



Rezoning/Zoning Amendment Checklist

The following information is required before the application will be accepted and considered complete:

For more information on required application materials, refer to Chapter 2, section 2-5 of the Zoning Ordinance on-line at www.scottcountymn.gov. Select "Community", "Planning & Zoning" then "Checklists & Fact Sheets"

**Applicant
Check-In**

**Staff
Check-In**

- Complete land use permit application, signed and dated by applicant and landowner
- Application fee: \$671 and Escrow: \$1,000 (*Escrow required if not already established*)
- Township meeting scheduled (*Township recommendation required prior to PC meeting - contact the respective Town Clerk for Town Board meeting schedule*) _____
- Complete legal description and parcel address for all subject parcels
- Three (3) **folded** paper copies of application materials and related plans
- One (1) copy of all application materials in digital format
(reports in PDF or DOC; Engineering plans and survey in PDF or GIS Shapefile with County coordinates)
- One (1) reproducible 8.5"x11" copy of application materials and related plans
- Written explanation of proposal and how it complies with criteria for granting Zoning Amendments based on, but not limited to, the following criteria:
 1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official County Comprehensive Plan.
 2. The proposed use is or will be compatible with present and future land uses of the area.
 3. The proposed use conforms to all performance standards contained in this Ordinance.
 4. The proposed use can be accommodated with existing and planned public services and will not overburden the County or Township's service capacity.
 5. Traffic generation by the proposed use is within capabilities of streets serving the property.
- Certificate of survey or detailed site plan (*see Zoning Ord., section 2-10-3*)
- Other application materials as required by staff: _____

I hereby certify that the application and related materials contain all the required information and the supporting data are true and correct to the best of my knowledge. **Applicant Initial Here:** _____

Project Review Information -- Office Use Only --						
PROJECT NAME:	Building Official	Environmental Health	Highway Dept.	Natural Resources	MN DNR	MN DOT
	SWCD	Surveyor's Office	Watershed District	Parks	City:	County
Planning Staff Contact:	Phone #:	Application #:	15-Day Deadline:	Review Deadline:	PID:	

PAC/BOA Submittal Deadlines:

The following is a list of deadlines for a complete application to be accepted by the Planning Department for scheduling a hearing at a Planning Advisory Commission/Board of Adjustment meeting (hearings are the 2nd Monday each month, unless otherwise noted below). Submittal by the indicated deadline does not guarantee the application will be accepted for the desired PAC/BOA meeting.

2021

PAC/BOA MEETING DATE	FINAL SUBMITTAL DATE
January 11, 2021	December 2, 2020
February 8, 2021	December 28, 2020
March 8, 2021	January 25, 2021
April 12, 2021	March 1, 2021
May 10, 2021	March 29, 2021
June 14, 2021	May 3, 2021
July 12, 2021	June 1, 2021
August 9, 2021	June 28, 2021
September 13, 2021	August 2, 2021
October 11, 2021	August 30, 2021
November 8, 2021	September 27, 2021
December 13, 2021	November 1, 2021
January 10, 2022	November 29, 2021

Meeting Location:

The Planning Advisory Commission/Board of Adjustment meet in the County Board Room located on the 2nd floor of the Scott County Government Center (200 4th Ave West, Shakopee) unless otherwise noted on the public hearing notice or the county website. Contact Planning/Zoning Administration with any questions.

MAILING ADDRESS:

Scott County Planning & Resource Management
200 Fourth Avenue West Rm 114, Shakopee, MN 55379
Phone: (952) 496-8653 Fax: (952) 496-8496
<http://www.scottcountymn.gov>