



Development Review Team (DRT) Meeting Checklist for 2020

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 2020:

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 18, 2019	December 9, 2019
January 8, 2020	December 30, 2019
January 22, 2020	January 13, 2020
February 5, 2020	January 27, 2020
February 19, 2020	February 10, 2020
March 4, 2020	February 24, 2020
March 18, 2020	March 9, 2020
April 1, 2020	March 23, 2020
April 15, 2020	April 6, 2020
April 29, 2020	April 20, 2020
May 13, 2020	May 4, 2020
May 27, 2020	May 18, 2020
June 10, 2020	June 1, 2020
June 24, 2020	June 15, 2020
July 8, 2020	June 29, 2020
July 22, 2020	July 13, 2020
August 5, 2020	July 27, 2020
August 19, 2020	August 10, 2020
September 2, 2020	August 24, 2020
September 16, 2020	September 8, 2020
September 30, 2020	September 21, 2020
October 14, 2020	October 5, 2020
October 28, 2020	October 19, 2020
November 12, 2020	November 2, 2020
November 25, 2020	November 16, 2020
December 9, 2020	November 30, 2020
December 23, 2020	December 14, 2020
January 6, 2021	December 28, 2020

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).

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