

# INSTRUCTIONS FOR AIR QUALITY PARKING/STORAGE AREA PERMIT APPLICATION

Rapid City Community Development  
Air Quality Division  
300 Sixth Street  
Rapid City, SD 57701  
(605) 394-4120

**Why do I need a Parking/Storage Area Permit?** The use of unpaved parking and/or storage areas can generate dust or what we refer to as PM10 (particulate matter 10 microns in size or smaller). Rapid City has a history of poor air quality conditions associated with dust (PM10) and has been in jeopardy of being designated a non-attainment area for PM10. The ramifications would result in loss of highway construction funds and would impose more restrictive requirements on development and construction activities than are being imposed by this permit. It is in the communities' best interest to control and reduce dust (PM10) levels to the greatest extent possible to avoid a non-attainment designation.

**Parking or Storage Areas that require a permit:** All owners and operators of unpaved parking and/or storage areas one acre or more in size are required to obtain a permit from the Air Quality Division. Anyone obtaining a permit must follow the Pennington County Ordinance and/or Rapid City Municipal Code. The purpose of these ordinances is to provide for a program of fugitive emissions control by applying reasonably available control technology.

**Review period:** The Air Quality Division shall have ten (10) working days from the time a determination is made that the application is complete to either approve or reject the application and issue the permit.

**Fee Requirements:** The permit fee for unpaved parking and/or storage areas is **\$100**. The amendment fee is **\$25**. The fee is payable to the City of Rapid City and shall be collected once the approved permit is signed by the applicant.

**Penalty and fine for non-compliance:** Failure to submit the application to obtain or renew a permit and/or pay the permitting fee prior to engaging in activities regulated by the Rapid City Municipal Code or Pennington County Ordinance will result in **\$250 being added to the permit fee for each full week** that the operation continues without a permit, and may further subject the person in violation to a daily fine not to exceed **\$500 and/or 30 days in jail**. The \$250 fee will be assessed after a seven day grace period and additional \$250 fees will be assessed every week thereafter that a violation continues.

**Life of permit:** Parking/Storage Area Permits shall be valid for three years unless site conditions or operations change. Applications for a new parking/storage area permit shall be submitted to the Air Quality Division prior to the expiration of the existing permit.

**Responsible Party:** The property owner and/or authorized agent are responsible for dust control measures. The property owner and/or authorized agent are responsible for ensuring that all other persons abide by the conditions of the permit. If a violation of the Air Quality Ordinance occurs, the violator and property owner will receive a Notice of Violation. Violations of the Air Quality Ordinances can result in a daily fine not to exceed **\$500 and/or 30 days in jail**.

**Please print or type. Blank spaces must be completed for the application to be processed. If not applicable, enter N/A.**

**APPLICATION FOR AIR QUALITY PARKING/STORAGE AREA PERMIT**

Date of Application: \_\_\_\_\_

Office use only	
Permit No.	_____
Issue Date	_____
Expiration Date	_____
Fee Paid	_____

**PROPERTY OWNER INFORMATION:**

Owner Name: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**ACTUAL SITE LOCATION:**

Site Name: \_\_\_\_\_  
 Site Address: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**SITE INFORMATION**

**Site map must be attached and is required for permit approval.**

Type of parking and/or storage area:  Paved  Unpaved  Both  
 Type of surface material(s):  Recycled Asphalt  Gravel  Soil  Other \_\_\_\_\_  
 Condition of surface material:  Good  Fair  Poor  Other \_\_\_\_\_  
 Size of unpaved area: \_\_\_\_\_ acres  
 Vehicle Travel distance: \_\_\_\_\_  
 Type of traffic: Percent Light Vehicles: \_\_\_\_\_ Average vehicle weight: \_\_\_\_\_  
 Percent Heavy Vehicles: \_\_\_\_\_ Average vehicle weight: \_\_\_\_\_  
 Speed limit: Miles per hour \_\_\_\_\_  
 Number of vehicle trips/day: Light vehicles \_\_\_\_\_ Heavy vehicles \_\_\_\_\_  
 Number of days occupied: Per week \_\_\_\_\_  
 Season of most use (select Same if consistent throughout the year):  
 Spring  Summer  Fall  Winter  Same

**FUGITIVE DUST CONTROL METHODS**

Reasonably available control technology shall be provided for unpaved parking and/or storage areas to prevent fugitive emissions from becoming airborne.

**Unpaved parking and/or storage areas (check all applicable):**

- Wetting down with water: Frequency: \_\_\_\_\_
- Chemical stabilization : Type & Frequency: \_\_\_\_\_
- Vehicular speed limitation: Posted speed limit: \_\_\_\_\_
- Trackout control: Type: \_\_\_\_\_
- Other: \_\_\_\_\_

Provide a full description of selected control measures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURES**

The Air Quality Division reserves the right to request additional control measures if the reasonably available control technology presented above proves to be insufficient. The Air Quality Division will conduct inspections on a complaint basis for unpaved parking and/or storage area sites.

I hereby agree to maintain the unpaved parking and/or storage area as described in this application and in accordance with Pennington County Ordinance No. 12 and Rapid City Municipal Code Chapter 8.34 and Chapter 17.50.270.

Property Owner Signature	Date	Property Owner Signature	Date
Print Name		Print Name	

For Corporations, Partnerships, etc.

Signature	Date	Signature	Date
Print Name		Print Name	
Title		Title	

Authorized Agent Signature	Date	Authorized Agent Signature	Date
Print Name		Print Name	
Title		Title	

\_\_\_\_\_  
 Permit Approval Signature/Date  
 Air Quality Division