



ORDINANCE 14 EXCEPTION REQUEST

| For Internal Use Only | | |
|--|-------------------------|----------------------------------|
| BOC Mtg Date: | Assoc. Requests: | Request #: ER- |
| <p><u>PLEASE READ:</u> This request must be completely filled out, where applicable, and submitted with the required items listed below with full payment before the Highway Department will accept your Request. Applicant acknowledges and agrees that he or she has read and received a copy of the procedure/checklist and this request form concerning the filing and hearing of this matter and authorizes Pennington County Highway Department staff and designees to enter onto and inspect the property describe in this request. I certify that all information contained within this request form and any other information provided by me in relation to this request is true and accurate to the best of my knowledge; and I FURTHER UNDERSTAND THAT SUBMITTAL OF THIS REQUEST IS NOT AND DOES NOT CONSTITUTE APPROVAL OF EXCEPTION TO ORDINANCE 14.</p> | | |
| Applicant Signature _____ | | Date _____ |
| APPLICANT CONTACT INFORMATION | | |
| Applicant Name: _____ <small>(print)</small> | | Phone: (include area code) _____ |
| Mailing Address: _____ <small>(address, city, state, zip)</small> | | |
| Email Address: _____ | | |
| Agent and Business Name: _____ <small>(if applicable)</small> | | Phone: (include area code) _____ |
| Mailing Address: _____ <small>(address, city, state, zip)</small> | | |
| Email Address: _____ | | |
| EXCEPTION REQUEST INFORMATION | | |
| Describe Location / Legal Description: _____ | | |
| Exception Requested For: <input type="checkbox"/> Section 201 Subsection: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Number _____ <small>(if applicable)</small> <small>(only one exception per request form)</small> <input type="checkbox"/> Section 202 Subsection: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Section 300 Subsection: <input type="checkbox"/> A <input type="checkbox"/> B Number _____ <small>(if applicable)</small> | | |
| Exception Request Description: <small>(attach addition documents if necessary)</small> _____ | | |
| Supporting Documents (REQUIRED): <input type="checkbox"/> Findings Worksheet <input type="checkbox"/> \$500 Application Fee <input type="checkbox"/> Other _____ | | |



ORDINANCE 14 EXCEPTION REQUEST APPLICANT'S FINDINGS WORKSHEET

Request #: ER -

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The purpose of an exception is to modify strict application of the specific requirements of the Ordinance. An exception will only be granted in the case whereby such strict application would result in practical difficulty.

| | | |
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| 1. The physical surroundings, shape or topographical conditions of the specific road would result in a particular hardship. This does not include mere inconveniences or monetary or economic hardships. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
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Explanation

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| 2. Would granting the exception be detrimental to public welfare or injurious to other property or improvements in the area? Please consider the entire travelling public, not just adjacent property owners. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
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Explanation

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| 3. Would granting the exception increase traffic congestion on public roads? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
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Explanation

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| 4. Would granting the exception increase the danger of fire or hinder emergency services response? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
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Explanation

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| 5. Would granting the exception endanger the public's safety? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
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Explanation

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| 6. Would granting the exception diminish or impair property values within the area? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
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Explanation



ORDINANCE 14 EXCEPTION REQUEST PROCEDURE/CHECKLIST

- ❑ Verify that proposed work is under Pennington County's Ordinance 14 jurisdiction/authority
- ❑ Discuss proposed work/Exception Request with Highway Department Staff **before** submitting request
- ❑ Each Exception Request requires a separate application
- ❑ Complete Ordinance 14 Exception Request Form
- ❑ Complete Ordinance 14 Exception Request Applicant's Findings Worksheet
- ❑ Provide any other supporting documentation necessary for consideration of request (i.e. plats, engineered road plans, engineered site plans showing right-of-way, traffic studies, photos, easement documents, aerial maps, etc.)
- ❑ Pay \$500 application fee (cash, check or credit card payments accepted) *Only Visa, MasterCard and Discover credit cards are accepted and ALL credit card transactions are subject to a non-refundable service fee of 2.49% or minimum of \$1.50*
- ❑ Upon receipt of Request Form, Findings Worksheet, necessary supporting documentation and application fee, Highway Staff will schedule a site visit and assign the next appropriate Board of Commissioners meeting date for consideration. The Highway Department reserves a minimum of fourteen (14) days between the full application package submission and Board of Commissioners meeting packet deadline (Wednesday prior to the Board Meeting).
 - The Commission meets on the first and third Tuesday of each month at 9:00 am in the Commission Chambers located in the County Administration Building, 130 Kansas City Street, Rapid City.
- ❑ Highway Staff will provide a staff report and recommendation to the Commission. This staff report, recommendation and meeting agenda will be shared with the applicant prior to the meeting.
- ❑ The Board requests that applicant or assigned agent attend the meeting to answer any questions they may have on the Request.
- ❑ A favorable vote by a majority of the members of the Board of Commissioners will be required to approve an Exception Request. An Exception, if authorized, will represent the minimum exception that will afford reasonable relief and will represent the least modification desirable of the regulations. The Board of Commissioners' action on the Request is final.