.

What materials are required for the NIM Application?

Your NIM application should include the following materials (listed by application type):

- Conditional Use Permit (CUP) approved by City Council or Commission:

- Exhibit of site plans (including height, setbacks, floor area ratio, and parking)
- Exhibit of landscape plans (including base plantings, buffer yards, and street trees)
- Exhibit of building elevation (including building length and required design elements)
- Preliminary trip generation analysis (how much additional traffic could be generated)
- Prepare a presentation using the [NIM PPT template - CUP](#)

Note: At the NIM, you must provide printed copies of the [Community Guide - NIM](#) and [Community Guide - CUP](#) to meeting attendees.

- General Development Plan (GDP):

- Exhibit identifying all permitted uses in the existing zoning district
- Exhibit identifying proposed street layout and unit densities
- Exhibit detailing future project details, if known
- Preliminary trip generation analysis (how much additional traffic could be generated)
- Address existing and future environmental features (i.e. wetlands, soils, groundwater conditions, floodplains, etc.)
- Prepare a presentation using the [NIM PPT template - GDP](#)

Note: At the NIM, you must provide printed copies of the [Community Guide - NIM](#) and [Community Guide - GDP](#) to meeting attendees.

- Interim Use Permit:

- Exhibit of site plans (including height, setbacks, floor area ratio, and parking)
- Exhibit of landscape plans (including base plantings, buffer yards, and street trees)
- Exhibit of building elevation (including building length and required design elements)
- Preliminary trip generation analysis (how much additional traffic could be generated)
- Prepare a presentation using the [NIM PPT template - Interim Use Permit](#)

Note: At the NIM, you must provide printed copies of the [Community Guide - NIM](#) and [Community Guide - Interim Use Permit](#) to meeting attendees.

- Major Land Subdivision Permit:

- Exhibit identifying all permitted uses in the existing zoning district
- Exhibit identifying proposed street layout and unit densities
- Exhibit detailing future project details, if known
- Preliminary trip generation analysis (how much additional traffic could be generated)
- Address existing and future environmental features (i.e. wetlands, soils, groundwater conditions, floodplains, etc.)



Prepare a presentation using the [PPT template - Major Land Subdivision Permit](#)

Note: At the NIM, you must provide printed copies of the [Community Guide - NIM](#) and [Community Guide – Major Land Subdivision](#) to meeting attendees.

- Rezoning:

- Exhibit of current zoning map and proposed zoning map (including scale)

- Exhibit identifying the massing permitted in the existing zoning district and proposed zoning district

- Exhibit identifying the dimensional standards in the existing zoning district and proposed zoning district

- Exhibit identifying all permitted uses in the existing zoning district and proposed zoning district

- Preliminary trip generation analysis (how much additional traffic could be generated)

- Prepare a presentation using the [NIM PPT template - Rezoning \(Official Zoning Map Adoption\)](#)

Note: At the NIM, you must provide printed copies of the [Community Guide - NIM](#) and [Community Guide - Rezoning](#) to meeting attendees.

- Site Development Plan (SDP):

- Exhibit of site plans (including height, setbacks, FAR, and parking)

- Exhibit of landscape plans (including base plantings, buffer yards, and street trees)

- Exhibit showing the elevation (including length and required design elements)

- Exhibit showing the photometric plan

- Preliminary trip generation analysis (how much additional traffic could be generated)

- Prepare a presentation using the [NIM PPT template - SDP](#)

Note: At the NIM, you must provide printed copies of the [Community Guide - NIM](#) and [Community Guide - SDP](#) to meeting attendees.

