

## 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 CONDITIONAL USE PERMIT

### The Filing Fee for a Conditional Use Permit Request is \$250.00

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

1. The applicant meets with Department of Community Development Staff to discuss the proposal.
2. An application is submitted which is signed by the property owner and includes the following:
  - a. the legal description of the property for which the Conditional Use Permit is requested;
  - b. four copies of a complete site plan showing all the existing and proposed development, including building foot prints, parking stalls and aisles, loading and unloading areas and docks with truck turning radii, driveways and curb cuts, landscaping, fencing, retaining walls, signage, lighting, dumpster location and screening, exterior mechanical equipment and screening, building elevations with building heights, building colors, materials, and roof top design and membrane color, adjacent streets, utility service lines, sidewalks, etc. A dimensioned site plan showing building setbacks, approach locations and internal traffic circulation must be drawn to a scale such as 1"=10' or 1"=20'. One copy of the site plan at 11" x 8 1/2" must be furnished;
  - c. vicinity sketch; and,
  - d. a written statement describing the proposed or intended use.
3. 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).
4. Department of Community Development will prepare an official letter of notification. A property owners list along with the appropriate number of official letters of notification will be provided to the applicant. The applicant must return the addressed, sealed envelopes with applied postage to the Department of Community Development Department for mailing a minimum of seven days prior to the Planning Commission hearing.
5. The petitioner must post a Conditional Use Permit 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 final action has been taken on the request.

**NOTE:** *The Conditional Use Permit sign must remain posted on the property for seven (7) full calendar days following Final Action by the Planning Commission.*

If the action of the Planning Commission is appealed, the Conditional Use Permit sign must remain posted on the property until Final Action by the City Council.

**NOTE:** *Contact Department of Community Development with questions on sample site plan.*

#### Procedure:

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1. Upon receipt of the required application and supporting information, Department of Community Development staff will route the information to all affected Departments and Agencies.
2. Upon review, if determined that the application is incomplete, the applicant will be notified in writing of the deficiencies and the application will not be scheduled for a public hearing before the Planning Commission until such time as the deficiencies have been corrected. Once all deficiencies have been corrected and the legal notification requirement has been met, a recommendation will be forwarded to the Planning Commission meeting for their action.

### **Appeal Procedure:**

1. The action of the Planning Commission shall be final except in the event of an appeal being filed.
2. Appeals must be made in writing and submitted to Department of Community Development by close of business on the seventh full calendar day following action by the Planning Commission.
3. Appeals shall be reviewed and acted upon by the City Council. City Council action shall occur only after having given a seven-day prior public notification.

*NOTE: Expiration. A Conditional Use Permit shall automatically expire if the primary use for which it was granted has ceased for a period of two years or more; or, the primary use proposed under the Conditional Use Permit has not been undertaken and completed according to the terms and conditions of the Conditional Use Permit within two years of the approval of the Conditional Use Permit.*

*A Conditional Use Permit application is considered approved upon the effective date of the Planning Commission's final action, unless the Planning Commission's decision is appealed to the City Council.*

*Building permits shall be issued only after the expiration of the appeals time period (seven calendar days following action by the Planning Commission).*

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# 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 \_\_\_\_\_

<b>Property Owner Signature</b>	<b>Date</b>	<b>Property Owner Signature</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
<b>Print Name:</b> _____		<b>Print Name:</b> _____	
<b>Title*:</b> _____		<b>Title*:</b> _____	

\*required for Corporations, Partnerships, etc.

**FOR STAFF USE ONLY**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th style="text-align: center;">ZONING</th></tr> <tr><td>Current</td></tr> <tr><td>North</td></tr> <tr><td>South</td></tr> <tr><td>East</td></tr> <tr><td>West</td></tr> <tr><td>Planner</td></tr> <tr><td>File No.</td></tr> <tr><td>Comp Plan</td></tr> <tr><td>Received By:</td></tr> </table>	ZONING	Current	North	South	East	West	Planner	File No.	Comp Plan	Received By:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Public Works/Engineering</li> <li><input type="checkbox"/> Fire Department</li> <li><input type="checkbox"/> Transportation Planning</li> <li><input type="checkbox"/> Building Inspection</li> <li><input type="checkbox"/> Air Quality</li> <li><input type="checkbox"/> Police</li> <li><input type="checkbox"/> City Attorney</li> <li><input type="checkbox"/> City Code Enforcement</li> <li><input type="checkbox"/> SD DOT</li> <li><input type="checkbox"/> BHP&amp;L</li> <li><input type="checkbox"/> ESCC</li> <li><input type="checkbox"/> Register of Deeds</li> <li><input type="checkbox"/> County - Planning</li> <li><input type="checkbox"/> County - Fire</li> <li><input type="checkbox"/> County - Highway</li> <li><input type="checkbox"/> County - Code Enforcement</li> <li><input type="checkbox"/> Auditor - Annexation</li> <li><input type="checkbox"/> RV Sanitary District</li> <li><input type="checkbox"/> Green Valley Sanitary District</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> GIS</li> <li><input type="checkbox"/> Historic Preservation</li> <li><input type="checkbox"/> Parks &amp; Recreation</li> <li><input type="checkbox"/> School District</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>PIN No:</b> _____</p>
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**CONDITIONAL USE  
 PERMIT  
 CHECK LIST**

χ	APPLICANT	STAFF	χ
	Complete Application Submitted		
	Vicinity Sketch (Scale 1" = 800')		
	\$250.00 Fee Paid		
	Written statement describing the proposed or intended use		
<b>SITE PLANS MUST INLCUDE THE FOLLOWING INFORMATION</b>			
	Parking Plan		
	Loading and Unloading Dock Area Plans		
	Internal Traffic Circulation (including truck turning movements)		
	Landscaping Plan		
	Fencing and Retaining Wall Plans		
	Signage and Lighting Plans		
	Dumpster and Mechanical Equipment Plans		
	Elevations Plans including height, color, material and roof top details		
	Building Setbacks		
	Approach Locations		
	Traffic Impact Study pursuant to Section 2.17 of the Infrastructure Design Criteria Manual if applicable		
	Site Plan drawn to scale which reflects the specifics of the proposed project, including location of utilities and services lines.		

<b>APPLICANT SIGNATURE</b>	<b>DATE:</b>	<b>STAFF SIGNATURE</b>	<b>DATE:</b>