

## Department of Community Development

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

## REZONING PROCEDURES

### 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.

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# 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)

<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
- 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: \_\_\_\_\_

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

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**REZONING  
CHECK LIST**

$\chi$	<b>APPLICANT</b>	<b>STAFF</b>	$\chi$
	Complete Application Submitted		
	Vicinity Sketch (Scale 1" = 800')		
	\$250.00 Fee Paid		
	Written statement describing the intent of the request		
<b>SITE PLANS MUST INLCUDE THE FOLLOWING INFORMATION</b>			
	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		

<b>APPLICANT SIGNATURE</b>	<b>DATE:</b>	<b>STAFF SIGNATURE</b>	<b>DATE:</b>
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