

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 Recorders 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, and Major Subdivisions - Questions 1-4, 6-9
 - *Application Fee \$370+
 - Agreement to pay actual costs (attached)

- 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 +
 - Agreement to pay actual costs (attached)
 - *Renewal or Amendment of Existing CUP \$225
 - *Mineral Extraction and Land Rehabilitation \$325
 - plus \$2500 Escrow (Mineral Extraction/Land Rehabilitation only) and Agreement to pay actual costs (attached)
 - *Appeal of CUP decision of BOAA to City Council \$225

- Determination by the Board of Adjustment and Appeals - Questions 1-4, 6, 21
 - *Application Fee \$200
 - *Appeal of BOAA decision to City Council \$225
 - *Appeal to BOAA of Staff Decision \$300

- Preliminary Plat - Questions 1-4, 6-9, 21, 22
 - *Application Fee \$2,700+
 - Agreement to pay actual costs (attached)
 - *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 +
 - Agreement to pay actual costs (attached)
 - *Title Review Fee \$300 or actual cost, whichever is greater

- Preliminary & Final Plat concurrently - Questions 1-4, 6-9, 21, 22
 - *Application Fee \$2,700 +
 - Agreement to pay actual costs (attached)
 - *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

- Minor Subdivisions - Questions 1-4, 6-9, 21, 22
 - *Lot Division/Lot Reassembly Application Fee \$525
 - *Registered Land Survey (RLS) \$1,410

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 to Planning Commission Only \$370 +
Agreement to pay actual costs (attached)
 - *Application Fee to Planning Commission and City Council \$740 +
Agreement to pay actual costs (attached)

- Concept Review - Other than PUD - Questions 1-4, 6-9, 21
 - *Application Fee \$370 +
Agreement to pay actual costs (attached)

- Planned Unit Development (PUD) - Questions 1-4, 6-9, 21, 22
 - *Application Fee \$2,750 +
Agreement to pay actual costs (attached)

- Amendment to Planned Unit Development (PUD) - Questions 1-4, 6-9, 21, 22
 - *Application Fee \$2,750 +
Agreement to pay actual costs (attached)

- Amendment to Comprehensive Plan (including MUSA expansion) - Questions 1- 6, 21, 22
 - *Application Fee less than 2.5 acres \$250 +
Agreement to pay actual costs (attached)
 - *Application Fee more than 2.5 acres \$600 +
Agreement to pay actual costs (attached)

- Rezoning - Questions 1-6, 21, 22
 - *Rezoning less than 2.5 acres \$250 +
Agreement to pay actual costs (attached)
 - *Rezoning greater than 2.5 acres \$600 +
Agreement to pay actual costs (attached)

- Zoning Text Amendment - Questions 14, 21, 22
 - *Application Fee \$500 +
Agreement to pay actual costs (attached)

- Vacation of Easements or Right-of-Way - Questions 1-4, 6, 10-13, 21, 22
 - *Application Fee (Right-of-Way): \$900
 - *Application Fee (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

"The following should be completed for applications for Concept Review, Pre-Application, Preliminary Plat, Final Plat, Preliminary & Final Plat concurrently, Zoning Map and Text Amendments, AUAR, EAW, EIS, Planned Unit Developments, including PUD Concept Reviews & PUD Amendments, Conditional Use Permits - all other.

By signing below, I agree on behalf of the applicant and/or property owner, agree to pay actual costs for this application, including but not limited to administrative, legal, and staff time, as required by the City's adopted 2012 fee schedule. In addition, by signing below, I acknowledge that the City of Shakopee may withhold the recording of any approval documents relating to the application unless and until all actual costs are paid to the City of Shakopee.

Applicant and/or Property Owner