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.
APPLICATION FOR DEVELOPMENT REVIEW

REQUEST (please check all that apply)
- □ Subdivision
- □ Annexation
- □ Comprehensive Plan Amendment
- □ Fence Height Exception
- □ Planned Development (Overlay)
  - □ Designation
  - □ Initial Plan
  - □ Final Plan
- □ Major Amendment
- □ Minimal Amendment
- □ 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

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*: ____________________________

FOR STAFF USE ONLY

ZONING

□ 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: ________________

Received By: ____________________________ PIN No: ____________________________

Revised 11/2017
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<td>Complete Application Submitted</td>
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<tr>
<td>Vicinity Map</td>
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<td>Site Plan drawn at a suitable scale with appropriate number of copies to expedite review</td>
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<td>Written statement describing the proposed amendment and providing justification for the amendment</td>
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