



## Development Review Team (DRT) Meeting Checklist

**The following information is required as part of the DRT application:**

*Please review zoning and subdivision regulations prior to completion of surveying and engineering plans.  
The Scott County Zoning and Land Subdivision Ordinances are available 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 fee: DRT 1: \$160<br>DRT 2: \$367 and Escrow: \$1,000                                                                                                                            | <input type="checkbox"/> |
| <input type="checkbox"/> | Township fee (per supervisor or staff person): Cedar Lake \$65, New Market \$80, Sand Creek \$50 plus mileage, St. Lawrence \$50, Spring Lake \$200.<br>Contact Town Clerk for billing info. | <input type="checkbox"/> |
| <input type="checkbox"/> | Twenty (20) <b>folded</b> (if large size) paper copies of application materials and related plans                                                                                            | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) reproducible 8.5"x11" or 11"x17" copy of application materials and related plans                                                                                                     | <input type="checkbox"/> |
| <input type="checkbox"/> | Written description of proposed project                                                                                                                                                      | <input type="checkbox"/> |

**The following information is suggested as part of the DRT application:**  
(This information will be required during the formal application process.)

- |                          |                                                                                         |                          |
|--------------------------|-----------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> | Certificate of survey or detailed site plan (see Zoning Ord., section 2-10-3)           | <input type="checkbox"/> |
| <input type="checkbox"/> | Grading - erosion control plan or resource management plan (see Zoning Ord., Chapter 6) | <input type="checkbox"/> |
| <input type="checkbox"/> | ISTS/CSTS design and percolation test information                                       | <input type="checkbox"/> |
| <input type="checkbox"/> | Screening/landscaping plan (see Zoning Ord., section 4-4)                               | <input type="checkbox"/> |
| <input type="checkbox"/> | Wetland delineation report                                                              | <input type="checkbox"/> |
| <input type="checkbox"/> | Ghost plat (required for cluster developments - see Subdivision Ord., section 2-2)      | <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	Township: _____	City: _____
<b>Planning Staff Contact:</b>	<b>Date App Received:</b>	<b>DRT Date:</b>	<b>Application #:</b>	County: _____	Other: _____	

## Meeting Dates & Submittal Deadlines:

DRT Meetings are held every other Wednesday (see schedule below). Complete DRT applications must be submitted two Mondays (1½ weeks – see schedule below) before the meeting date. Submittal by the indicated deadline does not guarantee that the application will be accepted for the desired meeting date. Generally, only four agenda items are accepted per meeting. Complete applications will be scheduled on a first come, first served basis. The following is a list of meeting dates and deadlines for a complete application to be accepted by the Planning Department for scheduling a DRT Meeting.

<b>DRT Meeting Date</b>	<b>Complete Submittal Deadline</b>
December 21, 2011	December 12, 2011
January 4, 2012	December 26, 2011
January 18, 2012	January 9, 2012
February 1, 2012	January 23, 2012
February 15, 2012	February 6, 2012
February 29, 2012	February 20, 2012
March 14, 2012	March 5, 2012
March 28, 2012	March 19, 2012
April 11, 2012	April 2, 2012
April 25, 2012	April 16, 2012
May 9, 2012	April 30, 2012
May 23, 2012	May 14, 2012
June 6, 2012	May 28, 2012
June 20, 2012	June 11, 2012
July 3, 2012 (Tuesday)	June 25, 2012
July 18, 2012	July 9, 2012
August 1, 2012	July 23, 2012
August 15, 2012	August 6, 2012
August 29, 2012	August 20, 2012
September 12, 2012	September 3, 2012
September 26, 2012	September 17, 2012
October 10, 2012	October 1, 2012
October 24, 2012	October 15, 2012
November 7, 2012	October 29, 2012
November 21, 2012	November 12, 2012
December 5, 2012	November 26, 2012
December 19, 2012	December 10, 2012
January 2, 2013	December 24, 2012

## Meeting Location:

The DRT meeting will be held in **Room GC 112**, located on the 1<sup>st</sup> floor of the Scott County Government Center (200 4<sup>th</sup> Ave West, Shakopee).

**Scott County Community Development**  
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**[www.co.scott.mn.us](http://www.co.scott.mn.us)**