

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

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 (and a mortgage survey if applicable.)
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
- 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 border="1" 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: _____ | <p>PIN No: _____</p> |
| ZONING | | | | | | | | | | | | |
| Current | | | | | | | | | | | | |
| North | | | | | | | | | | | | |
| South | | | | | | | | | | | | |
| East | | | | | | | | | | | | |
| West | | | | | | | | | | | | |
| Planner | | | | | | | | | | | | |
| File No. | | | | | | | | | | | | |
| Comp Plan | | | | | | | | | | | | |
| Received By: | | | | | | | | | | | | |