

PLANNED UNIT DEVELOPMENT AMENDMENT

_____ Minor

_____ Major

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

2. LEGAL DESCRIPTION: _____

ADDRESS OF PROPERTY(ies) INVOLVED: _____
LANDMARK LOCATION: _____
EXISTING LAND USE: _____
PROPOSED PUD AMENDMENT(S): (use separate sheet of paper to describe project)
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 _____, 20_____

Subscribed and sworn to before me this _____
day of _____, 20_____

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

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

4. DATE OF: _____ PLANNING COMMISSION HEARING: _____ LOCATION: County Commissioners' Meeting Room



**REQUIREMENTS FOR FILING
PLANNED UNIT DEVELOPMENT
MINOR AMENDMENT CHECKLIST**

The Application Fee for a Minor Planned Unit Development Amendment is \$300.00 PLUS \$20.00 for the Mailing List and \$50.00 for a refundable Sign Deposit.

INTENT OF MINOR AMENDMENTS TO THE PLANNED UNIT DEVELOPMENT

A Minor Amendment to the Planned Unit Development (PUD) shall be construed as all other changes not considered Major Amendments and which does not result in a change to the overall character of the PUD.

Please provide the following submittal requirements:

_____ 1. One (1) completed application form: signed and notarized by the applicant and the owner of the subject property and filed at least nineteen (19) days prior to a scheduled Planning Commission meeting. If application is not complete, staff reserves the right to deny the request to be placed on the Agenda.

_____ 2. A written description of the proposed Minor PUD Amendment request.

_____ 3. Six (6) copies of a complete site plan, drawn to scale showing the following information:

_____ Name of the PUD

_____ Legal Description

_____ Property lines and dimensions of property

_____ Location of all existing on-site utilities

_____ Location, dimensions, and types of existing buildings on the property and their distances from property lines

_____ The right-of-way of any public road(s) that is contiguous to the property

After submittal of all the application materials and the required fee, the applicant will be provided with a property owner list, 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. The notice letters must be mailed by the applicant **no less than ten (10) days** prior to the date of the public hearing. The expense of notifying the surrounding property owners is the responsibility of the applicant.

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.