The Filing Fee for a Rezoning Request is $250.00

Information and actions required of the Petitioner:

1. The applicant meets with the Department of Community Development staff to discuss the proposal.

2. An application is submitted which is signed by the property owner and includes the legal description of the property for which rezoning is requested.

3. A vicinity map is submitted which identifies the general area and boundaries of the property on which rezoning is requested. In addition, for property with existing development, a site plan (mortgage survey) showing building footprints, building setbacks and fencing must be provided as these regulations change depending upon the zoning district. Building (structure) elevations must also be provided as height regulations vary between zoning districts.

4. Upon receipt of a complete application, the Department of Community Development will prepare the property owners list. The 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).

5. The 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 for mailing a minimum of seven days prior to the Planning Commission hearing.

6. The petitioner must post a Rezoning 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 the City Council has taken final action on the request.

Procedure:

1. A notice of hearing is published.

2. The request is considered at a public Planning Commission hearing and the Planning Commission recommends action to the City Council.

3. The request is given first reading by the City Council.

4. The request is heard by the City Council which takes final action (second reading).

5. If approved, the rezoning becomes effective twenty days after publication of the City Council action.
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

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 __________

Print Name: ____________________________  Date __________

Title*: ____________________________

*required for Corporations, Partnerships, etc.

Property Owner Signature ____________________________  Date __________

Print Name: ____________________________  Date __________

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: ____________________________

Revised 01/2020
### Rezoning Check List

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Application Submitted</td>
<td></td>
</tr>
<tr>
<td>Vicinity Sketch (Scale 1&quot; = 800')</td>
<td></td>
</tr>
<tr>
<td>$250.00 Fee Paid</td>
<td></td>
</tr>
<tr>
<td>Written statement describing the intent of the request</td>
<td></td>
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</tbody>
</table>

**SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION**

- For property with existing development, a site plan (mortgage survey) drawn to scale showing building footprints, building setbacks and fencing
- Elevation plans showing height of any existing structures

<table>
<thead>
<tr>
<th>APPLICANT SIGNATURE</th>
<th>DATE:</th>
<th>STAFF SIGNATURE</th>
<th>DATE:</th>
</tr>
</thead>
</table>