



Planning Application

City Use Only
Date Received: _____
Date Application Complete: _____
Letter of Completeness: _____
Application No. _____

A preliminary meeting with the Planning and/or Engineering Staff is required prior to the submission of a Planning Application. No application will be accepted prior to such meeting. City Staff shall have five (5) business days to review applications for completeness. The 60-day statutory review period does not begin until staff determines the application is complete.

**Application Request
(Mark all that Apply)**

<input type="checkbox"/>	Site & Building Plan (\$750)	<input type="checkbox"/>	Planned Unit Development (\$1800)	<input type="checkbox"/>	Subdivision Approval (\$300)
<input type="checkbox"/>	Rezoning (\$1050)	<input type="checkbox"/>	PUD Amendment (\$700)	<input type="checkbox"/>	Appeal (\$200)
<input type="checkbox"/>	Variance (\$200)	<input type="checkbox"/>	Special Use Permit (\$200)	<input type="checkbox"/>	Determination (\$200)

Applicant Information:

Name: _____ Signature _____

Address: _____

Office Phone: _____ Cell: _____

Email: _____ FAX: _____

Owner Information* (if different from Applicant):

Name: _____ Signature _____

Address: _____

Office Phone: _____ Cell: _____

Email: _____ FAX: _____

* The fee title owner of the property must sign this Application to make it official

Please provide a general description of your Application Request: _____

Address/Location of Property: _____

Legal Description of Property: _____

The applicant requests processing of this application and agrees to pay to the City of Brooklyn Center, within fifteen (15) days after mailing or delivery of the billing statement, the actual costs incurred by the City for Engineering, Planning and Legal expenses reasonably and necessarily required by the City for the processing of the application. Such costs will be in addition to the application fee described herein. Withdrawal of the application will not relieve the applicant of the obligation to pay costs incurred prior to withdrawal.

Application Fee \$ _____ Acct No. 10100-4403 Receipt No. _____

Planning Commission Recommendation

Dates of PC Consideration	Legal Notice Published	Notices Mailed	Action Taken	Approved Resolution No.

____ Approved ____ Denied this _____ day of _____ 20 _____,
subject to the following conditions:

Chairman

City Council Action

Dates of Council Consideration	Legal Notice Published	Notices Mailed	Action Taken	Approved Resolution No.	Performance Bond Received

____ Approved ____ Denied this _____ day of _____ 20 _____,
with the following amendment:

Clerk/Planning Commission Secretary