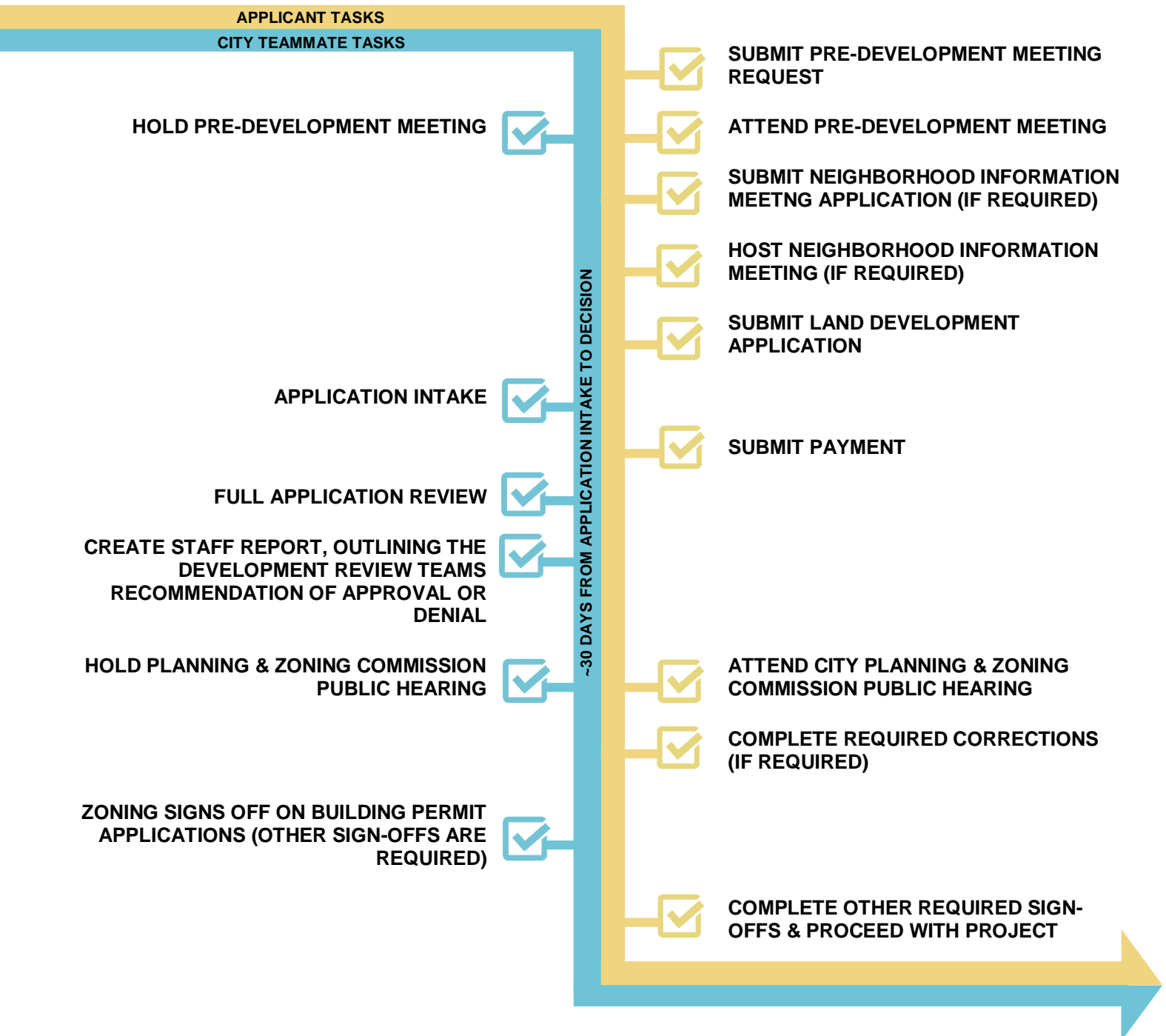


APPLICATION GUIDE: COMMISSION APPROVAL

Applications that follow the Commission Approval Process include: Certificate of Appropriateness – Major Alterations, Conditional Use Permit – Approved by Planning Commission, Major Modification, Shoreland Protection Permit, and Variance



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 Meeting (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](#)
 - 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 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. Attend Commission Meeting/Public Hearing
 - a. City Teammates will notify you of the date and time of the meeting
 - b. At the meeting, you will present your proposal to a Commission, which will make a recommendation on the application for City Council (refer to the UDC Procedures Table 500.01-1 to determine which commission and whether the meeting includes a Public Hearing)
 - c. The Planning Commission will vote to approve, deny, or table your application
7. Following the Planning Commission Meeting, make changes to your proposed plans (if needed) based on their decision and/or conditions of approval and submit to Community Development for review
 - a. Following approval, the Community Development—Planning & Zoning Division will 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*

