



# Land Use Permit Application

Scott County Community Development  
 200 Fourth Avenue West, Shakopee, MN 55379  
 Phone: (952) 496-8475 Fax: (952) 496-8496  
 www.co.scott.mn.us

Applicant's Name	Telephone Home	
	Work/Cell	
Address (Street, City, State, ZIP)	E-mail	Fax

Property Owner's Name (If different from above)	Telephone Home	
	Work/Cell	
Address (Street, City, State, ZIP)	E-mail	Fax

Project Address	Total Acreage
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Parcel Identification Number(s)	Present Zoning District
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Complete Legal Description(s) (Not abbreviated description from tax statement. Attached separate sheet, if necessary.)

Description of Request (Attach separate sheet, if necessary. If subdivision, include proposed name, number of lots and zoning district.)

**Type of Request(s): Check all that apply**

- |  |  |
|--|--|
| <input type="checkbox"/> Administrative Permit/Cert. of Compliance | <input type="checkbox"/> Interim Use Permit + Escrow       |
| <input type="checkbox"/> Administrative Subdivision                | <input type="checkbox"/> Interim Use Permit Transfer       |
| <input type="checkbox"/> Comp Plan Amendment + Escrow              | <input type="checkbox"/> Ordinance Amendment + Escrow      |
| <input type="checkbox"/> Conditional Use Permit + Escrow           | <input type="checkbox"/> Preliminary Plat + Escrow         |
| <input type="checkbox"/> Conditional Use Permit Transfer           | <input type="checkbox"/> PUD Final Plan                    |
| <input type="checkbox"/> DRT 1 Meeting                             | <input type="checkbox"/> PUD General Plan                  |
| <input type="checkbox"/> DRT 2 Meeting/Concept Review + Escrow     | <input type="checkbox"/> Rezoning (Map Amendment) + Escrow |
| <input type="checkbox"/> Final Plat + Escrow                       | <input type="checkbox"/> Sign Permit                       |
| <input type="checkbox"/> Grading Permit + Escrow                   | <input type="checkbox"/> Variance or Appeal + Escrow       |
| <input type="checkbox"/> Home Occupation Permit                    | <input type="checkbox"/> Other _____                       |

- Please see County Fee Schedule for the appropriate fees. All fees must be received before an application will be deemed complete.
- Minimum escrow amount required is \$1,000.

File/Permit #:	Office Use Only					
<b>Non-Administrative Permit</b>	Date App. Received:	Date App. Complete:	Public Hearing Date:	PC/BOA Rec. Approval:	CB Action Date:	CB Approval:
				PC/BOA Rec. Denial:		CB Denial:
<b>Administrative Permit</b>	Setbacks:	Approval:	Subject to the following conditions:			
	Road: _____ Side: _____ Rear: _____	Denial:	Planning Signature: _____  Date: _____			

**Escrow Deposit:**

An escrow deposit is required to cover costs incurred from staff and consultants directly related to processing the application. This escrow deposit and the Developer’s social security number or company federal identification number will be collected prior to scheduling review(s) of your application. These costs are normally related to review of the application by Scott County (e.g. Community Development Department, Highway Department, Attorney’s Office, and Soil and Water Conservation District). The Township Board may also require an escrow deposit. Please contact the Town Clerk to determine whether an escrow will be required for your project.

You will receive a statement of account approximately monthly. If the deposit is depleted before review of the application is concluded, you will be asked to make an additional deposit. In all cases, **bills must be current before final action on your application is taken by the County Board.**

There will be no credit given in cases where requests are withdrawn, determined to be premature, or denied. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

Please contact the Scott County Planning Department at (952) 496-8475 if there are unanswered questions or if you’re unsure how to proceed. We will strive to process your application as quickly as possible and assist you in every way we can.

**15-Day Review for Complete Application:**

Submittal by the application deadline (refer to corresponding application checklist) does not guarantee that the application will be accepted for the desired Planning Commission/Board of Adjustment hearing. Under state law, Scott County has 15 business days to determine whether an application is complete. If the application is found to be incomplete, the Planning department will send written notice within those 15 business days to the applicant indicating the deficiencies.

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*I understand that all County incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and should be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for the unpaid fee balance either by direct payment or a special assessment against the subject property.*

*I hereby certify that all data contained herein as well as all supporting data are true and correct to the best of my knowledge. I certify that I am familiar with all application fees and other associated costs, and also with the procedural requirements of the Scott County Zoning and Subdivision Ordinances and other applicable ordinances.*

*I hereby authorize the Community Development Division Director or authorized agent to enter upon property subject to this application to gather information pertinent to this request.*

Applicant(s) Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_