

CITY OF SHAKOPEE
COMMUNITY DEVELOPMENT DEPARTMENT

This application sheet must be returned with application

Application fee is payable to the City of Shakopee,

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 ONLY the corresponding questions listed)

- | | | |
|--------------------------|---|---------|
| <input type="checkbox"/> | Variance - Questions 1-4, 6, 18-22 | |
| | *Single Family Residential | \$250 |
| | *All Others | \$500 |
| <input type="checkbox"/> | Conditional Use Permit (CUP) - Questions 1-4, 6, 17, 21, 22 | |
| | *All Conditional Use Permits | \$500 |
| | *Mineral Extraction and Land Rehabilitation | \$375 |
| | plus \$2500 Escrow (Mineral Extraction/Land Rehabilitation only) and | |
| <input type="checkbox"/> | Preliminary Plat - Questions 1-4, 6-9, 21, 22 | |
| | *Application Fee | \$3,550 |
| | (Refer to Preliminary and Final Plat Concurrently) | |
| | Plus 150% of tree replacement requirements to be determined upon review and approval | |
| <input type="checkbox"/> | Final Plat and RLS - Questions 1-4, 6-9, 21, 22 | |
| | *Application Fee | \$1,550 |
| <input type="checkbox"/> | Preliminary & Final Plat concurrently - Questions 1-4, 6-9, 21, 22 | |
| | *Application Fee | \$3,550 |
| | 1-100 significant trees* surveyed | \$150 |
| | 101-1,000 significant trees surveyed | \$500 |
| | 1,001+ significant trees surveyed | \$800 |
| | *Plus 150% of tree replacement requirements to be determined upon review and approval | |
| <input type="checkbox"/> | Minor Subdivisions - Questions 1-4, 6-9, 21, 22 | |
| | *Lot Division/Lot Reassembly Application Fee | \$650 |
| <input type="checkbox"/> | Concept Reviews- Questions 1-4, 6-9, 21 | |
| | *Application Fee to Planning Commission Only | \$400 |
| | *Application Fee to Planning Commission and City Council | \$800 |

- Planned Unit Development (PUD) - Questions 1-4, 6-9, 21, 22
*Application Fee \$3,500
- Amendment to Planned Unit Development (PUD) - Questions 1-4, 6-9, 21, 22
*Application Fee \$3,500
- Amendment to Comprehensive Plan (including MUSA expansion) - Questions 1- 6, 21, 22
*Application Fee \$500
- Rezoning - Questions 1-6, 21, 22 \$300
- Zoning Text Amendment - Questions 14, 21, 22
*Application Fee \$1,000
- Vacation of Easements or Right-of-Way - Questions 1-4, 6, 10-13, 21, 22
*Application Fee: \$950
- Appeals/Determination - Questions 1-4, 6, 15, 16, 21
 - *Appeal to BOAA of Staff Decision \$300
 - *Determination by the BOAA \$300
 - *Appeal of BOAA decision to City Council \$500
 - * Appeal of BOAA to City Council for Single Family \$100
 - *Appeal of CUP decision of BOAA to City Council \$500

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 24” in size and must come folded and ready for 12” x 15” mailing envelopes. One copy of full plan set in 11x17 form.

NOTE: Application fee includes recording fee for one parcel of land. If application includes multiple parcels applicant will be responsible for additional recording fees necessary for Scott County. Deeds must be prepared and provided to the City at that time, if applicable.

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.

For Office Use Only:

<i>Date Received</i>		<i>Case log No.</i>	
<i>Amount Receipted</i>		<i>Receipt No.</i>	

Applicant Name: _____

Contact Person: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone Number: _____ FAX Number: _____

Email Address: _____

Property Owner: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone Number: _____ FAX Number: _____ Email _____

Address: _____

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

Submitted this _____ day of _____, 20____.

Applicant Signature

Property Owner Signature

BOARD OF ADJUSTMENT AND APPEALS
AND PLANNING COMMISSION
SCHEDULED MEETINGS FOR 2017
(Regular Sessions)

ALL APPLICATIONS OTHER THAN
PRELIMINARY PLATS AND PUD'S

<u>Application Period & Deadline</u>	<u>Scheduled Meeting</u>
November 17, 2016	January 5, 2017
December 15, 2016	February 9
January 19, 2017	March 9
February 16	April 6
March 16	May 4
April 20	June 8
May 18	July 6
June 15	August 3
July 20	September 7
August 17	October 5
September 21	November 9
October 19	December 7

BOARD OF ADJUSTMENT AND APPEALS
AND PLANNING COMMISSION
SCHEDULED MEETINGS FOR 2017
(Regular Sessions)

FOR PRELIMINARY PLAT AND PUD APPLICATIONS ONLY

<u>Application Period & Deadline</u>	<u>Scheduled Meeting</u>
November 3, 2016	January 4, 2017
December 8, 2016	February 9
January 5, 2017	March 9
February 2	April 6
March 9	May 4
April 6	June 8
May 11	July 6
June 8	August 3
July 6	September 7
August 3	October 5
September 7	November 9
October 5	December 7

CITY COUNCIL

SCHEDULED MEETINGS FOR 2017

FINAL PLAT APPLICATIONS ONLY

APPLICATION

DEADLINE

Nov 24, 2016
Dec 1
Dec 15
Jan 5, 2017
Jan 19
Feb 2
Feb 16
March 2
March 23
April 6
April 20
May 4
May 18
June 1
June 22
July 6
July 20
August 3
August 17
Sept 7
Sept 22
Oct 5
Oct 19
Nov 2

SCHEDULED

MEETING

Jan 3, 2017
Jan 17
Feb 7
Feb 21
March 7
March 21
April 4
April 18
May 2
May 16
June 6
June 20
July 5 (Wednesday)
July 18
August 2 (Wednesday)
August 15
Sept 5
Sept 19
Oct 3
Oct 18
Nov 8 (Wednesday)
Nov 21
Dec 5
Dec 19

PLEASE FILL OUT
FOR ALL

PRELIMINARY

PLAT, FINAL PLAT &

PLANNED UNIT

DEVELOPMENT

APPLICATIONS.



Parks and Recreation

1255 Fuller Street South
Shakopee, MN 55379

Phone: 952-233-9500
FAX: 952-233-3831
www.ShakopeeMN.gov
parks@ShakopeeMN.gov

Park Plan Review

Applications for certain residential, commercial and industrial developments are required to appear before the Parks and Recreation Advisory Board. The Parks and Recreation Advisory Board typically meets the Second Monday of the month.

Instructions

1. Please complete the following list of questions and submit this form to the City with your application materials. This information will be used by staff and advisory commission/boards to evaluate your development proposal.
2. Please submit one complete set of drawings electronically with this form on CD-ROM. Drawings should be in AutoCAD 2000 or later and drawn to Scott County coordinates. Clearly label your CD-ROM with the project name and developer.

Project Name:	Contact:
Phone:	Address:
FAX:	PID #
Project Location:	Request:

1. *Project Description*

2. *Describe current and recent past land use and development on the site and on adjacent lands.*

PARKS, TRAILS AND OPEN SPACES

3. *Will you be seeking to dedicate land for park or providing cash in lieu of land? Acres of Land: Cash Dedication:*

4. Type of development			
	# of units		# of Acres
Single Family Res		Commercial	
Multi- Family Res		Industrial	
Apartments			

5. *Will there be trails and/or sidewalks within your development?*

6. *Will your development include public open space, parks or conservation easements?*

7. *Are there woodlands, wetlands or unique vegetation that could be protected as public or private areas?*

8. *Have you reviewed the City's Comp Plan for Parks, Trails and Open Spaces? Will your development meet the requirements or expectations of the Plan?*

9. *Residential developments and PUD: If no public parks are required for your development, what provisions have you made to provide private recreation areas or facilities for your residents?*

10. *Will there be a Homeowners Association with this development and what will its role be concerning public or private areas?*

11. *What is your timetable for developing this property, and when do you anticipate your plat completely developed?*

12. *How do you intend to inform prospective buyers (builders as well) of parks, trails, open spaces and special/public easements within your development?*