

## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Rapid City  
300 Sixth Street, Rapid City, SD 57701-2724  
Phone: (605) 394-4120 - Web: www.rcgov.org

## COMPREHENSIVE PLAN AMENDMENT PROCEDURES

### The Filing Fee for a Comprehensive Plan Amendment Request is \$250.00

#### Information and actions required of the Petitioner:

1. The applicant meets with Department of Community Development to discuss the proposal.
2. An application is submitted which is signed by the property owner and includes the legal description of the property for which the Comprehensive Plan Amendment is requested.
3. A vicinity map is submitted which identifies the general area and the boundaries of the property on which the Comprehensive Plan Amendment is requested.
4. Upon receipt of a complete application, Department of Community Development will prepare the property owners list. Department of Community Development will contact the petitioner when the list is ready (there is a minimum charge to the petitioner of \$20 for this list).
5. Department of Community Development prepares an official letter of notification which must be sent by the petitioner via certified return receipt mail to property owners appearing on the property owners list a minimum of seven (7) days prior to the Planning Commission hearing. The white receipts and the green cards must be returned to Department of Community Development prior to the Planning Commission hearing.

*Community Development within three days of completing the mailing and the green cards must be submitted to Department of Community Development by 12:00 p.m. (noon) the day prior to the Planning Commission hearing. If all the green cards have not been returned, those that have been returned must be submitted to Department of Community Development by the date and time identified. Green cards returned subsequently must be forwarded to Department of Community Development as they are returned.*

6. The petitioner must post a Comprehensive Plan Amendment sign on the property a minimum of seven days prior to the Planning Commission hearing. The sign must be posted in such a manner that it is visible from the road which provides access to the property. A \$40.00 deposit is required for the sign and is refunded when the sign is returned. The sign must remain on the property until such time as the Planning Commission has taken final action on the Summary of Adoption of the Comprehensive Plan Amendment.

#### Procedure:

1. A notice of hearing is published.
2. The request is considered at a public Planning Commission hearing and the Planning Commission recommends action to the City Council.

**NOTE:** *The date stamped white receipts must be submitted to Department of*

## **DEPARTMENT OF COMMUNITY DEVELOPMENT**

City of Rapid City  
300 Sixth Street, Rapid City, SD 57701-2724  
Phone: (605) 394-4120 - Web: [www.rcgov.org](http://www.rcgov.org)

## **COMPREHENSIVE PLAN AMENDMENT PROCEDURES**

3. The request is heard by the City Council.
4. A Summary of Adoption of the Comprehensive Plan Amendment is heard by the Planning Commission for final action.
5. If approved, the Comprehensive Plan Amendment becomes effective twenty days after publication of the Planning Commission action on the Summary of Adoption of the Comprehensive Plan Amendment.

# Department of Community Development

City of Rapid City  
 300 Sixth Street, Rapid City, SD 57701-2724  
 Phone: (605) 394-4120 - Web: www.rcgov.org

# APPLICATION FOR DEVELOPMENT REVIEW

**REQUEST** (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
  - Designation
  - Initial Plan    Final Plan
  - Major Amendment
  - Minimal Amendment

- Subdivision
  - Layout Plan
  - Preliminary Subdivision Plan
  - Development Engineering Plans
  - Lot Line Adjustment/Consolidation Plat
  - Final Plat
  - Minor Plat
- Rezoning
- Road Name Change

- Conditional Use Permit
  - Major Amendment
  - Minimal Amendment
- Vacation
  - Utility / Drainage Easement
  - R.O.W. / Section Line Highway
  - Access / Non-Access
  - Planting Screen Easement
- OTHER (specify) \_\_\_\_\_

**LEGAL DESCRIPTION** (Attach additional sheets as necessary)

<b>EXISTING</b>		
<b>PROPOSED</b>		
<b>LOCATION</b>		
Size of Site—Acres	Square Footage	Proposed Zoning
<b>DESCRIPTION OF REQUEST:</b>		Utilities: Private / Public
		Water
		Sewer

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**PROJECT PLANNER - AGENT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**OWNER OF RECORD** (If different from applicant)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title\*: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title\*: \_\_\_\_\_

\*required for Corporations, Partnerships, etc.

**FOR STAFF USE ONLY**

ZONING
Current
North
South
East
West
Planner
File No.
Comp Plan
Received By:

- Public Works/Engineering
- Fire Department
- Transportation Planning
- Building Inspection
- Air Quality
- Police
- City Attorney
- City Code Enforcement
- SD DOT

- BHP&L
- ESCC
- Register of Deeds
- County - Planning
- County - Fire
- County - Highway
- County - Code Enforcement
- Auditor - Annexation

- RV Sanitary District
- Green Valley Sanitary District
- Finance
- GIS
- Historic Preservation
- Parks & Recreation
- School District
- Other: \_\_\_\_\_

PIN No: \_\_\_\_\_