LAND USE PERMIT/APPLICATION

Check all that apply:

☐ DRT 1 ☐ DRT 2
☐ Preliminary Plat
☐ Final Plat
☐ Admin. Lot Split/Lot Adjust.

Review Fee $_____ Date _____
Escrow $_____
Total Due $_____ Check #_____

Project Information

Plat Name: ___ _____

Project Location: _____ PID # _____

Project Description: _____

☐ **Request to rezone from _____ to _____**

Contact Information

Applicant

Contact Name_____ **Phone**_____

Company_____ **E-mail**_____

Address_____ **City** _____ **State** _____ **Zip**_____

Engineer/Consultant

Contact Name_____ **Phone**_____

Company: _____ **E-mail**_____

Legal Description

_____

_____

(Attach separate sheet, if necessary)

Permit Fee and Escrow Requirements

The applicant shall provide Spring Lake Township with a Review Fee and Escrow Deposit in accordance with its Land Use Review Application Fee Schedule, a copy of which is attached. The Escrow Deposit will be used to reimburse the Township for any costs incurred by the Township related to this project/application. The Town may draw on said escrow to reimburse itself for costs incurred in the review, administration, oversight and enforcement of this project/application. If additional escrow is required or Township costs are incurred beyond the escrow amount, applicant shall be billed directly for such costs and applicant agrees to furnish additional monies as requested by the Township. In the event that said costs are not paid, the Township may specially assess such costs against the subject property and/or take necessary legal action to recover such costs, including attorney's fees. Any amounts not utilized from this escrow fund shall be returned to the applicant, without interest, when all work has been completed, and all financial obligations to the Township have been satisfied. **It is the responsibility of the applicant to contact the Township upon completion of project to intitiate the refund of any remaining escrow.**

Stipulations

I hereby certify that the information provided in the application and other supporting material submitted is true and correct to the best of my knowledge.

Applicant _____ Date_____

2026

LAND USE REVIEW APPLICATION FEE SCHEDULE

DEVELOPMENT REVIEW TEAM MEETING (DRT)

Review Type	Fee
DRT 1	$400
DRT 2	$750

PRELIMINARY/FINAL PLAT or ADMINISTRATIVE SUBDIVISION

Project Size	Review Lead Time	Fee	Escrow*
1 to 5 lots without infrastructure	10 business days	$325	$500
1 to 5 lots with infrastructure	15 business days	$450	$1,500
6 to 10 lots	20 business days	$800	$7,500
More than 10 lots	20 business days	$1,000	$7,500 + $250 per lot over 10
Commerical Industrial (5-10 lots)	20 business days	$1,000	$7,500
Commercial Industrial (more than 10 lots)	20 business days	$1,000	$7,500 + $250 per lot over 10

PARK FEE

Project Type	Unit Fee	Fee
Residential	Per Lot	$2,000
Commerical	Per Acre	$1,000

*The Escrow Deposit will be used to reimburse the Township for any costs incurred by the Township related to this project/application. The Town may draw on said escrow to complete work not performed by the permit holder, to reimburse itself for costs incurred in the review, administration, oversight and enforcement of this project/application. If additional escrow is required or Township costs are incurred beyond the escrow amount, applicant shall be billed directly for such costs and applicant agrees to furnish additional monies as requested by the Township. In the event that said costs are not paid, the Township may specially assess such costs against the subject property and/or take necessary legal action to recover such costs, including attorney's fees. Any amounts not utilized from this escrow fund shall be returned to the applicant, without interest, when all work has been completed, all financial obligations to the Township have been satisfied, and the Town Board has approved the final inspection. **It is the responsibility of the applicant to contact the Township upon completion of project to intitiate the refund of any remaining escrow.**

LAND USE REVIEW SUBMISSION CHECKLIST

The following information is required before the application will be accepted and considered complete:

(For more information on required application materials, refer to Chapter 4 of the Scott County Subdivision Ordinance on-line at www.co.scott.mn.us. Select "Ordinances" under "Your County Government.")

Applicant Check-In	PRELIMINARY/LOT SPLIT	Township Check-In
☐	**Complete Preliminary Land Use Application**	☐
☐	**Application fee as outlined in the Preliminary Plat Review Application Fee Schedule**	☐
☐	**Complete legal description and parcel address for all subject parcels**	☐
☐	**One (1) paper copy of preliminary plat and all related application materials and plans** (Size of plat: 8x11 unless more than 2 parcels then 11 x 17)	☐
☐	**One (1) digital copy of preliminary plat and all related application materials and plans** (reports in PDF or .doc; engineering plans and plat in PDF or GIS with County coordinates)	☐

RELATED APPLICATION MATERIALS AND PLANS- if applicable

☐	**ISTS/CSTS design and percolation test information**	☐
☐	**One (1) copy of approved wetland delineation (MnRAM assessment required)**	
☐	**Grading - erosion control plan or resource management plan** (Scott Cty Zoning Ord, Chapter 6)	
☐	**Copy of conservation easement or deed restriction documents**	☐
☐	**Road profile**	☐
☐	**Tree preservation plan** (see Scott County Subdivision Ordinance, Chapter 9)	☐
☐	**Ghost plat** (required for cluster developments – see Scott County Subdivision Ordinance, sec. 2-2)	☐
☐	Other application materials as required by County or Township staff	☐

Applicant Check in	FINAL PLAT	Township Check-In
☐	**Complete Final Land Use Application-** if done separately from prelim	☐
☐	**One (1) paper copy of final plat** (8x11 *unless* more than 2 parcels then 11 x 17)	☐
☐	**One (1) digital copy of final plat**	☐
☐	**Signed Developers Agreement** (if applicable)	☐
☐	**Park Fees**	☐

**Applicant records Mylars and any other required documents. Must pay recording fees and any due property taxes.

		OFFICE USE ONLY		
Application #	Receipt Date	Submitted to Engineer	Review Deadline	Board Meeting Date