

HOW TO APPLY FOR the Economic Recovery License Grant Program - STEPS AND TIMELINE -



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Submit Application Form by visiting rochester.mn.gov

City Clerk Intake Team review the completed application.

5-10 DAYS

City Clerk Compliance and Review Team reviews the notes and recommendations from the Intake Team.

3-5 DAYS

Internal Crosscheck and recommendation amount finalized and approved/denied.

3-5 DAYS

Applicant Notified of Approval or Denial.

1-3 DAYS

Finance Department performs internal procedure checks and verification.

3-5 DAYS

Finance Department prepares and mails payment

10-14 DAYS

The deadline to submit an application is August 28, 2020.

Days are business days. The timeline is approximate and anticipated dates listed above may vary.

Questions? Contact License Examiner, Christiaan Cartwright at 507-328-2912 or ccartwright@rochestermn.gov