

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

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.
2. 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.
3. 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.
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.

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

Department of Community Development

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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	Signature	Date
Print Name: _____	_____	Print Name: _____	_____
Title*: _____	_____	Title*: _____	_____

*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">ZONING</td></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"> <input type="checkbox"/> Public Works/Engineering <input type="checkbox"/> Fire Department <input type="checkbox"/> Transportation Planning <input type="checkbox"/> Building Inspection <input type="checkbox"/> Air Quality <input type="checkbox"/> Police <input type="checkbox"/> City Attorney <input type="checkbox"/> City Code Enforcement <input type="checkbox"/> SD DOT <input type="checkbox"/> BHP&L <input type="checkbox"/> ESCC <input type="checkbox"/> Register of Deeds <input type="checkbox"/> County - Planning <input type="checkbox"/> County - Fire <input type="checkbox"/> County - Highway <input type="checkbox"/> County - Code Enforcement <input type="checkbox"/> Auditor - Annexation <input type="checkbox"/> RV Sanitary District <input type="checkbox"/> Green Valley Sanitary District <input type="checkbox"/> Finance <input type="checkbox"/> GIS <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> School District <input type="checkbox"/> Other: _____ 	
ZONING												
Current												
North												
South												
East												
West												
Planner												
File No.												
Comp Plan												
Received By:												

PIN No: _____