

**REQUEST FOR EXCEPTION TO
RAPID CITY DESIGN STANDARD / CRITERIA / REGULATIONS**

PROJECT _____

DATE: _____ **SUBMITTED BY:** _____
(Include Name, Company Name,
Email Address & Phone Number)

PIN #: _____

LEGAL DESCRIPTION: _____

EXCEPTION REQUESTED: SECTION _____ **STD / CRITERIA / REG** _____

DESCRIPTION OF REQUEST: _____

JUSTIFICATION:
(Please use back of sheet if additional room is needed) _____

SUPPORTING DOCUMENTATION: **Yes** **No**

PROPERTY OWNER'S SIGNATURE:** _____ **DATE:** _____

**Or Agent, if previously designated by the Owner in writing.

-----FOR STAFF ONLY-----

STAFF COMMENTS: _____

STAFF RECOMMENDATION: _____

REVIEWED BY: _____ **DATE:** _____

AUTHORIZATION: **APPROVED** **DENIED**

COMMUNITY PLANNING DIRECTOR **DATE**
 APPROVED **DENIED**

PUBLIC WORKS DIRECTOR **DATE**

FILE #: _____

ASSOCIATED FILE#: _____

Revised 07/1/14

Public Works - Engineering Services

City of Rapid City
300 Sixth Street, Rapid City, SD 57701-2724
Phone: (605) 394-4154 Fax: (605) 355-3083 Web: www.rcgov.org

DESIGN STANDARD / CRITERIA / REGULATION EXCEPTION REQUEST

No Fee

Description: The purpose of the Exception process is to allow for the administrative approval of exceptions to submittal requirements, standards for improvements, specific design standards or other provisions in accordance with Section 16.04.060 of the Rapid City Municipal Code (RCMC).

The Director of Public Works and the Director of Community Planning & Development Services are authorized to approve Exceptions as per Chapter 16.04.060 of the Rapid City Municipal Code.

Materials required of the Applicant:

1. A complete application signed by the property owner(s) or their authorized representative;
2. A written narrative explaining and justifying the request;
4. Supporting documentation to assist City Staff in understanding the request and assist in the decision, as applicable, including:
 - (a) A map to identify location of the request,
 - (b) A scaled construction drawing to illustrate the request,
 - (c) Design calculations and/or analysis to support the request,
 - (d) Other information to support the request.
5. For exception requests to subdivision requirements within Chapter 16 of the RCMC, submit one exception request per street and/or access easement.
6. The director may request reasonable additional information from the applicant in order to assist in the decision.

Procedure:

1. Upon receipt of a complete application with supporting information, the Director will review the request.
2. The Director shall have thirteen (13) working days to grant or deny the request in whole or in part.

3. If the Director determines the application for an exception does not contain the specified and required information, the review timeline shall be suspended and the owner and/or designated agent shall be notified of the deficiency. When complete and sufficient information is provided by the owner and/or designated agent, the review timeline shall be re-engaged with an additional 3 working days added to the remaining balance of the review timeline.
4. Applications suspended for more than 90 consecutive days shall be denied by the Director.
5. If the Director fails to respond within 13 days, the request will be deemed to be approved.

Appeals:

Any applicant the disputes the denial of an exception may appeal to the City Council. In order to appeal the denial the applicant shall file a written request of appeal to the Director within 10 working days of the denial. The Director will then place the exception request on the next Public Works Committee meeting agenda. The City Council shall have the authority to approve, reverse or amend the Director's denial in whole or in part.

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**DESIGN STANDARD /
 CRITERIA / REGULATION
 EXCEPTION REQUEST**

χ	APPLICANT	STAFF	χ
	Complete application, signed by the property owner(s) or their authorized designee		
	A written narrative explaining and justifying the request		
	Supporting Documentation		
SUPPORTING DOCUMENTATION MUST INCLUDE THE FOLLOWING INFORMATION, AS APPLICABLE			
	Map to identify location of the request		
	Scaled construction drawing to illustrate the request		
	Design calculations and/or analysis to support the request		
	Other Information to support the request		

APPLICANT SIGNATURE:	DATE:	STAFF SIGNATURE:	DATE: