



Final Plat 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 5 of the Land Subdivision Ordinance on-line at 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: \$385 and Escrow: \$1,000 (<i>Escrow required if not already established</i>)
County Surveyor plat review fee: To be determined by County Surveyor's Office | <input type="checkbox"/> |
| <input type="checkbox"/> | Township meeting scheduled (<i>Township recommendation required prior to PC meeting - contact the respective Town Clerk for Town Board meeting schedule</i>) _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Three (3) folded paper copies of final plat | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) copy of final plat and all related application materials in digital format (<i>reports in PDF or DOC; approved Engineering plans, resource management plan and plat in DXF or GIS Shapefile with County coordinates</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) reproducible 8.5"x11" copy of final plat and all related plans | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) copy of up-to-date (within three [3] months) commitment for title insurance or opinion | <input type="checkbox"/> |
| <input type="checkbox"/> | Three (3) copies of three way developer's agreement (<i>Town Board, Developer, and County</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) copy of any title declaration, deed restriction, restrictive covenant, conservation easement or homeowner's association documents in recordable form (<i>if applicable</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | Other application materials as required by staff: _____ | <input type="checkbox"/> |

The following shall be satisfied prior to scheduling a request for County Board action

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Approved printed plat Mylar copies with Town Board and Developer signatures | <input type="checkbox"/> |
| <input type="checkbox"/> | Final plat fees: see back page | <input type="checkbox"/> |
| <input type="checkbox"/> | Financial guarantee for 125% of total cost estimate for proposed infrastructure improvements (<i>in form of letter of credit or security bond</i>) | <input type="checkbox"/> |

The following fees and taxes are required to be paid at time of plat recording

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Property taxes payable (<i>current year, delinquent taxes, Green Acres, other</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | Recording fees: Abstract property - \$56 for Mylars, \$46 per document
Torrens property - \$56 for Mylars on 1 st lot, \$40 for each additional lot.
If a document is filed on more than one lot the filing fee is \$46 to file on the first lot and \$20 for each additional lot | <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 --						
PROJECT NAME:	Co. Attorney	Environmental Health	Highway Dept.	Natural Resources	MN DNR	MN DOT
	SWCD	Surveyor's Office	Watershed District	Land Records	Taxation Dept.	PID:
Planning Staff Contact:	Phone #:	Application #:	15-Day Deadline:	Review Deadline:	PC Meeting:	



Final Plat Fees

Final plat fees shall be paid prior to scheduling a request for County Board Action.

Addressing	\$120 Per Lot	_____ # of Lots	\$ _____
County Park Dedication			
New Residential Lots	\$1,000 Per Lot	_____ # of Lots	\$ _____
Commercial/Industrial/ Institutional Plats	\$500 Per Gross Acre	_____ Gross Acres	\$ _____
Storm Water Planning Water Quality			
Plat gross density (units per acre) 1/40 or less	\$45 Per Gross Acre	_____ Gross Acres	\$ _____
Plat gross density (units per acre) 1/20 or less	\$75 Per Gross Acre	_____ Gross Acres	\$ _____
All others	\$135 Per Gross Acre	_____ Gross Acres	\$ _____
Groundwater Planning			
New Residential Lots	\$135 Per Lot	_____ # of Lots	\$ _____
Commercial/ Industrial/ Institutional	\$75 Per Gross Acre	_____ Gross Acres	\$ _____
Transportation Infrastructure Charge			
(Contact the Town Board for potential fee per lot)	\$ _____ Per Lot	_____ # of Lots	\$ _____
Fee Total to be Collected Prior to Scheduling County Board Action		_____ Receipt #	\$ _____

MAILING ADDRESS:
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