

DEPARTMENT OF COMMUNITY DEVELOPMENT

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

ZONING DISTRICT ADMINISTRATIVE EXCEPTION

No Fee

Purpose: The purpose of the Administrative Exception process is to allow for the administrative approval of minor deviations from the Zoning District Standards, development standards, and area regulations within all zoning districts. An Administrative Exception is a form of relief granted to a landowner when the strict application of a particular regulation would result in peculiar, exceptional, or practical difficulties upon the property owner. Such relief shall only be granted provided there will be no substantial detriment to the public health, safety, and welfare of the present and future inhabitants of the City.

The Community Development Director is authorized by the City Council to approve Administrative Exceptions as per Chapter 17.50.070 of the Rapid City Municipal Code.

Materials required of the Applicant:

1. A completed application signed by the property owner(s) or their authorized representative;
2. A written narrative explaining and justifying the request;
3. A site plan drawn to scale showing all property lines with dimensions, location of buildings and other structures, north arrow, street numbers, lot and/or parcel number, locations of setback lines or other dimensional requirements from which the Administrative Exception is sought; and
4. Four large copies and one 8 ½ inch by 11 inch copy of plans must be furnished.

Procedure:

1. Upon receipt of the complete application and the required information, the Director shall have seven (7) working days from receipt of the application to complete review and to recommend approval, denial, or suspension of the application.

Suspended Timeline: If the Director determines that the application does not contain the specified and required information, the review timeline shall be suspended and the applicant shall be notified of the deficiency. When complete and sufficient information is provided by the applicant, the review timeline shall be re-engaged with an additional three (3) working days added to the remaining balance of the review timeline.

2. The Director shall approve the application, approve the application with conditions or deny the application.

Appeals:

The decision of the Director to approve the application with conditions, or deny any application under the administrative Exception process may be appealed to the Board of Adjustment following the application procedures in Section 17.54.020.

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**ZONING DISTRICT
 ADMINISTRATIVE
 EXCEPTION
 CHECKLIST**

χ	APPLICANT	STAFF	χ
	Completed Application, signed by the property owner(s) or their authorized designee		
	A written narrative explaining and justifying the request		
	Site plan drawn to scale		
	Four large copies and one 8 ½ inch by 11 inch copy of plans		
	A structural elevation is required for height, setback or lot coverage exception		
SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION			
	All property lines with dimensions		
	Location of buildings and other structures		
	North Arrow		
	Street numbers, lot and/or parcel number		
	Locations of setback lines or other dimensional requirements from with the Administrative Exception is sought		
APPLICANT SIGNATURE		DATE:	STAFF SIGNATURE
			DATE:

**REQUEST FOR ADMINISTRATIVE EXCEPTION TO
ZONING DISTRICT DEVELOPMENT AND AREA REGULATION STANDARDS**

PROJECT _____

DATE: _____ **SUBMITTED BY** _____
(include Name, Company
Name, Email Address &
Phone Number: _____

PIN #: _____

LEGAL DESCRIPTION: (Attach a separate sheet if necessary) _____

**EXCEPTION REQUESTED: ZONING
ORDINANCE SECTION(S)** _____

DESCRIPTION OF REQUEST: _____

JUSTIFICATION:
(Please use back of sheet if additional room is needed) _____

SUPPORTING DOCUMENTATION: Yes No

PROPERTY OWNER'S SIGNATURE:** _____ **DATE:** _____

**Or Agent, if previously designated by the Owner in writing.

-----FOR STAFF ONLY-----

STAFF COMMENTS: _____

STAFF RECOMMENDATION: _____

REVIEWED BY: _____ **DATE:** _____

AUTHORIZATION: APPROVED DENIED

COMMUNITY DEVELOPMENT DIRECTOR _____ **DATE** _____

FILE #: _____ **ASSOCIATED FILE#:** _____