

**CONDITIONAL USE PERMIT APPLICATION**  
**PENNINGTON COUNTY, SOUTH DAKOTA**

1. APPLICANT: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
AUTHORIZED AGENT: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
OWNER: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. REQUESTED USE: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_ INVOLVING \_\_\_\_\_ ACRES

ADDRESS: \_\_\_\_\_

LANDMARK LOCATION: \_\_\_\_\_

EXISTING LAND USE: \_\_\_\_\_

SITE ZONING: \_\_\_\_\_ PHYSICAL CHARACTERISTICS: \_\_\_\_\_

SURROUNDING ZONING: NORTH \_\_\_\_\_ SOUTH \_\_\_\_\_ EAST \_\_\_\_\_ WEST \_\_\_\_\_

UTILITIES:  PUBLIC: \_\_\_\_\_ (list provider)

PRIVATE: Septic Tank size: \_\_\_\_\_ gallons Drainfield size: \_\_\_\_\_ feet

Water Source:  Well  Cistern

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 \_\_\_\_\_.

Signature of APPLICANT OR AGENT:  
(requires owner authorization)

Signature of LANDOWNER:

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 200\_\_.

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 200\_\_.

Notary Public for the State of South Dakota  
My Commission Expires: \_\_\_\_\_

Notary Public for the State of South Dakota  
My Commission Expires: \_\_\_\_\_

4. DATE / TIME OF PLANNING COMMISSION HEARING: \_\_\_\_\_ LOCATION: \_\_\_\_\_

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

**CONDITIONAL USE  
PERMIT PROCEDURE**

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**The Filing Fees for a Conditional Use Permit are \$300.00  
PLUS \$20.00 for Mailing List and \$50.00 for a refundable Sign Deposit**

1. Discuss the proposed use with County Planning staff member(s).
  2. At the time of submittal, a detailed project description outlining the proposed request, along with a site plan drawn to scale must be submitted. The site plan shall include the layout of the lot, the location of all existing and proposed structures, access and the location of the wastewater system. Setback distances from the property lines for all structures must also be identified on the site plan.
  3. A fee of \$204.00, plus publication costs of approximately \$96.00 (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 minimum fee 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 the letters have been prepared. The applicant must then return to the Planning Office and pick up the list and 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 (10) days prior to the date of the public hearing. 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 completed or the documentation not returned, the hearing must be continued to the next meeting.
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 (10) days prior to the date of the hearing and must remain posted until final action by the Planning Commission. The \$50.00 deposit is refunded when the sign is returned within six (6) months of the Planning Commission 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 decision shall be final unless any aggrieved person files a written appeal within five (5) working days with the Pennington County Planning Department. When an appeal is filed, the Planning Director shall present the Planning Commission's decision to the County Board for review. The County Board shall vote to uphold, overrule, or amend the decision of the Planning Commission. The Board of Commissioners action is final, although their decision may be appealed through the Circuit Court.