



Date Submitted: _____

Multi-Purpose Planning Application

SITE ADDRESS: _____

Applicant Information

Owner _____ Contractor _____ Designer/Architect _____ Tenant _____

Company: _____ Phone: _____

Contact Person (print): _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

PROPERTY OWNER

Name/Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip code: _____

Property Information

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

PID Numbers: 27- _____ 27- _____ 27- _____ 27- _____

Property acreage: _____

Present zoning: _____ Requested zoning: _____

Existing use of property: _____ Proposed use of property: _____

Torrens property: Yes No

Have park dedication requirements been met? Yes No If yes, when: _____

Permit Type and Fees

Amendment

___ Comprehensive Plan (including MUSA expansion): \$500

___ Planned Unit Development (PUD): \$3,500

___ Zoning Text: \$1,500 Provision: _____

Appeals

___ Determination by BOAA: \$500

___ Appeal of BOAA decision to City Council: \$500

___ Appeal to BOAA of staff decision: \$500

___ Appeal of BOAA to City Council for single-family: \$100

Concept Reviews

___ Planning Commission only: \$400

___ Planning Commission and City Council: \$800

Proposed name of development: _____

Conditional Use Permit (CUP): \$500

Type requested: _____

Conditional Use Permit - Mineral extraction and land rehabilitation: \$2,500 (plus \$2,500 escrow)

Minor Subdivision (lot division/lot reassembly): \$650

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.

Planned Unit Development (PUD): \$3,500

Proposed name of development: _____

Plat

___ Preliminary: \$3,550

___ Final Plat/RLS: \$1,550

___ Preliminary & Final Plat (concurrent): \$4,550

Proposed name of development: _____

Rezoning: \$1,000

Vacation of Easements or Right-of-Way: \$500

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

Size and dimension of proposed vacation: _____

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

Any existing utilities or improvements: _____

Variance: Single-family residential \$250; all others \$500

Variance requested to: _____

Variance dimension requested: _____

Please describe why the site necessitates a variance: _____

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

Does the request meet the criteria necessary to grant approval (refer to the informational handout)? Yes No

Notes to Applicant

- This form must be submitted in its entirety with all required attachments to be considered complete.
- City staff has 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.
- Only the first eight (8) completed applications will be accepted for each deadline (see deadline dates on page 3).

- Application fee is payable to the City of Shakopee.
- Fee amount may vary depending on platted or torrens property and number of PIDs involved.

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Shakopee to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Shakopee and the State of Minnesota.

Applicant's Signature

Date

Property Owner's Signature

Date

Plan Review Submittal

- Completed application
- Park Plan Review (Required for preliminary plats, final plats and PUDs)
- PDF set of full-sized plans

Meeting Dates and Deadlines 2019

ALL BUT FINAL PLATS (BOAA/Planning Commission)		FINAL PLATS ONLY (City Council)	
Application Deadline	Scheduled Meeting	Application Deadline	Scheduled Meeting
Nov. 29, 2018	Jan. 3	Nov. 29, 2018	Jan. 2
		Dec. 6, 2018	Jan. 15
Jan. 3	Feb. 7	Dec. 27, 2018	Feb. 5
		Jan. 3	Feb. 19
Jan. 31	March 7	Jan. 24	March 5
		Feb. 7	March 19
Feb. 28	April 4	Feb. 21	April 2
		March 7	April 16
April 4	May 9	March 28	May 7
		April 11	May 21
May 2	June 6	April 25	June 4
		May 9	June 18
June 6	July 11	May 23	July 2
		June 6	July 16
July 3	Aug. 8	June 27	Aug. 7
		July 11	Aug. 20
Aug. 1	Sept. 5	July 25	Sept. 3
		Aug. 8	Sept. 17
Aug. 29	Oct. 3	Aug. 22	Oct. 1
		Sept. 5	Oct. 15
Oct. 3	Nov. 7	Sept. 26	Nov. 6
		Oct. 10	Nov. 19
Oct. 31	Dec. 5	Oct. 24	Dec. 3
		Nov. 7	Dec. 17

CITY OF SHAKOPEE USE:

Date received: _____ Amount received: _____ Receipt #: _____ Caselog # _____