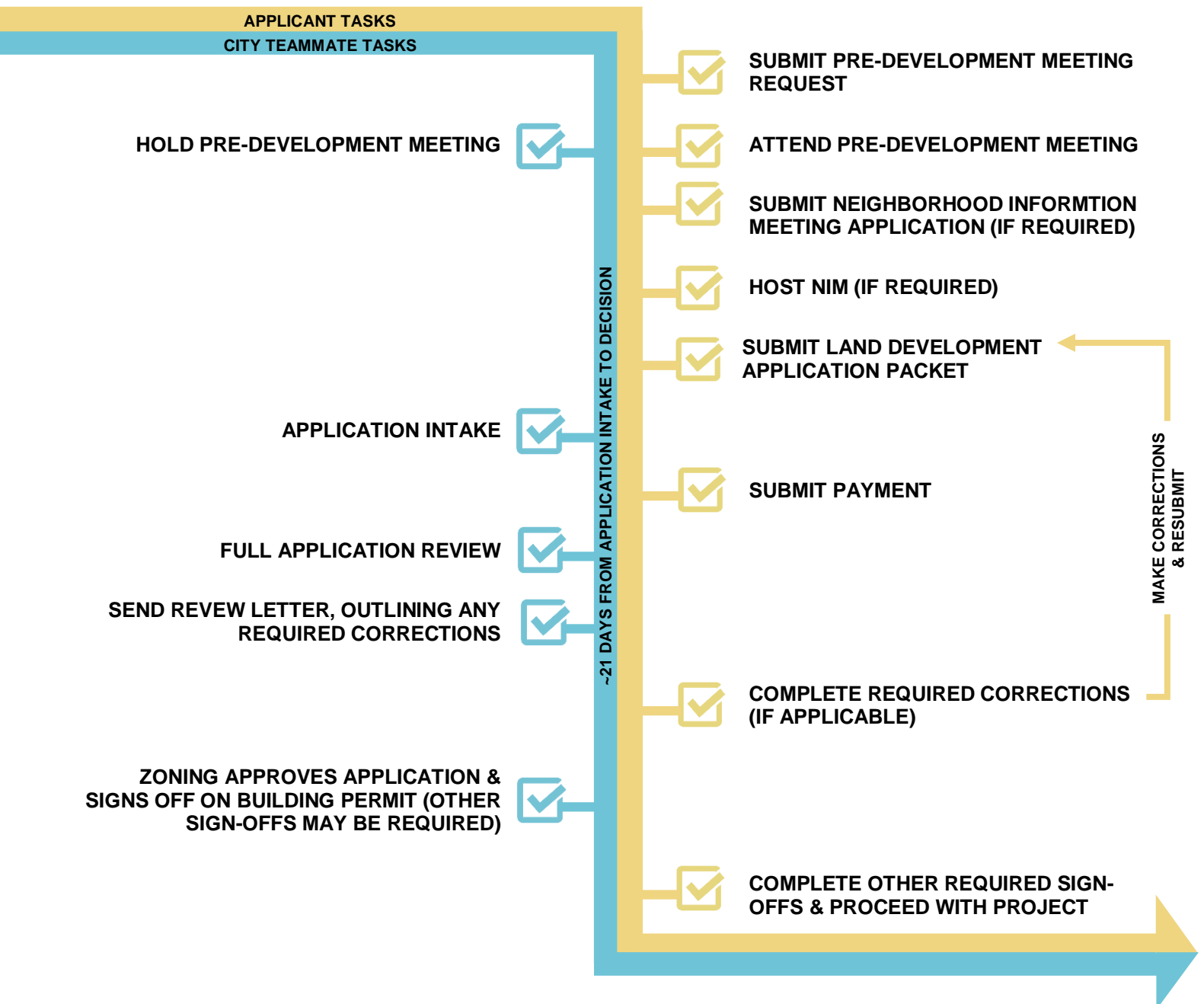


APPLICATION GUIDE: CITY TEAMMATE APPROVAL

Applications that follow this process include: Certificate of Appropriateness – Minor Alterations, Conditional Use Permit – Staff Authorized, Floodplain Development Permit, General Development Plan, Home Occupation, Lot Line Readjustment, Minor Land Subdivision Permit, Minor Modification, Site Development Plan, Temporary Permit, and Zoning Certificate.



Step-by-Step Guide:

1. Submit a [Pre-Development Meeting Request Form](#)
 - a. Your application will be reviewed by Development Review team, which is comprised of City, County, and State departments & agencies; after their review, they will coordinate a Pre-Development meeting and will notify you of the meeting date and time
2. Attend a Pre-Development Meeting
 - a. At the meeting, City teammates will provide feedback to help you prepare for the formal development application, including project-specific requirements, such as Neighborhood Information Meetings (NIM), documentation, etc. Please note, the pre-development review is a preliminary review, intended to provide high level feedback as it relates to City codes and ordinance early in the process, prior to major investment in the project
3. Host a Neighborhood Information Meeting (if required)
 - a. Neighborhood Information Meetings (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; Minor Land Subdivision; Rezoning; Site Development Plan (less than 4 units exempt)
 - b. Please see the Neighborhood Information Meeting Guide for more details (the guide can be found on www.rochestermn.gov/planning)
4. Submit a [Land Development Application](#) within 30 days after NIM
 - a. With your submission, please include the materials outlined on the Planning & Zoning Application webpage (www.rochestermn.gov/planning)
 - b. City Teammates will complete an application intake review to ensure that required materials are included with your application and will formally accept or decline your application in writing (~2 business days)
5. Submit payment
 - a. Payments can be made during office hours via *card over the phone** or in person at our office
 - i. Phone: 507-328-2600 – press for option 4
 - ii. Office Location: 4001 West River Pkwy NW, Rochester, MN, 55901
6. Wait for the Development Team’s full application review (~10-15 business days)
 - a. City teammates will notify you of an application decision (approval or corrections required)
 - b. This process may include several rounds of revisions, as all city rules and regulations need to be met to proceed with a project; if corrections are required, please make the necessary corrections and submit the revised plans for review (each review is ~10-15 business days)
 - c. Following approval, the Community Development—Planning & Zoning Division will approve the application and sign off on any required Building Permit applications (other sign-offs may be required for permit issuance)
 - i. Please refer to the building permit application guide for full details on the building permit process

**American Express card payments cannot be taken over the phone*

