



# 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](http://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 --						
<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>	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 2<sup>nd</sup> Monday each month, unless otherwise noted). Submittal by the indicated deadline does not guarantee the application will be accepted for the desired PAC/BOA meeting.

#### **2022**

<b>PAC/BOA MEETING DATE</b>	<b>FINAL SUBMITTAL DATE</b>
January 10, 2022	November 29, 2021
February 14, 2022	January 3, 2022
March 14, 2022	January 31, 2022
April 11, 2022	February 28, 2022
May 9, 2022	March 28, 2022
June 13, 2022	May 2, 2022
July 11, 2022	May 31, 2022
August 8, 2022	June 27, 2022
September 12, 2022	August 1, 2022
October 10, 2022	August 29, 2022
November 14, 2022	October 3, 2022
December 12, 2022	October 31, 2022
January 9, 2023	November 28, 2022

#### **Meeting Location:**

The 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) unless otherwise noted on the public hearing notices or county website. Contact the Planning/Zoning Administration with 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)