



Development Review Team (DRT) Meeting Checklist for 2021

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
<http://www.scottcountymn.gov>.*

Select "Community" "Planning & Zoning" then "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: DRT 1: \$160 (Paid to Scott County)
DRT 2: \$375 and Escrow: \$1,000 (Paid to Scott County) | <input type="checkbox"/> |
| <input type="checkbox"/> | Township fee (per supervisor or staff person): Paid directly to the Township
**Please contact the specific Town Clerk for Township fees and billing info. | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) paper copy and one electronic (PDF) 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"/> |
| <input type="checkbox"/> | Certificate of survey or detailed site plan <i>(see Zoning Ord., section 2-10-3)</i> | <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"/> | Grading - erosion control plan or resource management plan <i>(see Zoning Ord., Chapter 6)</i> | <input type="checkbox"/> |
| <input type="checkbox"/> | ISTS/CSTS design and percolation test information | <input type="checkbox"/> |
| <input type="checkbox"/> | Screening/landscaping plan <i>(see Zoning Ord., section 4-4)</i> | <input type="checkbox"/> |
| <input type="checkbox"/> | Wetland delineation report | <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 --						
PROJECT NAME:	Building Official	Environmental Health	Highway Dept.	Natural Resources	MN DNR	MN DOT
	SWCD	Surveyor's Office	Watershed District	Parks	Township: _____	City: _____
Planning Staff Contact:	Date App Received:	DRT Date:	Application #:	County: _____	PID: _____	

DRT Meeting Dates & Submittal Deadlines for 2021:

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.

DRT Meeting Date	Complete Submittal Deadline
December 23, 2020	December 14, 2020
January 6, 2021	December 28, 2020
January 20, 2021	January 11, 2021
February 3, 2021	January 25, 2021
February 17, 2021	February 8, 2021
March 3, 2021	February 22, 2021
March 17, 2021	March 8, 2021
March 31, 2021	March 22, 2021
April 14, 2021	April 5, 2021
April 28, 2021	April 19, 2021
May 12, 2021	May 3, 2021
May 26, 2021	May 17, 2021
June 9, 2021	May 31, 2021
June 23, 2021	June 14, 2021
July 7, 2021	June 28, 2021
July 21, 2021	July 12, 2021
August 4, 2021	July 26, 2021
August 18, 2021	August 9, 2021
September 1, 2021	August 23, 2021
September 15, 2021	September 6, 2021
September 29, 2021	September 20, 2021
October 13, 2021	October 4, 2021
October 27, 2021	October 18, 2021
November 10, 2021	November 1, 2021
November 24, 2021	November 15, 2021
December 8, 2021	November 29, 2021
December 22, 2021	December 13, 2021
January 5, 2022	December 27, 2021

Meeting Location:

The DRT meeting will be held in **Room GC 112**, located on the 1st floor of the Scott County Government Center (200 4th Ave West, Shakopee MN). Please note 2021 meetings may also be held VIA Skype or ZOOM teleconference when needed due to any COVID-19 related limitations. Contact Zoning Administration at 952-496-8653 with any questions.

MAILING ADDRESS:

Scott County Planning & Resource Management
200 Fourth Avenue West Rm 114, Shakopee, MN 55379
Phone: (952) 496-8653 Fax: (952) 496-8496
www.scottcountymn.gov