

**PLANNED UNIT DEVELOPMENT APPLICATION**  
**PENNINGTON COUNTY, SOUTH DAKOTA**

1. APPLICANT: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
AUTHORIZED AGENT: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
OWNER: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

2. USE REQUESTED: \_\_\_\_\_ ACRES TO BE REZONED: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
LANDMARK LOCATION: \_\_\_\_\_  
PURPOSE / HARDSHIP: \_\_\_\_\_  
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

**PLANNED UNIT  
DEVELOPMENT  
PROCEDURES**

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**The Filing Fees for a Planned Unit Development Rezoning (Zoning Map Change)  
are \$300.00 PLUS 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; a site plan drawn to scale, which includes all information outlined in Section 213-D-1 of the Zoning Ordinance; a written statement from the applicant as outlined in Section 213-D-2 of the Zoning Ordinance; 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 Department will notify the applicant when the property owner list and letters have been prepared. The applicant must then return to the Planning Department 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 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 Department prior to the date of the public hearing. These are retained in the Planning Department 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 Department, 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. 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.