



Plan Submission Checklist

The following is a general guide only. Contact City staff for clarifications.

Depending on the development complexity, the required information may vary. Verify all requirements with the Planning Division staff at (952) 563-8920 or Planning@BloomingtonMN.gov. Applications are submitted online after planning staff initiates a case on the [Bloomington application portal](#). An applicant may not initiate a Development Application on the Portal.

General application procedures include but not limited to:

- Registration on the [Bloomington application portal](#).
- An application request signed by the owner or owner’s representative allowing application submission.
- Written documentation regarding the project.
- All plans applicable to the project. (See details below)
- Fees paid once the application has been initiated, uploaded and accepted.

REQUIRE INFORMATION DETAILS

Written Documentation typically includes the following, if applicable:

- 1) Name, address, email address and telephone number of the owner/developer and architect/engineer.
- 2) A complete description of the project including use(s), site and building statistics.
- 3) Any project phasing and construction scheduling.
- 4) Proposed hours of operation.
- 5) A description of the covenants or agreements that may influence the use and maintenance of the proposed development;
- 6) Anticipated employment
- 7) Anticipated trip generation based on the most recent ITE Trip Generation Manual.
- 8) Anticipated peak hour and average day water demand and wastewater flow.

Common Plans (PDF without layers or viewports) One full size set and one reduced (letter size) set

- 1) Site Plans showing all the existing and proposed changes including but not limited to property lines, contours, buildings, utilities, parking, circulation, sidewalks, wetlands or water bodies.
- 2) Building plans – including type of construction, size, and proposed uses identified, access, exterior materials, rooftop equipment and screening.
- 3) Utility plans.
- 4) Grading, erosion control and drainage plans.
- 5) Stormwater management plans and report.
- 6) Landscaping plans.
- 7) Photometric plans.

For further information, contact the appropriate City Division

Planning	952-563-8920	Building and Inspections	952-563-8930
Fire Marshal	952-563-8933	Environmental Services	952-563-8934
Licensing	952-563-8728	Crime Prevention	952-563-4900
Engineering	952-563-4870	Traffic	952-563-4913
Utilities Division	952-563-8777		