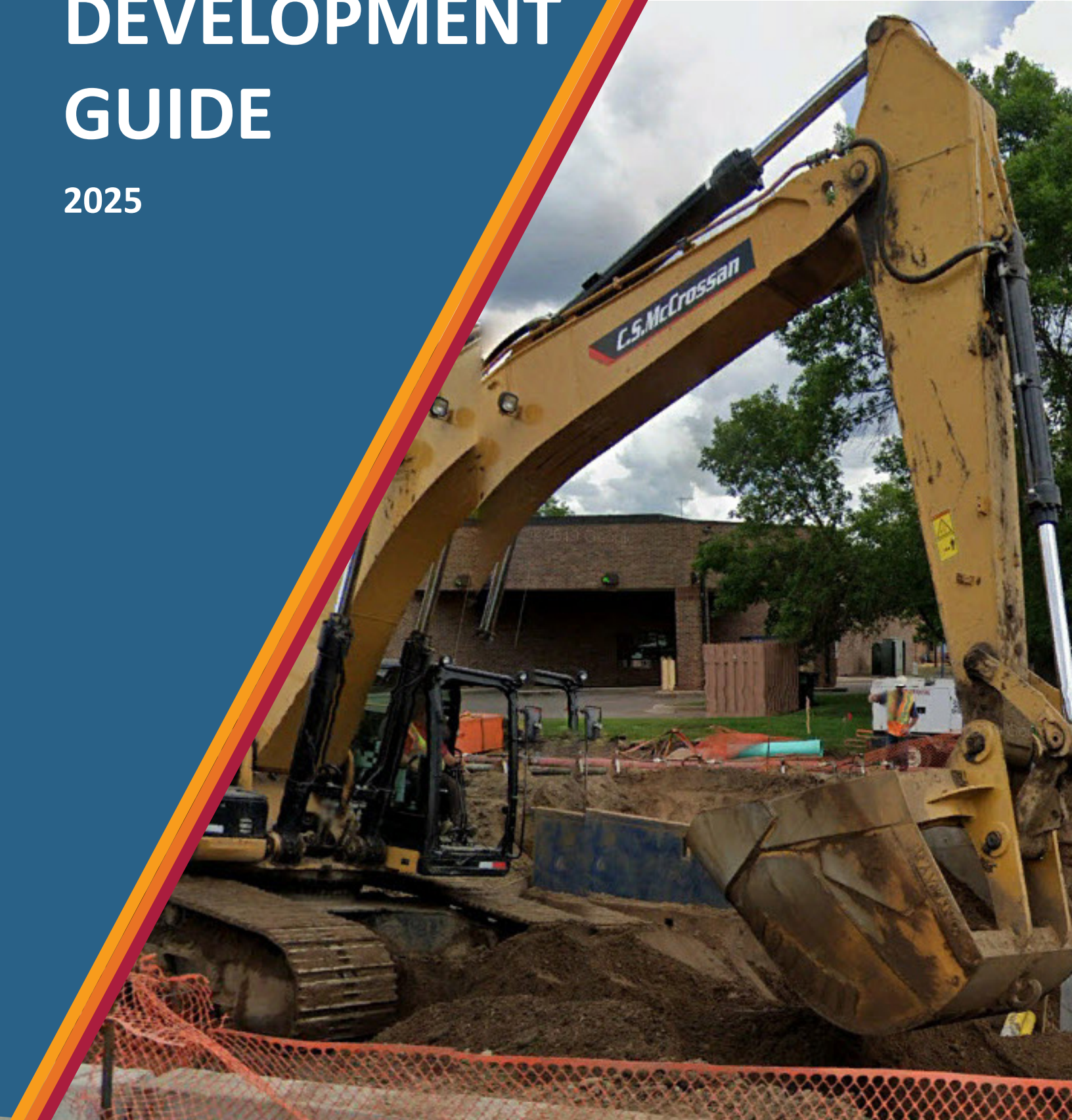


BROOKLYN CENTER DEVELOPMENT GUIDE

2025



Contents

Introduction.....	1
City Departments, Commission, and Council.....	2
City Departments.....	2
Planning & Zoning.....	2
Community Development.....	2
Building & Construction Regulations and Permits.....	2
Planning Commission.....	2
City Council.....	2
Pre-Application.....	3
Pre-Application.....	3
Development Process and Permit Requirements.....	4
Development Process.....	5
Development/Planning Application Process Timeline.....	5
New Building/Construction Process.....	6
New Building/Construction Application Timeline.....	6
Permits.....	7
Permits.....	7
Permit Requirements.....	7
Building and Construction Regulations and Permits.....	7
Permit Fees.....	7
Contractor Licensing Requirements.....	7
Permits, Applications and Forms.....	8
Commercial Building Permit Application Submittal Requirements.....	8
Applications.....	8
Economic Development Authority Owned Property Development Interest Form.....	9





Introduction

The Brooklyn Center Development Guidebook is intended to provide general information for those seeking site development, redevelopment, and building rehabilitation in the city of Brooklyn Center. For most projects, it is recommended that an applicant start by reviewing the Development Process section of this Guide to determine which process is most appropriate for a desired project.

While intended to be comprehensive, additional materials outside of this guidebook may exist. Please check our the City of Brooklyn Center website for more information, or call 763.569.3330



City Departments

Community Development

The Community Development Department is responsible for:

- Monitoring building construction through plan review activities and site visits.
- Inspecting residential rental properties to ensure minimum health and life safety standards are met.
- Addressing community concerns such as property maintenance, zoning codes, sign codes, public nuisances, and various quality of life codes.
- Monitoring and coordinating foreclosure related issues and the vacant building program.

Building & Construction Regulations and Permits

The Building Division reviews plans and construction work for building, plumbing, mechanical, fire suppression, water and sewer, and sign permit applications to ensure compliance with city ordinances and State Building and Fire Codes. Electrical permits are also administered through the city.

Planning & Zoning

The Planning and Zoning Division is responsible for the enforcement of the city's Unified Development Ordinance. Functions include:

- Administering site performance guarantees and overseeing the issuance of land use permits, sign hanger permits, and the inspection of signs.
- Assisting and providing interpretation of the city's Zoning Ordinance and other related codes.
- Preparing initial reports on all applications to the Planning Commission, including site and building plans, special use permits, variances, rezoning, appeals, and preliminary plats.
- Serve and prepare reports to the Planning Commission on issues related to comprehensive planning, ordinances and land use changes, platting, rezoning, special use permits, site and building plants, variances, and appeals.

Planning Commission

The Planning Commission advises the City Council on issues related to comprehensive planning of land use and redevelopment, platting, rezoning, and special use applications, plan approval, variances, and appeals. Commissioners serve a two-year term. The Commission is composed of a Chairperson and six members.

City Council

Brooklyn Center operates under the Council-Manager plan. Under this form of government, all legislative power is vested in the elected, part-time City Council. The Council consists of a Mayor and four Council Members who are elected at large for four-year staggered terms. The Council adopts policies and ordinances and appoints a professional, full-time City Manager to carry them out.

Pre-Application

The below table outlines what pre-application requirements you need or are recommended prior to beginning the application process for your project. It is recommended that applicants review the below documents to ensure that a proposed project is consistent with current and future city goals and policies. If you are seeking a Zoning Change or Planned Unit Development (PUD), please consult with the City Planner for the appropriate process and next steps.

If you are a developer or homeowner, start your construction project off on the right footing. Call the Building & Community Standards Division at (763) 569-3330 to schedule a pre-design meeting or if you have questions about construction regulations.

	New Construction			Existing Residential Renovation	Existing Non-Residential Renovation	Special Use
	R1 & R2	R3+	Non-res.			
Meet with City Staff	-	X	X	-	-	-
Review Comprehensive Plan	-	X	X	-	-	-
Review Zoning Map	X	X	X	-	-	-
Review Zoning Code	X	X	X	X	X	-
Review Building Code	-	-	-	-	X	-
Review Public Notice Requirements	-	X	X	-	-	-
Review Additional City Documents	-	As needed	As needed	-	-	As needed

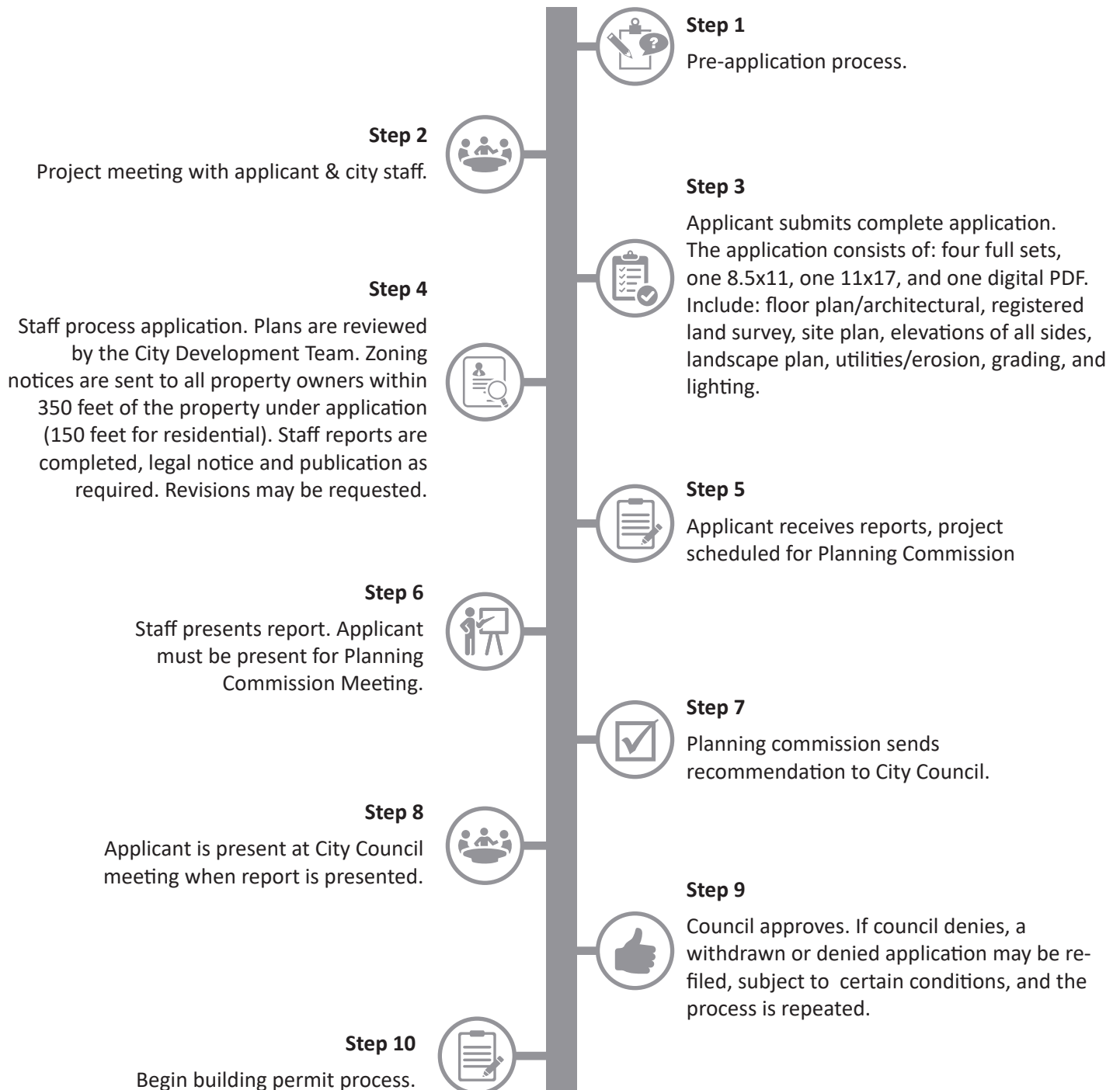
Development Process and Permit Requirements

The below table outlines what processes, permits, and applications are required based on your project type.

PROCESS/ PERMIT	New Construction			Existing Residential Renovation	Existing Commercial Renovation	Conditional Use Permit
	R1 & R2	R3+	Non-res.			
Development/ Planning Application Process	X	X	X	-	-	X
New Building Construction Application Process	X	X	X	-	-	X
Permit	X	X	X	Depends on project	X	X
Planning Commission	X	X	X	X	X	-
Planned Unit Development	Depends on project	Depends on project	Depends on project	-	-	-
Preliminary Plat/ Subdivision	Depends on project	Depends on project	Depends on project	-	-	-
Site and Building Plan	X	As needed	As needed	X	X	-

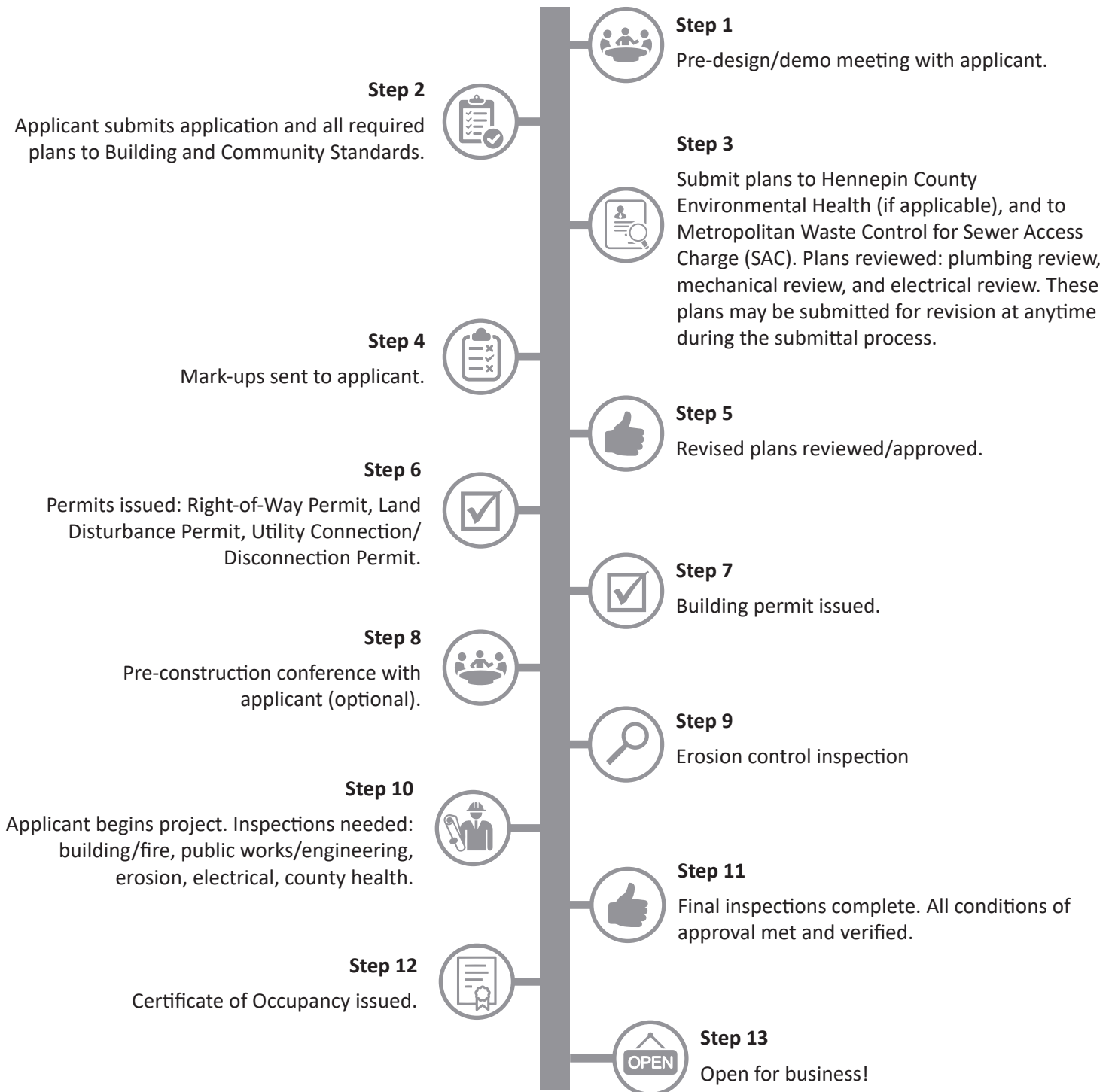
Development/Planning Application Process Timeline

The development/planning application process lays out the first of our “two-step” system. If you are developing land, replatting, or require a special use permit, the Development/Planning Application Process timeline includes important details and approximate timelines to help guide you through the application process.



New Building/Construction Application Process Timeline

If you have been approved for the development or planning process, the next step is to obtain approval to construct your building. The Building Construction Process timeline includes important details and steps in obtaining the approval to build.



Permits

Permits are required to ensure basic health and life safety requirements are incorporated into the construction project to protect the public health, safety, and general welfare of all citizens and property owners in the city. Insurance companies and home buyers often check the status of permits when researching the condition and value of a property.

Permit(s) required for the following projects:

- Window/sash replacement
- Fences
- Steps/stoops
- Home additions
- Garages
- New constructions
- Siding and roof replacement
- Moving of structures
- Demolition
- Swimming pools
- Electrical work
- Furnace, A/C or boiler replacement
- Water softener, plumbing fixtures
- Wireless home systems -- permit required only if the monitoring panel is hardwired into the wall

Permit Requirements

Permit applications can be submitted in person, online or by mail. Work requiring a permit should not begin until a permit is issued. A permit will be issued only to the person or persons performing the work. Building, Electrical, Mechanical, Plumbing, and Signhanger contractors must be properly licensed before a permit will be issued. Certain types of permits are available through the ePermit system. Customers can apply for and receive permits with a credit card. Once the process is complete, the customer will receive an email with the permit and inspection record card attached which should be printed and displayed at the job site.

Building and Construction Regulations and Permits

The following information and handouts will help you prepare and complete your project.

[Permit Information](#)

Permit Fees

The below link will redirect you to information about current City permit fees

[Permit Fees](#)

Contractor Licensing Requirements

A copy of a State issued license and required bond must be on file with the City in order to make an application for Electrical, Plumbing, and Residential Building permits. Click here to view contractor requirements.

Construction Permits

Construction Permit can now be applied for [Online](#). Visit our [website](#) for more information on how to apply for a construction permit.

Planning Applications

Planning Applications can now be applied for [Online](#). Visit our [website](#) for more information on how to apply for a construction permit.



EDA OWNED PROPERTY DEVELOPER INTEREST FORM

Thank you for your interest in developing in Brooklyn Center! To make the best use of your time, and ours, we would appreciate it if you would complete this simple form to tell us about your proposed development. Once this form is fully complete, please submit and we will call you to discuss your development and the suggested next steps. Thank you!

Developer & Team Information

Business Entity Name: _____

Address: _____

Developer Contact: _____

Contact Phone: _____

Contact Email: _____

If a partnership include:

General Partners: _____

Percentage ownership: _____

Contact information for each General Partner: _____

Developer Experience

Years of experience in real estate development: _____

of projects developed: _____

of projects developed in the proposed project type: _____

Please include a developer bio:

Other Development Team Members, if selected:

Architect: _____

Civil Engineer: _____

General Contractor: _____

Attorney: _____

Development or other Consultant(s): _____

Relevant Project Experience

Please provide a summary of relevant project experience. Please include the following information via attachments or by writing in the space below:

- Asset type
- Location of project
- Year developed
- Square footage or number of units
- Total project cost
- Architect
- General Contractor
- Did you obtain public subsidy
- Was the project financially feasible
- A project paragraph

Proposed Project Information

Project Description

Please provide a brief description of your project. Include product type, square footage, # of units if residential, type of parking and other narrative to help us understand the project and project vision:

Do you plan to hold this development long-term or develop for sale?

Long-term For sale

Project Feasibility

Please describe project feasibility in a brief narrative – how do you know your project is financially feasible?

Provide summary project proforma:

Describe third-party feasibility research obtained:



EDA OWNED PROPERTY DEVELOPER INTEREST FORM

Financing

Please provide an initial estimate Source & Use Schedule:

Please explain how pre-development costs prior to a loan closing will be funded:

Does project require public assistance?



2025 Planning Commission Application

Escrows: All Planning Commission Applications shall be subject to a \$1,000 escrow deposit. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow may include attorney and consulting fees and/or mailing and public notice costs. The escrow amount may be reduced or increased by the City Planner on a project by project basis. If at any time a required cash escrow is depleted the applicant shall deposit additional escrow funds as determined by the City. Unused portions of an escrow deposit shall be returned to the Applicant upon successful implementation of an approved application.

Complete/Incomplete Applications: A preliminary meeting with City Staff is required prior to the submission of a Planning Commission Application. No application will be considered complete prior to such meeting. Once an application is submitted, City Staff shall have fifteen (15) business days to determine if the application is complete. An incomplete application will delay process of the request. If incomplete, City Staff will notify the Applicant in writing that the application is incomplete and what information is needed in order to make the application complete. Once an application has been deemed complete it will be placed on the next available Planning Commission agenda.

Meeting Schedule: The deadline for submittal of Planning Commission Applications is outlined in the below schedule. Failure to submit all application materials, fees, and escrows by 4:30 p.m. on the application submittal deadline may delay the review process. Planning Commission meetings are held the second Thursday of each month at 7:00 p.m. If a recommendation is made by the Planning Commission regarding the application it will typically be placed on the agenda of the next available City Council meeting, which are held the fourth Monday of each month at 7:00 p.m. Meetings are held in the City Council Chambers at Brooklyn Center City Hall. Additional meetings and/or work sessions may be scheduled as necessary for the review of an application.

2025 Application Schedule (subject to change)

Application Submittal Deadline (30 days prior to meeting)	Planning Commission Meeting Dates	City Council Meeting Dates (for application review)
December 12 (2024)	January 9	January 27
January 14	February 13	February 24
February 7	March 9	March 27
March 14	April 13	April 24 or May 8
April 14	May 14	June 8
May 9	June 8	June 26
June 13	July 13	July 24
July 11	August 10	August 28
August 15	September 14	September 25 or October 9
September 12	October 12	October 23
October 10	November 9	November 27
November 14	December 14	January 2024