

DEPARTMENT OF COMMUNITY DEVELOPMENT

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

MINIMAL AMENDMENT PROCEDURE FOR A PLANNED DEVELOPMENT OVERLAY OR CONDITIONAL USE PERMIT

There is no fee for a Minor Amendment to a Conditional Use Permit

Information and actions required of the Petitioner:

1. The applicant meets with Department of Community Development staff to discuss the proposal.
2. A completed application signed by the owner of record including the project name, legal description, and contact information for the land owner, developer and design professional(s). The application shall include:
 - a. A vicinity map of the general area showing the boundaries of the property of the planned development request;
 - b. A site plan drawn at a suitable scale (additional copies may be required for a site plan larger than 11 inches by 17 inches);
 - d. A written statement describing the proposed amendment and providing justification for the amendment; and,
 - e. Other information as needed in order to meet City, County, State and Federal rules and regulations.

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

Procedure:

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. A Minimal Amendment may be approved administratively by the Director of Department of Community Development if it complies with Section 17.17.50.050.G of the Rapid City Municipal Code. If the Minor Amendment is does not comply, the Director of Department of Community Development shall deny the request. If denied, the petitioner may submit a Major Amendment to a Planned Development application to the City for review and approval by the Planning Commission pursuant to Section 17.50.050.F of the Rapid City Municipal Code.

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APPLICATION FOR DEVELOPMENT REVIEW

REQUEST (please check all that apply)

- Annexation De-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
 - Transfer 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)

EXISTING		
PROPOSED		
LOCATION		
Size of Site—Acres	Square Footage	Proposed Zoning
DESCRIPTION OF REQUEST:		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 _____

Signature _____ Date _____

Print Name: _____

Print Name: _____

Title*: _____

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: _____

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**Minimal Amendment to
 a Planned Development
 Overlay or Conditional
 Use Permit**

χ	APPLICANT	STAFF	χ
	Complete Application Submitted		
	Vicinity Map		
	Site Plan drawn at a suitable scale with appropriate number of copies to expedite review		
	Written statement describing the proposed amendment and providing justification for the amendment		
APPLICANT SIGNATURE		DATE:	STAFF SIGNATURE
			DATE: