

COMPREHENSIVE PLAN AMENDMENT APPLICATION
ZONING MAP CHANGE – PENNINGTON COUNTY, SOUTH DAKOTA

1. APPLICANT: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____
AUTHORIZED AGENT: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____
OWNER: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____

2. REQUESTED CHANGE OF ZONING IS FROM: _____ TO _____ INVOLVING _____ ACRES
LEGAL DESCRIPTION: _____

ADDRESS: _____
LANDMARK LOCATION: _____
REASON BEING: _____
EXISTING LAND USE: _____
PROPOSED LAND USE: _____
ZONING REFERENCE: _____
SITE ZONING: _____
SURROUNDING ZONING: NORTH _____ SOUTH _____ EAST _____ WEST _____
PHYSICAL CHARACTERISTICS: _____ UTILITIES: _____

3. THE OWNER, APPLICANT, OR AUTHORIZED AGENT, ACKNOWLEDGES: That he / she has read and received a copy of the instruction sheet and this application form concerning the filing and hearing of this matter; that he / she authorizes the Pennington County Planning Department staff and designees to enter onto and inspect the above described property; and, that he / she has been advised of the fee requirements and they have been paid on _____.

APPLICANT / AGENT SIGNATURE DATE

OWNER SIGNATURE DATE

Subscribed and sworn to before me at Rapid City, South Dakota this _____ day of _____, 20____.

Notary Public: _____ My Commission Expires: _____

4. DATE / TIME OF: _____
PLANNING COMMISSION HEARING: _____ LOCATION: _____
COUNTY COMMISSION HEARING: _____ LOCATION: _____

**PENNINGTON COUNTY
PLANNING DEPARTMENT**
315 St. Joseph Street, Rapid City, SD 57701
(605) 394-2186

**COMPREHENSIVE PLAN
(Zoning Map Change)
PROCEDURE**

**The Filing Fee for a Comprehensive Plan Amendment request is \$300.00
PLUS a refundable Sign Deposit of \$50.00**

1. Discuss the proposed use with County Planning staff member(s).
2. Provide the staff member with a legal description of the property involved in the request. The staff member will assign the date of the public hearing and will assist you in completion of the application form, which is to be signed by the owner(s) of record of the subject property.
3. A fee of \$156.00 plus publication costs of approximately \$144.00 (nonrefundable) must be submitted with the application. Publication costs may exceed the estimated costs due to a lengthy legal description.
4. Upon submittal of all the application materials and the required fee, the applicant will be provided with a property owner list request form, which will be prepared by the Planning Office. The Planning Office will prepare a list of names and addresses of those persons who own land within 500 feet of the subject property. A separate fee (minimum of \$20.00) is added to cover the costs of preparing the property owners list.

The Planning Office will notify the applicant when the property owner list and letters have been prepared. The applicant must then return to the Planning Office and pick up the list and the appropriate number of notice letters. The applicant must send a copy of the notice letter to each of the property owners on the list by certified mail with return receipt requested. The notice letters must be mailed no less than ten days prior to the date of the public hearing.
5. A \$50.00 deposit (refundable) is required for the sign, provided by the Planning Office, which advertises the request. This sign must be posted on the property in such a manner that it is visible from the road, which provides access to the property. The sign must be posted no less than ten days prior to the date of the hearing, and must remain posted until final action by the County Board. The \$50.00 deposit is refunded when the sign is returned within six (6) months of County Board action.
6. You will be provided with a copy of the agenda for the Planning Commission meeting at which your request will be considered. It is recommended that the petitioner or a representative attend the Planning Commission meeting to answer any questions. The Planning Commission action is in the form of a recommendation to the County Board of Commissioners. The Board of Commissioners action is final, although their decisions may be appealed through the Circuit Court.
7. The first time a Rezoning request is heard at a Board of Commissioners meeting it is called the First Reading, if the Board of Commissioners approves the First Reading it will go back to the Board of Commissioners for a Second Reading usually (but not always) one week later. The effective date of the Rezoning will be 35 days after the Second Reading.

The white receipts for certified mail and the green return receipt cards must be returned to the Planning Office prior to the date of the public hearing. These are retained in the Planning Office as part of the official record to document that the required mailings were completed. If the mailing has not been