



# Preliminary 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 4 of the Land Subdivision Ordinance on-line at [www.scottcountymn.gov](http://www.scottcountymn.gov) Select "Community", "Planning & Zoning" and "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: \$950 and Escrow<br>Escrow: 10 lots or less=\$1,000; 11-25 lots=\$2,500; 26 lots or more=\$5,000  | <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"/> | Complete legal description and parcel address for all subject parcels  | <input type="checkbox"/> |
| <input type="checkbox"/> | Three (3) <b>folded</b> paper copies of preliminary plat and all related plans<br>( <i>meeting all necessary requirements as detailed in the Subdivision Ord., section 4-1</i> )                         | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) copy of preliminary plat and all related application materials in digital format<br>( <i>reports in PDF or DOC; Engineering plans and plat in PDF or GIS Shapefile with County coordinates</i> ) | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) reproducible 8.5"x11" copy of preliminary plat and all related plans   | <input type="checkbox"/> |
| <input type="checkbox"/> | ISTS/CSTS design and percolation test information<br>( <i>soil and perc borings must be shown on preliminary plat</i> )  | <input type="checkbox"/> |
| <input type="checkbox"/> | Wetland delineation & MnRAM assessment (3 copies) & WCA Application Notice from LGU  | <input type="checkbox"/> |
| <input type="checkbox"/> | Grading - erosion control plan or resource management plan ( <i>see Zoning Ord., Chapter 6</i> )   | <input type="checkbox"/> |
| <input type="checkbox"/> | Road profile ( <i>if applicable</i> )  | <input type="checkbox"/> |
| <input type="checkbox"/> | Tree preservation plan ( <i>if applicable - See Subdivision Ord., Chapter 9</i> )  | <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	City:	County:
<b>Planning Staff Contact:</b>	<b>Phone #:</b>	<b>Application #:</b>	<b>15-Day Deadline:</b>	<b>Review Deadline:</b>	<b>PID:</b>	

**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 2<sup>nd</sup> 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.

**2020**

<b>PAC/BOA MEETING DATE</b>	<b>FINAL SUBMITTAL DATE</b>
January 13, 2020	December 2, 2019
February 10, 2020	December 30, 2019
March 9, 2020	January 27, 2020
April 13, 2020	March 2, 2020
May 11, 2020	March 30, 2020
June 8, 2020	April 27, 2020
July 13, 2020	June 1, 2020
August 10, 2020	June 29, 2020
September 14, 2020	August 3, 2020
October 12, 2020	August 31, 2020
November 9, 2020	September 28, 2020
December 14, 2020	November 2, 2020
January 11, 2021	November 30, 2020

**Meeting Location:**

Planning Advisory Commission/Board of Adjustment meet in the County Board Room located on the 2<sup>nd</sup> floor of the Scott County Government Center (200 4<sup>th</sup> Ave West, Shakopee).

**MAILING ADDRESS:**

**Scott County Planning & Resource Management  
200 Fourth Avenue West Rm 114, Shakopee, MN 55379  
Phone: (952) 496-8653 Fax: (952) 496-8496**

[www.scottcountymn.gov](http://www.scottcountymn.gov)