



# CONCEPT REVIEW APPLICATION

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11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7104 / [www.ci.champlin.mn.us](http://www.ci.champlin.mn.us)

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The concept review application is an option for developers to gather conceptual, preliminary comments from the appropriate advisors or decision makers prior to formal planning application. This application is in no way an approval of a concept or preliminary development idea. The purpose of the concept review process is to allow staff the appropriate time to gather concept materials, review the application, and schedule meetings with the appropriate advisors and decision makers that will provide conceptual, preliminary comments on the development idea.

For the City of Champlin to accept an application submittal, all the following information shall be submitted by the application deadline. If any portion of your submittal is incomplete, it may not be accepted or placed on the next available agenda. If you should have any questions on the application, please contact Community Development at 763-923-7104 or [lsmith@ci.champlin.mn.us](mailto:lsmith@ci.champlin.mn.us).

## **Process Steps**

1. Obtain planning application form and information from Community Development Department.
2. Review application deadlines and meeting schedule, and pre-application materials and contact Community Development prior to the application deadline.
3. Submit application including the application form, \$50 fee and all other items included on the checklist below.
4. Concept review applications will be reviewed by the appropriate advisors. **The applicant or applicant's agent must attend the scheduled meeting to record the conceptual, preliminary comments from the appropriate advisors or decision makers.**

## **Submittal Checklist**

1. Completed application form and concept review fee (\$50 admin review)
2. Up to three (3) concept plans showing proposed development options with each application
3. Written statement from the applicant providing a description of the project concept including:
  - a) Design intent, project goals, project time frame, if phasing is proposed include a description of each individual phase
  - b) Proposed uses, site improvements, buildings, multi-modal transportation access, utilities, anticipated parking demand, tree preservation and landscaping
  - c) Commercial and Industrial: business type, hours of operation, number of employees

- d) Existing site characteristics that will change with the concept(s) and impacts on adjacent uses

4. List of specific issues and questions regarding project input

- e) Any additional material (photos, testimony, supporting data as needed)

#### **Process Following Application Submittal**

After receipt, your application will be evaluated by the City staff for completeness. Staff will notify you of items required for submittal. The item will be scheduled on the next available appropriate meeting agenda. At the meeting(s), City staff will briefly present the concept. The applicant will be given an opportunity to address the advisors or decision makers. **The applicant is advised to record comments gathered at the meeting(s).**