



Variance 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, section 2-3 of the Zoning Ordinance on-line at 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: \$671 and Escrow: \$1,000 | <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) folded 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 or 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 granting variance <i>(as defined in the Zoning Ord., section 2-3-1)</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 <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 --						
Department Review <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: _____
Planning Staff Contact:	Phone #:	Application #:	15-Day Deadline:	Review Deadline:	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 2nd Monday each month). Submittal by the indicated deadline does not guarantee the application will be accepted for the desired PC/BOA meeting.

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

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).

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