



# 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.co.scott.mn.us](http://www.co.scott.mn.us).  
Select "Ordinances" under "Your County Government."*

**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 - contact 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"/> | Eight (8) <b>folded</b> paper copies of application materials and related plans <i>(If property is located on a MN State Highway provide either one (1) electronic PDF version developed for 11" X 17" with sufficient details so that all features are legible <b>or</b> seven (7) additional sets of full size plans)</i> | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) copy of all application materials in digital format <i>(reports in PDF or DOC; Engineering plans and survey in DXF or GIS Shapefile with County coordinates)</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 <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 --						
<b>Department Review</b> <small>(check all that apply)</small>	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>	Other: _____

**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). Submittal by the indicated deadline does not guarantee the application will be accepted for the desired PC/BOA meeting.

<b>PC/BOA MEETING DATE</b>	<b>FINAL SUBMITTAL DATE</b>
<b>January 9, 2012</b>	<b>November 28, 2011</b>
<b>February 13, 2012</b>	<b>January 3, 2012</b>
<b>March 12, 2012</b>	<b>January 30, 2012</b>
<b>April 9, 2012</b>	<b>February 27, 2012</b>
<b>May 14, 2012</b>	<b>April 2, 2012</b>
<b>June 11, 2012</b>	<b>April 30, 2012</b>
<b>July 9, 2012</b>	<b>May 29, 2012</b>
<b>August 13, 2012</b>	<b>July 2, 2012</b>
<b>September 10, 2012</b>	<b>July 30, 2012</b>
<b>October 8, 2012</b>	<b>August 27, 2012</b>
<b>November 13, 2012 (Tuesday)</b>	<b>October 1, 2012</b>
<b>December 10, 2012</b>	<b>October 29, 2012</b>
<b>January 14, 2013</b>	<b>December 3, 2012</b>
<b>February 11, 2013</b>	<b>December 31, 2012</b>

**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).

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