



Conditional Use Permit (CUP)/ Interim Use Permit (IUP) 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 of the Zoning Ordinance [section 2-6 for CUP and 2-7 for IUP] 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 and recording fee: \$701 and Escrow: \$1,000 - residential and agricultural zoning districts; or \$2000 - commercial or industrial zoning districts | <input type="checkbox"/> |
| <input type="checkbox"/> | Township meeting scheduled (<i>Township recommendation required prior to PC meeting - Please 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) folded paper copies of application materials and related plans | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) copy of all application materials in digital format
<i>(Reports in PDF or DOC, any plans in PDF or GIS Shapefile)</i> | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) reproducible 8.5"x11" copy of application materials and related plans | <input type="checkbox"/> |
| <input type="checkbox"/> | Written explanation of proposal and how it complies with criteria for approval
<i>(as defined in the Zoning Ord., - see section 2-6-1 for CUPs and section 2-7-1 for IUPs)</i> | <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"/> |
| <input type="checkbox"/> | Grading, drainage, and erosion control plan or resource management plan and Wetland Delineation (if required). (<i>See Zoning Ord., Chapter 6</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | Screening/landscaping plan (<i>See Zoning Ord., section 4-4</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | Architectural elevations and floor plans of proposed buildings | <input type="checkbox"/> |
| <input type="checkbox"/> | Lighting plan and photometric plan (<i>If applicable - See Zoning Ord., section 4-5</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | Nuisance mitigation plan (<i>Related to noise, odors, glare, dust or similar nuisance issues</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 --						
PROJECT NAME:	Building Official	Environmental Health	Highway Dept.	Natural Resources	MN DNR	MN DOT
	SWCD	Surveyor's Office	Watershed District	Parks	City:	County:
Planning Staff Contact:	Phone #:	Application #:	15-Day Deadline:	Review Deadline:	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 2nd 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

PAC/BOA MEETING DATE	FINAL SUBMITTAL DATE
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 2nd floor of the Scott County Government Center (200 4th 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