

Filing Fee: _____

CITY OF SHAKOPEE

File No.: _____

Receipt No.: _____

COMMUNITY DEVELOPMENT DEPARTMENT

Date Filed: _____

This application sheet must be returned with application

**Application fee is payable to the City of Shakopee,
Fee for Recording must be made payable to Scott County Records Office \$46.00*
*Required for CUP, PUD, PUD Amendment, Variances and Vacations**

Please see the corresponding ***Informational Handout*** for the type of application you have requested for further information.

APPLICATION FOR

(please check [√] the appropriate box and answer the corresponding questions listed)

- Pre-Application Review for Conditional Use Permits, Planned Unit Developments and Major Subdivisions - Questions 1-4, 6-9

Application Fee	\$370
Escrow Fee	\$1,650

- Variance - Questions 1-4, 6, 18-22

Single Family Residential	\$200
All Others	\$325
Appeal of BOAA decision to City Council	\$225

- Conditional Use Permit (CUP) - Questions 1-4, 6, 17, 21, 22

Over Height Fence	\$200
All Other Conditional Use Permits	\$225 + \$1000 Escrow
Renewal or Amendment of Existing CUP	\$225
Mineral Extraction and Land Rehabilitation	\$325
plus \$2500 Escrow (Mineral Extraction/Land Rehabilitation only)	
Appeal of BOAA decision to City Council	\$225

- Determination by the Board of Adjustment and Appeals - Questions 1-4, 6, 21

Application Fee	\$300
Appeal of BOAA decision to City Council	\$225

- Preliminary Plat - Questions 1-4, 6-9, 21, 22

Application Fee	\$2,700
Plat Review Escrow	\$13,000
Tree Management Plan	\$400 +
Plus 150% of tree replacement requirements to be determined upon review and approval	

- Final Plat - Questions 1-4, 6-9, 21, 22

Application Fee	\$1,410
Plat Review Escrow	\$12,700
Title Review Fee	\$300 or actual cost, whichever is greater

- Preliminary & Final Plat concurrently - Questions 1-4, 6-9, 21, 22

Application Fee	\$2,100
Plat Review Escrow	\$9,900
Title Review Fee	\$300 or actual cost, whichever is greater
Tree Management Plan	\$400 +
Plus 150% of tree replacement requirements to be determined upon review and approval	

More Application Options on Page 2

- Minor Subdivisions - Questions 1-4, 6-9, 21, 22

Lot Division/Lot Reassembly Application Fee	\$525
Registered Land Survey (RLS)	\$1,400

NOTE: Recording fees must be provided upon completion of review and prior to recording. Deeds must be prepared and provided to the City at that time if applicable.

- PUD Concept Review - Questions 1-4, 6-9, 21

Application Fee	\$375
PUD Escrow Fee to PC review only	\$1,400
PUD Escrow Fee (PC & CC review)	\$2,840

- Concept Review - Other than PUD - Questions 1-4, 6-9, 21

Application Fee	\$370
Escrow Fee	\$1,400

- Planned Unit Development (PUD) - Questions 1-4, 6-9, 21, 22

Application Fee	\$2,750
PUD Review Escrow	\$10,900

- Amendment to Planned Unit Development (PUD) - Questions 1-4, 6-9, 21, 22

Application Fee	\$2,750
PUD Amendment Escrow	\$2,000

- Amendment to Comprehensive Plan (including MUSA expansion) - Questions 1- 6, 21, 22

Application Fee	\$1,910
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- Rezoning - Questions 1-6, 21, 22

Rezoning less than 2.5 acres	\$250
Rezoning greater than 2.5 acres	\$600

- Zoning Text Amendment - Questions 14, 21, 22

Application Fee	\$500
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- Vacation of Easements or Right-of-Way - Questions 1-4, 6, 10-13, 21, 22

Application Fee (Right-of-Way):	\$900
(Easements):	\$900

THIS FORM MUST BE USED AND HANDED IN, IN ITS ENTIRETY WITH ALL REQUIRED ATTACHMENTS TO BE CONSIDERED COMPLETE. Only the first eight (8) completed applications will be accepted for each deadline (see list attached for deadline date)

PLEASE NOTE: Full size plans shall not exceed 36" x 22" in size and must come folded and ready for 12" x 15" mailing envelopes.

City staff has fifteen (15) business days from the date of application deadline to determine if an application is complete. Incomplete applications will **not** be processed and will be returned to the applicant.

Applicants Name: _____

Contact Person: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone Number: _____ FAX Number: _____

Property Owner: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone Number: _____ FAX Number: _____

1. Current legal descriptions of all parcels (attach separate sheets, if necessary):

2. PID Numbers: 27- _____ 27- _____
27- _____ 27- _____

3. Property Acreage: _____

4. Present Zoning: _____

5. Requested Zoning: _____

6. Existing Use of Property: _____

7. Proposed Use of Property: _____

8. Proposed name of development: _____

9. If development is to be phased, proposed number of phases: _____

10. Right-of-way or easement location proposed for vacation: _____

11. Size and dimension of proposed vacation: _____

12. Right-of-way names (if applicable): _____

13. Any existing utilities or improvements: _____

14. If proposing an amendment to the text of the Zoning Ordinance, which provision?

15. Appeal to City Council or Board of Adjustment & Appeals _____

16. Request for Appeal of Which Portion of the Zoning Ordinance:

Section _____, Page _____

17. Type of Conditional Use Permit requested: _____

18. Variance requested to: _____

19. Variance dimension requested: _____

20. Please describe the undue hardship that exists that is unique to the site which necessitates the request for a variance: _____

21. Please provide any additional information that would be helpful for the Board of Adjustment and Appeals or Planning Commission when reviewing this request: _____

22. Does the request meet the criteria necessary to grant approval (please refer to the informational handout)? _____

23. Torrens Property (Yes or No) _____

24. Has Park Dedication Requirements been met? No ___ Yes ___ (If yes, when?) _____

Submitted this _____ day of _____, 20____.

Applicants Signature

Property Owners Signature

City staff has fifteen (15) business days from the date of application deadline to determine if an application is complete. Incomplete applications will **not** be processed and will be returned to the applicant.

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**BOARD OF ADJUSTMENT AND APPEALS
AND PLANNING COMMISSION
SCHEDULED MEETINGS FOR 2012
(Regular Sessions)**

***ALL APPLICATIONS OTHER THAN
PRELIMINARY PLATS AND PUD'S***

<u>Application Period & Deadline</u>	<u>Scheduled Meeting</u>
<i>November 23, 2011</i>	<i>January 5, 2012</i>
December 29, 2011	February 9
January 26	March 8
February 23	April 5
March 22	May 3
April 26	June 7
May 31	July 12
June 28	August 9
July 26	September 6
August 23	October 4
September 27	November 8
October 25	December 6

**BOARD OF ADJUSTMENT AND APPEALS
AND PLANNING COMMISSION
SCHEDULED MEETINGS FOR 2012
(Regular Sessions)**

***FOR PRELIMINARY PLAT AND PUD APPLICATIONS
ONLY***

<u>Application Period & Deadline</u>	<u>Scheduled Meeting</u>
<i>November 10, 2011</i>	<i>January 5, 2012</i>
<i>December 15, 2011</i>	<i>February 9</i>
<i>January 12</i>	<i>March 8</i>
<i>February 9</i>	<i>April 5</i>
<i>March 8</i>	<i>May 3</i>
<i>April 12</i>	<i>June 7</i>
<i>May 17</i>	<i>July 12</i>
<i>June 14</i>	<i>August 9</i>
<i>July 12</i>	<i>September 6</i>
<i>August 9</i>	<i>October 4</i>
<i>September 13</i>	<i>November 8</i>
<i>October 11</i>	<i>December 6</i>

**CITY COUNCIL
SCHEDULED MEETINGS FOR 2012
(Regular Sessions)
FINAL PLAT APPLICATIONS ONLY**

APPLICATION DEADLINE

**Nov 23, 2011
Dec 8, 2011
Dec 29, 2011
Jan 12, 2012
Jan 26
Feb 9
Feb 23
March 8
March 22
April 5
April 26
May 10
May 24
June 7
June 28
July 12
July 26
August 9
August 23
Sept 6
Sept 27
Oct 11
Oct 25
Nov 8**

SCHEDULED MEETING

**Jan 3, 2012
Jan 17, 2012
Feb 7, 2012
Feb 21, 2012
March 6
March 20
April 3
April 17
May 1
May 15
June 5
June 19
July 3
July 17
August 7
August 21
Sept 4
Sept 18
Oct 2
Oct 16
Nov 6
Nov 20
Dec 4
Dec 18**