



# Development Review Team (DRT) Meeting Checklist for 2022

**The following information is required as part of the DRT application:**

*Please review zoning and subdivision regulations prior to completion of surveying and engineering plans.  
The Scott County Zoning and Land Subdivision Ordinances are available on-line at  
<http://www.scottcountymn.gov>.*

*Select "Community" "Planning & Zoning" then "Checklists & Fact Sheets"*

**Applicant  
Check-In**

**Staff  
Check-In**

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Complete land use permit application, signed and dated by applicant and landowner  | <input type="checkbox"/> |
| <input type="checkbox"/> | Application fee: DRT 1: \$160 (Paid to Scott County)<br>DRT 2: \$375 and Escrow: \$1,000 (Paid to Scott County)  | <input type="checkbox"/> |
| <input type="checkbox"/> | Township fee (per supervisor or staff person): Paid directly to the Township<br>**Please contact the specific Town Clerk for Township fees and billing info. | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) paper copy and one electronic (PDF) of application materials and related plans   | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) reproducible 8.5"x11" or 11"x17" copy of application materials and related plans   | <input type="checkbox"/> |
| <input type="checkbox"/> | Written description of proposed project  | <input type="checkbox"/> |
| <input type="checkbox"/> | Certificate of survey or detailed site plan <i>(see Zoning Ord., section 2-10-3)</i>   | <input type="checkbox"/> |

**The following information is suggested as part of the DRT application:**  
*(This information will be required during the formal application process.)*

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Grading - erosion control plan or resource management plan <i>(see Zoning Ord., Chapter 6)</i> | <input type="checkbox"/> |
| <input type="checkbox"/> | ISTS/CSTS design and percolation test information  | <input type="checkbox"/> |
| <input type="checkbox"/> | Screening/landscaping plan <i>(see Zoning Ord., section 4-4)</i>                               | <input type="checkbox"/> |
| <input type="checkbox"/> | Wetland delineation report   | <input type="checkbox"/> |
| <input type="checkbox"/> | Ghost plat <i>(required for cluster developments - see Subdivision Ord., section 2-2)</i>      | <input type="checkbox"/> |
| <input type="checkbox"/> | Other application materials as required by staff: _____  | <input type="checkbox"/> |

*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 --						
<b>PROJECT NAME:</b>	Building Official	Environmental Health	Highway Dept.	Natural Resources	MN DNR	MN DOT
	SWCD	Surveyor's Office	Watershed District	Parks	Township: _____	City: _____
<b>Planning Staff Contact:</b>	<b>Date App Received:</b>	<b>DRT Date:</b>	<b>Application #:</b>	County: _____	PID: _____	

## DRT Meeting Dates & Submittal Deadlines for 2022:

DRT Meetings are held every other Wednesday (see schedule below). Complete DRT applications must be submitted two Mondays (1½ weeks – see schedule below) before the meeting date. Submittal by the indicated deadline does not guarantee that the application will be accepted for the desired meeting date. Generally, only four agenda items are accepted per meeting. Complete applications will be scheduled on a first come, first served basis. The following is a list of meeting dates and deadlines for a complete application to be accepted by the Planning Department for scheduling a DRT Meeting.

<b>DRT Meeting Date</b>	<b>Complete Submittal Deadline</b>
December 22, 2021	December 13, 2021
January 5, 2022	December 27, 2021
January 19, 2022	January 10, 2022
February 2, 2022	January 24, 2022
February 16, 2022	February 7, 2022
March 2, 2022	February 21, 2022
March 16, 2022	March 7, 2022
March 30, 2022	March 21, 2022
April 13, 2022	April 4, 2022
April 27, 2022	April 18, 2022
May 11, 2022	May 2, 2022
May 25, 2022	May 16, 2022
June 8, 2022	May 31, 2022
June 22, 2022	June 13, 2022
July 6, 2022	June 27, 2022
July 20, 2022	July 11, 2022
August 3, 2022	July 25, 2022
August 17, 2022	August 8, 2022
August 31, 2022	August 22, 2022
September 14, 2022	September 6, 2022
September 28, 2022	September 19, 2022
October 12, 2022	October 3, 2022
October 26, 2022	October 17, 2022
November 9, 2022	October 31, 2022
November 23, 2022	November 14, 2022
December 7, 2022	November 28, 2022
December 21, 2022	December 12, 2022
January 4, 2023	December 27, 2022

### Meeting Location:

The DRT meetings, in most cases, will be held virtually through Microsoft TEAMS or ZOOM invites sent via email. Contact Zoning Administration at 952-496-8653 with any questions.

#### MAILING ADDRESS:

**Scott County Zoning Administration**  
**200 Fourth Avenue West, Shakopee, MN 55379**  
**Phone: (952) 496-8653 Fax: (952) 496-8496**  
[www.scottcountymn.gov](http://www.scottcountymn.gov)