



# 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). 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)