

## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Rapid City  
300 Sixth Street, Rapid City, SD 57701-2724  
Phone: (605) 394-4120 Fax: (605) 394-6636 Web: www.rcgov.org

## INITIAL PLANNED DEVELOPMENT OVERLAY PROCEDURE

### The Filing Fee for an Initial Planned Development 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. 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) and the fee is paid as noted above. 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 including the information as noted on the attached checklist for an Initial Planned Development;
  - c. Four large copies of the completed site plan and one 8 ½ inch by 11 inch copy must be furnished;
  - d. A written statement describing the proposed or intended use;
  - e. A Floodplain Development Permit when applicable; and,
  - f. Other information as needed in order to meet City, County, State and Federal rules and regulations.
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). Please note that notice is also required, via first class mail, to all property owners located within the planned development (there is also 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 Planned Development 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: Contact Department of Community Development with questions on sample site plan.**

**NOTE: The Planned Development sign must remain posted on the property for seven (7) full calendar days following**

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## INITIAL PLANNED DEVELOPMENT OVERLAY PROCEDURE

### *Final Action by the Planning Commission.*

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

### **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. 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: A Planned Development 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 may be issued only after the expiration of the appeals time period (seven calendar days following action by the Planning Commission), and only if the building permit has been filed and approved.*

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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 \_\_\_\_\_

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
- BHP&L
- RV Sanitary District
- Fire Department
- ESCC
- Green Valley Sanitary District
- Transportation Planning
- Register of Deeds
- Finance
- Building Inspection
- County - Planning
- GIS
- Air Quality
- County - Fire
- Historic Preservation
- Police
- County - Highway
- Parks & Recreation
- City Attorney
- County - Code Enforcement
- School District
- City Code Enforcement
- Auditor - Annexation
- Other: \_\_\_\_\_
- SD DOT

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

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**INITIAL PLANNED  
 DEVELOPMENT  
 OVERLAY  
 CHECKLIST**

$\chi$	<b>APPLICANT</b>	<b>STAFF</b>	$\chi$
	Complete Application Submitted		
	Fees Paid		
	Written statement describing the proposed or intended use		
	Site Plan drawn at a suitable scale		
<b>SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION</b>			
	Proposed minimum setbacks from perimeters of the Planned Development for all structures, including accessory buildings		
	Any proposed deviations from the minimum, maximum, or location criteria listed in the underlying Zoning District standards including but not limited to setbacks, development density, floor area, lot coverage, lot area, building height, parking ratios, landscaping, signage, fencing, lighting, pedestrian and bicycle facilities, curb cut, driveway, drive aisle, and deck projections		
	General location of parking and loading areas except for single-family, two-family and townhouse units		
	Location and size of all proposed curb cuts other than for single-family, two-family and townhouse units		
	Location of existing and proposed water mains, sanitary sewer mains and disposal systems		
	General location of proposed recreation areas and open spaces		
	General locations of any outdoor lighting except for public lighting and lighting for single-family, two-family, and townhouse units		
	Location of proposed lot lines as applicable		
	General location, width, and grade of existing and proposed improvements to public and private streets		
	Topography at no greater than 5-foot contour intervals		
	General location of proposed storm drainage facilities		
	General phasing plan if applicable		
	Proposed Conditional Uses including the maximum number of dwelling units and/or the maximum square footage and type of non-residential buildings		
<b>APPLICANT SIGNATURE</b>		<b>DATE:</b>	
<b>STAFF SIGNATURE</b>		<b>DATE:</b>	