

DEPARTMENT OF COMMUNITY DEVELOPMENT

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

PLANNED DEVELOPMENT DESIGNATION PROCEDURE

The Filing Fee for a Planned Development Designation is \$50.00

Information and actions required of the Petitioner:

1. An application is submitted which is signed by the property owner and includes the following:
 - a. \$50.00 Filing Fee
 - b. a vicinity map of the general area showing the boundaries of the property of the planned development request;
 - c. project name and legal description, name, mailing address and phone number of the developer;
 - d. a written description stating why the planned development designation is being requested; and,
 - e. other information deemed pertinent to the review of the planned development designation by the Department of Community Development Director.

Procedure:

1. Upon confirmation that the required information has been received, Department of Community Development staff will route the information to all affected Departments and agencies.
2. Department of Community Development staff will review the application following information received from the affected Departments and agencies.
3. Within thirteen working days, the Director of the Department of Community Development shall either

approve or deny the Planned Development Designation. No notice or hearing shall be required prior to the Planned Development Designation being approved.

4. A letter is sent to the petitioner regarding the disposition of the application.
5. Prior to obtaining a building permit, an Initial and Final Development Plan must be approved by the Planning Commission. Building permits shall be issued only after the expiration of the appeals time period (seven calendar days following action by the Planning Commission).

Appeals:

Any person having submitted a Planned Development Designation application to the City and having the application denied by the Department of Community Development Director and/or his/her designated representative may appeal such decision to the Planning Commission. Any appeal to the Planning Commission must be submitted in writing to the Department of Community Development Director within seven working days of the denial.

Any person having submitted an appeal to the Planning Commission and having said appeal denied by the Planning Commission may appeal such decision to the City Council. Any such appeal to the City Council must be submitted in writing to the Department of Community Development within seven working days of the denial. The appeal to the City Council shall occur only after having given a seven-day prior public notification.

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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)

| | | |
|--------------------------------|----------------|-----------------------------|
| 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 _____
 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: _____