

Development Approval

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| <p>Pre-Application Meeting</p> <p>Meet with the development team prior to making an application.</p> <p>This meeting will provide information on the process including applications, fees, timelines and comments on the overall project.</p> | <p>Submit Application to Watershed</p> <p>The City needs concurrence from the Watershed prior to deeming an application complete.</p> <p>If assistance is needed with this process contact the Engineering Department at 763-785-6172.</p> | <p>Submit Application</p> <p>Submit formal application online</p> <p>BlaineMN.gov/DevApplicationSubmittal</p> <p>An account will need to be created to apply. Paper applications and plans are not accepted.</p> <p>The submittal should include the application, fees and applicable plans.</p> <p>Once received, staff will review for completeness and send a letter to the applicant regarding meeting dates and/or outstanding items.</p> | <p>Staff Review</p> <p>Once the application is deemed complete, staff will review the plans and compile a report for the Planning Commission.</p> <p>The applicant will be emailed the link to the report.</p> | <p>Neighborhood Meeting</p> <p>Applicants are required to host a neighborhood meeting for the following applications: rezoning, land use plan amendment, plat, or conditional use permit for new industrial, commercial or multifamily adjacent to, or within a residential neighborhood.</p> <p>BlaineMN.gov/NeighborhoodMtgPolicy</p> | <p>Planning Commission Review</p> <p>The Planning Commission holds the public hearing (if necessary) on the item. Staff presents the item to the Commission.</p> <p>A representative should attend the meeting for any questions or concerns. The Planning Commission makes a recommendation to the City Council.</p> | <p>City Council Review</p> <p>Staff drafts a report and incorporates comments from other departments including Planning Commission recommendation and any conditions.</p> <p>The applicant will be emailed the link to the report, and should plan to attend the meeting.</p> <p>Some items require two readings therefore, there will be two council meetings for the item(s).</p> | <p>Approval</p> <p>Once approved by the City Council, staff sends email of approval outlining next steps. This may include entering into a development agreement, SIPA or recording documents.</p> <p>The City will record conditional use permits and variances with the County.</p> |
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Permit Approval

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| <p>Apply for Building Permit</p> <p>Apply online at BlaineMN.gov/CommercialConstructionPermits</p> <p>An account will need to be created if there isn't one.</p> <p>The application should include complete working plans with supporting documentation.</p> <p>Note: Apply for electrical permits through the State.</p> | <p>Building Permit Plan Review</p> <p>Plan review can typically take up to three to four weeks to complete.</p> <p>Building staff provides a letter detailing any plan deficiencies.</p> <p>Any revisions may alter the review timeline.</p> | <p>Obtain Building Permit</p> <p>When the permit is approved, the applicant will receive an email providing permit fee details.</p> <p>The stamped approved plans and inspection card must be kept on the job site or digitally until all inspection approvals have been completed.</p> | <p>Other Permits</p> <p>In addition to the building permit, other permits may need to be obtained such as: utilities (included with the building permit for new buildings) plumbing, mechanical, electrical, fire sprinkler, fire alarm systems and building/freestanding signs.</p> | <p>Schedule Inspections</p> <p>Building Inspections are scheduled by calling 763-765-6170. The required inspections are listed on the online permit.</p> <p>Fire Inspections are scheduled by calling 763-785-6187.</p> | <p>Certificate of Occupancy</p> <p>Once all work is completed and all required final inspections are approved, the Building Department issues a Certificate of Occupancy and the building may be occupied.</p> |
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