

2400.3130 APPLICATION AND REVIEW PROCEDURES.

Subpart 1. **Submittal of application.** Applications for the permits and certificates listed in parts 2400.3135 to 2400.3160 must be submitted to the zoning administrator. The zoning administrator must determine whether all the information required by parts 2400.3135 to 2400.3160 has been provided. The zoning administrator must notify the applicant in writing within ten days of receipt of the application if the application is incomplete and state what information is missing.

Subp. 2. **Timing.** Once the application is complete, the application must be approved or denied within 60 days of the zoning administrator's receipt of the complete application, except as described in items A to C.

A. If the zoning administrator extends the consideration period, the zoning administrator must provide written notice to the applicant that the time is being extended, the anticipated length of the extension, and the reasons for the extension. The extension may not exceed 60 days unless approved by the applicant.

B. If the application is for a certificate of design compliance under part 2400.3140, the time limit is automatically extended by 60 days to provide additional time to study the effect of the proposal on the beauty, dignity, and architectural integrity of the Capitol area.

C. If the application is for a variance under part 2400.3160, the time limit is automatically extended by 60 days to provide additional time to solicit the necessary public input on the proposal.

Subp. 3. **Approval or denial.** Applications must be approved if they meet the requirements of this chapter. If the application is denied, reasons for the denial must be stated in writing as required by Minnesota Statutes, section 15.99.

Subp. 4. **Expiration of permit.** A zoning permit or certificate of design compliance expires one year from the date of issuance, unless a building permitted for erection or alteration is started and is proceeding with the terms of its permit or certificate.

Statutory Authority: *MS s 15B.06*

History: *34 SR 900*

Published Electronically: *January 15, 2010*