

## DEPARTMENT OF COMMUNITY DEVELOPMENT

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

## FINAL PLANNED DEVELOPMENT AND/OR MAJOR AMENDMENT OVERLAY PROCEDURE

### The Filing Fee for a Final Planned Development or a Major Amendment is \$250.00

(Please note that approval of an Initial Planned Development application is not necessary in order to submit a Final Planned Development application)

#### Information and actions required of the Petitioner:

1. The applicant meets with Department of Community Development staff to discuss the proposal.
2. A completed application signed by the owner of record including the project name, legal description, subdivision name (when applicable) and contact information for the land owner, developer and design professional(s) and the fee is paid as noted above. The application shall include:
  - a. A vicinity map of the general area showing the boundaries of the property of the planned development request;
  - b. A site plan drawn at a suitable scale including the information as noted on the attached checklist for a Final Planned Development;
  - c. Four large copies of the completed site plan and one 8 ½ inch by 11 inch copy must be furnished;
  - d. A written statement describing the proposed or intended use;
  - e. If new construction is proposed, all necessary utility, drainage and access easements along with public facility plans drawn by a Registered Professional Engineer;
  - f. When applicable, documentation of ownership and continuing perpetual

maintenance responsibility for common open space, structures, facilities, private streets, drainage and utility easements, via either a deed to the homeowners association, a joint ownership agreement or other legal binding agreement;

- g. A Floodplain Development Permit when applicable;
- h. A Traffic Impact Study when applicable; and,
- i. Other information as needed in order to meet City, County, State and Federal rules and regulations.

***NOTE: Contact Department of Community Development with questions on sample site plan.***

3. Upon receipt of a complete application, Department of Community Development will prepare the property owner(s) list. 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).
4. 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 Department for mailing a minimum of

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seven days prior to the Planning Commission hearing.

5. The petitioner must post a Planned Development 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 final action has been taken on the request.

**NOTE:** *The Planned Development sign must remain posted on the property for seven (7) full calendar days following Final Action by the Planning Commission.*

If the action of the Planning Commission is appealed, the Planned Development sign must remain posted on the property until Final Action by the City Council.

### Procedure:

1. Upon receipt of the required application and supporting information, Department of Community Development staff will route the information to all affected Departments and Agencies.
2. Upon review, if determined that the application is incomplete, the applicant will be notified in writing of the deficiencies and the application will not be scheduled for a public hearing before the Planning Commission until such time as the deficiencies have been corrected. Once all deficiencies have been corrected and the legal notification

requirement has been met, a recommendation will be forwarded to the Planning Commission meeting for their action.

### Appeal Procedure:

1. The action of the Planning Commission shall be final except in the event of an appeal being filed.
2. Appeals must be made in writing and submitted to Department of Community Development by close of business on the seventh full calendar day following action by the Planning Commission.
3. Appeals shall be reviewed and acted upon by the City Council. City Council action shall occur only after having given a seven-day prior public notification.

**NOTE:** *A Planned Development application is considered approved upon the effective date of the Planning Commission's final action, unless the Planning Commission's decision is appealed to the City Council.*

*Building permits may be issued only after the expiration of the appeals time period (seven calendar days following action by the Planning Commission), and only if the building permit has been filed and approved.*

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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
- BHP&L
- RV Sanitary District
- Fire Department
- ESCC
- Green Valley Sanitary District
- Transportation Planning
- Register of Deeds
- Finance
- Building Inspection
- County - Planning
- GIS
- Air Quality
- County - Fire
- Historic Preservation
- Police
- County - Highway
- Parks & Recreation
- City Attorney
- County - Code Enforcement
- School District
- City Code Enforcement
- Auditor - Annexation
- Other: \_\_\_\_\_
- SD DOT

PIN No: \_\_\_\_\_

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**FINAL PLANNED  
 DEVELOPMENT OVERLAY  
 AND/OR MAJOR  
 AMENDMENT CHECKLIST**

$\chi$	<b>APPLICANT</b>	<b>STAFF</b>	$\chi$
	Complete Application Submitted		
	Fees Paid		
	Written statement describing the proposed or intended use		
	Documentation of ownership and continuing perpetual maintenance responsibility for common open space, structures and facilities, private streets, drainage and utility easements via either a deed to the homeowners association, a joint ownership agreement or other legal binding agreement.		
<b>SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION</b>			
	Proposed minimum setbacks from perimeters of the Planned Development for all structures, including accessory buildings		
	Proposed building heights. If an exception is requested from height, setback or lot coverage, then full structural elevations must be submitted.		
	Off-street parking facilities including all parking spaces, loading and unloading dock area, truck turning movements and internal traffic circulation plan, and fire access lanes with dimensions		
	Location of all pedestrian and bicycle facilities		
	Detailed landscaping plan showing specific location and types, sizes and quantities of trees, shrubs, sodded or seeded areas, streams, ponds and berms, except for single-family, two-family and townhouse units. If a project is to be phased a landscaping plan shall be submitted for each phase.		
	Location and size of all proposed curb cuts except for single-family, two-family and townhouse units		
	Location and type of existing and proposed water mains, sewage mains and disposal systems drawn at a horizontal scale of 1 inch equals 20 feet and a vertical scale of 1 inch equals 5 feet		
	Location and description of proposed recreation areas, common areas, and open spaces		
	Location of any outdoor lighting except for public lighting and lighting for single-family, two-family and townhouse units		
	Location, height and materials of proposed fencing except for single family, two-family and townhouse units		
	Location, height, size, and setback dimensions of proposed signs including building material specifications		
	Location of proposed lot lines as applicable		
	Name, location, width, grade of proposed improvements to public and private streets drawn at a horizontal scale of 1 inch equals 20 feet and a vertical scale of 1 inch equals 5 feet )		
	Proposed final ground contours at no greater than 2 foot contour intervals		
	Storm drainage plan and grading plan, shown at 2 foot contour intervals; indicating the location proposed storm sewers, drainageways, structures, the direction of water flow, and a permanent and temporary erosion control plan drawn at a horizontal scale of 1 inch equals 20 feet and a vertical scale of one inch equals 5 feet with runoff calculations and detailed on-site and off-sited Hydrologic and hydraulic calculations		
	If a planned development is to be developed in phases, a development schedule shall be submitted. A scaled map indicating the proposed location and sequences of the future development phases shall be submitted		
	Location of decks and other projections from proposed structures		
	Floodplain development Permit and Certificate, as applicable, including first floor, elevation and minimum opening elevation for any structure located within a floodplain area		
	Traffic Impact Study pursuant to Section 2.17 of the Infrastructure Design Criteria Manual as applicable		
	Other Information in order to meet City, County, State and Federal rules and regulations		
<b>APPLICANT SIGNATURE</b>		<b>DATE:</b>	<b>STAFF SIGNATURE</b>
			<b>DATE:</b>