



Preliminary Plat 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 4 of the Land Subdivision Ordinance on-line at www.scottcountymn.gov Select "Community", "Planning & Zoning" and "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: \$950 and Escrow
Escrow: 10 lots or less=\$1,000; 11-25 lots=\$2,500; 26 lots or more=\$5,000 | <input type="checkbox"/> |
| <input type="checkbox"/> | Township meeting scheduled (<i>Township recommendation required prior to PC meeting - contact the respective 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"/> | Three (3) folded paper copies of preliminary plat and all related plans
(<i>meeting all necessary requirements as detailed in the Subdivision Ord., section 4-1</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) copy of preliminary plat and all related application materials in digital format
(<i>reports in PDF or DOC; Engineering plans and plat in PDF or GIS Shapefile with County coordinates</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | One (1) reproducible 8.5"x11" copy of preliminary plat and all related plans | <input type="checkbox"/> |
| <input type="checkbox"/> | ISTS/CSTS design and percolation test information
(<i>soil and perc borings must be shown on preliminary plat</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | Wetland delineation & MnRAM assessment (3 copies) & WCA Application Notice from LGU | <input type="checkbox"/> |
| <input type="checkbox"/> | Grading - erosion control plan or resource management plan (<i>see Zoning Ord., Chapter 6</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | Road profile (<i>if applicable</i>) | <input type="checkbox"/> |
| <input type="checkbox"/> | Tree preservation plan (<i>if applicable - See Subdivision Ord., Chapter 9</i>) | <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	City:	County:
Planning Staff Contact:	Phone #:	Application #:	15-Day Deadline:	Review Deadline:	PID:	

PAC/BOA 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 unless otherwise noted below). Submittal by the indicated deadline does not guarantee the application will be accepted for the desired PAC/BOA meeting.

2021

PAC/BOA MEETING DATE	FINAL SUBMITTAL DATE
January 11, 2021	December 2, 2020
February 8, 2021	December 28, 2020
March 8, 2021	January 25, 2021
April 12, 2021	March 1, 2021
May 10, 2021	March 29, 2021
June 14, 2021	May 3, 2021
July 12, 2021	June 1, 2021
August 9, 2021	June 28, 2021
September 13, 2021	August 2, 2021
October 11, 2021	August 30, 2021
November 8, 2021	September 27, 2021
December 13, 2021	November 1, 2021
January 10, 2022	November 29, 2021

Meeting Location:

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) unless otherwise noted on the public hearing notice or county website. Contact Planning/Zoning Administration with any questions.

MAILING ADDRESS:

Scott County Planning & Resource Management
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Phone: (952) 496-8653 Fax: (952) 496-8496
www.scottcountymn.gov