The Filing Fee for a Conditional Use Permit Request is $250.00

Mobile Home Parks are only allowed as Conditional Uses in the Medium Density Residential Zoning District and the High Density Residential Zoning District.

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 following:
   a. the legal description of the property for which the Conditional Use Permit is requested;
   b. four copies of a complete site plan showing all the existing and proposed development, including building footprints, parking stalls and aisles, loading areas and docks, driveways and curb cuts, landscaping, adjacent streets, utility service lines, sidewalks, etc. The site plan must be drawn to a scale such as 1”=10’ or 1”=20’. One copy of the site plan at 11” x 8 1/2” must be furnished;
   c. vicinity sketch; and,
   d. a written statement describing the proposed or intended use.

3. 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).

4. The Department of Community Development will prepare an official letter of notification which must be sent by certified return receipt mail to property owners appearing on the property owners list.

   NOTE: The date stamped white receipts must be submitted to the Department of Community Development within three days of completing the mailing and the green cards must be submitted to the Department of Community Development by 12:00 p.m. (noon) the day prior to the Planning Commission hearing. If all the green cards have not been returned, those that have been returned must be submitted to the Department of Community Development by the date and time identified. Green cards returned subsequently must be forwarded to the Department of Community Development as they are returned.

5. The petitioner must post a Conditional Use Permit 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 Conditional Use Permit 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 Conditional Use Permit sign must remain posted on the property until Final Action by the City Council.
Procedure:

1. The request is considered at a public Planning Commission hearing.

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 the 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: Expiration. A Conditional Use Permit shall automatically expire if the primary use for which it was granted has ceased for a period of two years or more; or, the primary use proposed under the Conditional Use Permit has not been undertaken and completed according to the terms and conditions of the Conditional Use Permit within two years of the approval of the Conditional Use Permit.

A Conditional Use Permit 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 shall be issued only after the expiration of the appeals time period (seven calendar days following action by the Planning Commission).

*In addition to a Conditional Use Permit being obtained through the Department of Community Development, a Mobile Home Park License must be obtained and renewed annually through the Finance Department.

Overview of Section 17.50.110 of the City of Rapid City Municipal Code Development Regulations:

AREA REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Park Size at time of opening:</td>
<td>5 acres</td>
</tr>
<tr>
<td>Minimum Number of spaces at time of opening:</td>
<td>25 mobile home spaces</td>
</tr>
<tr>
<td>Minimum Space Area:</td>
<td>3000 square feet</td>
</tr>
<tr>
<td>Front Yard Setback for the park:</td>
<td>25 feet</td>
</tr>
<tr>
<td>Rear Yard Setback for the park:</td>
<td>10 feet</td>
</tr>
<tr>
<td>Side Yard Setback for the park:</td>
<td>10 feet</td>
</tr>
<tr>
<td>Maximum Height:</td>
<td>15 feet</td>
</tr>
<tr>
<td>Minimum Width for each space:</td>
<td>30 feet</td>
</tr>
<tr>
<td>Minimum Front Yard for each space:</td>
<td>5 feet</td>
</tr>
<tr>
<td>Required Number of on-space parking spaces per Mobile Home:</td>
<td>1 space</td>
</tr>
<tr>
<td>Distance between Mobile Homes:</td>
<td>Side by Side – 20 feet</td>
</tr>
<tr>
<td></td>
<td>End to End – 10 feet</td>
</tr>
<tr>
<td>Required Square Footage for a paved patio:</td>
<td>200 square feet per Mobile Home</td>
</tr>
<tr>
<td>Required Storage Locker Area:</td>
<td>100 cubic feet per Mobile Home*</td>
</tr>
</tbody>
</table>

*storage lockers may be located in locker compounds
Required Guest Parking Area: 1 space per every Four Mobile Homes
Required Width on all Access Roads: 24 feet*
  *when an Access Road is paved to 32 feet, required guest parking shall be waived.
Minimum Walkway width from proposed mobile homes to service buildings: 3 feet

- All mobile homes require a water and sanitary sewer connection. Mobile Homes within a Mobile Home Park that cannot be connected to sanitary sewer line shall not be permitted, regardless of whether the Mobile Home has toilet facilities or not.

- Each Mobile Home Park is required to have a management office and such service buildings as necessary.

- Mobile Homes shall be used for residential uses only. No commercial or industrial uses are allowed within a Mobile Home in a Mobile Home Park.
### APPLICATION FOR DEVELOPMENT REVIEW

**REQUEST (please check all that apply)**
- [ ] Subdivision
- [ ] Annexation
- [ ] Comprehensive Plan Amendment
- [ ] Fence Height Exception
- [ ] Planned Development (Overlay)
  - [ ] Designation
  - [ ] Initial Plan
  - [ ] Final Plan
- [ ] Major Amendment
- [ ] Minimal Amendment
- [ ] 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

<table>
<thead>
<tr>
<th>Size of Site–Acres</th>
<th>Square Footage</th>
<th>Proposed Zoning</th>
</tr>
</thead>
</table>

### DESCRIPTION OF REQUEST:

Utilities: Private / Public
- Water
- Sewer

### APPLICANT

Name ____________________________
Address __________________________
City, State, Zip ____________________
Phone ____________________________
E-mail ____________________________

### PROJECT PLANNER - AGENT

Name ____________________________
Address __________________________
City, State, Zip ____________________
Phone ____________________________
E-mail ____________________________

### OWNER OF RECORD (If different from applicant)

Name ____________________________
Address __________________________
City, State, Zip ____________________
Phone ____________________________
E-mail ____________________________

### Property Owner Signature

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name: ___________________</td>
<td>Title*: ___________________</td>
</tr>
</tbody>
</table>

*required for Corporations, Partnerships, etc.

### FOR STAFF USE ONLY

<table>
<thead>
<tr>
<th>ZONING</th>
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<tbody>
<tr>
<td>Current</td>
<td>Fire Department</td>
<td>BHP&amp;L</td>
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<tr>
<td>North</td>
<td>Transportation Planning</td>
<td>ESCC</td>
</tr>
<tr>
<td>South</td>
<td>Building Inspection</td>
<td>Register of Deeds</td>
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<tr>
<td>East</td>
<td>Air Quality</td>
<td>County - Planning</td>
</tr>
<tr>
<td>West</td>
<td>Police</td>
<td>County - Fire</td>
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<td>Planner</td>
<td>City Attorney</td>
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<tr>
<td>File No.</td>
<td>City Code Enforcement</td>
<td>County - Code Enforcement</td>
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<tr>
<td>Comp Plan</td>
<td>SD DOT</td>
<td>Auditor - Annexation</td>
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<thead>
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<th>PIN No:</th>
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<tbody>
<tr>
<td>RV Sanitary District</td>
<td>Green Valley Sanitary District</td>
<td>Finance</td>
</tr>
<tr>
<td>GIS</td>
<td>Historic Preservation</td>
<td>Parks &amp; Recreation</td>
</tr>
<tr>
<td>School District</td>
<td>Other: ___________________</td>
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</tr>
</tbody>
</table>

Revised 11/2017