



# Variance 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 2-3 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 and recording fee: \$671 and Escrow: \$1,000
- 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 any full size 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 variance  
*(as defined in the Zoning Ord., section 2-3-1, see page 3)*
- Certificate of survey or detailed site plan (*see Zoning Ord., section 2-10-3*)
- Grading, drainage, and erosion control plan (*see Zoning Ord., Chapter 6*)
- Screening/landscaping plan (*see Zoning Ord., section 4-4*)
- Architectural elevations and floor plans of proposed buildings
- Lighting plan and photometric plan (*if applicable - See Zoning Ord., section 4-5*)
- Nuisance mitigation plan (*related to noise, odors, glare, dust or similar nuisance issues*)
- 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.

#### **2024**

<b>PAC/BOA MEETING DATE</b>	<b>FINAL SUBMITTAL DATE</b>
January 8, 2024	November 27, 2023
February 12, 2024	January 1, 2024
March 11, 2024	January 29, 2024
April 8, 2024	February 26, 2024
May 13, 2024	April 1, 2024
June 10, 2024	April 29, 2024
July 8, 2024	May 24, 2024
August 12, 2024	July 1, 2024
September 9, 2024	July 29, 2024
October 14, 2024	September 3, 2024
November 12, 2024	October 1, 2024
December 9, 2024	October 28, 2024
January 13, 2025	December 2, 2024

#### **Meeting Location:**

The Planning Advisory Commission/Board of Adjustment meet in the County Board Room No. 226 located on the 2<sup>nd</sup> floor of the Scott County Government Center East (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)

## 2-3-1 Criteria for Granting Variances

A variance from the provisions of the Zoning Ordinance may be issued to provide relief to the landowner in those zones where the Ordinance imposes practical difficulties to the property owner in the reasonable use of this land. No use variances may be issued.

A Variance may be granted only if the following practical difficulties exist:

1. Granting of the variance will not be in conflict with the Comprehensive Plan.
2. Exceptional, unique, or extraordinary circumstances apply to the property which do not generally apply to other properties in the same zoning district or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of property since the enactment of this Ordinance have had no control.
3. The literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.
4. That the special conditions or circumstances do not result from the actions of the applicant.
5. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures or buildings in the same district.
6. The variance requested is the minimum variance which would alleviate the practical difficulty.
7. The variance would not be materially detrimental or will not essentially alter the character of the property in the same zoning district.
8. Economic considerations alone do not constitute practical difficulties.