



Pennington County Planning & Zoning Pennington County, South Dakota

COMPREHENSIVE PLAN AMENDMENT PROCESS

APPLICABILITY

A Comprehensive Plan Amendment changes a parcel's zoning district on the Future Land Use map contained in the Comprehensive Plan. A Comprehensive Plan Amendment may be filed by an individual landowner or by at least 20 percent of the landowners, as defined in SDCL 11-2-28, in the zoning district or districts requesting the change. A Comprehensive Plan Amendment is required if a Rezone Amendment is filed and the requested change is not in harmony with the Comprehensive Plan.

APPLICATION REQUIREMENTS

A *pre-meeting* with Planning Staff is required prior to submittal of a Comprehensive Plan Amendment application. A list of the minimum required elements is located on the following page: Comprehensive Plan Amendment Application Checklist.

APPROVAL PROCESS

The application form and required materials for a Comprehensive Plan Amendment must be submitted to the Pennington County Planning Department. A complete application shall include: the application form (attached) and the non-refundable application fee.

After submittal of all the application materials and the required fee, the Planning Department will prepare a list of names and addresses of those persons who own land within 500 feet of the subject property, including contract for deed buyers. The applicant will be provided with the list and Notice of Public Hearing letter. The letter must be sent to all listed property owners by certified mail at least 10 days prior to the date of the public hearing.

APPROVAL PROCESS CONTINUED

A Notice of Public Hearing sign will be provided by the Planning Office. The sign must be posted on the property in such a manner that it is visible from the road, which provides access to the property. The sign must be posted no less than 10 days prior to the date of the Planning Commission hearing and must remain posted until final action by the Board of Commissioners.

Upon receipt of a complete application (including application fee) and proper notice to adjoining landowners, the Planning Commission will hold a public hearing on the application. Notice of time and place of hearing must be given at least 10 days in advance by publication in the legal newspapers of the County.

It is recommended the petitioner or a representative attend the Planning Commission meeting to answer any questions. The Planning Commission's action is in the form of a recommendation to the County Board of Commissioners.

The Comprehensive Plan Amendment request is then heard at a Board of Commissioner's meeting. The Board may approve, continue, or deny the request. The Board of Commissioner's action is final, although their decision may be appealed through the Circuit Court. If approved, the Comprehensive Plan Amendment request does not take effect until 20 days after a Notice of Fact of Adoption has been published once in a legal newspaper of the County.



Pennington County Planning & Zoning
Pennington County, South Dakota

COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST

Pre-application Meeting Date with Planning Staff is scheduled on: _____.

Completed Application Form

Site Plan

Legal Description

Permit Application Fee:

Application fee -	\$350.00
Publication costs -	\$150.00 (may exceed \$150 due to lengthy legal description)
Property owner's list -	\$ 20.00
Sign fee -	<u>\$ 25.00</u>
	\$545.00 Total

COMPREHENSIVE PLAN AMENDMENT APPLICATION

Tax ID: _____

Planning Commission Meeting Date: _____

Fee Paid: _____

Board of Commissioner's Meeting Date: _____

Public Hearing Notices To Be Sent By and Sign to Be Posted By: _____

1. Contact Information

Applicant: _____ Daytime Phone: _____

Mailing Address: _____

(Street or P.O. Box)

(City, State, Zip)

E-mail Address: _____

Landowner: _____ Daytime Phone: _____

Mailing Address: _____

E-mail Address: _____

Authorized Agent: _____ Daytime Phone: _____

Mailing Address: _____

E-mail Address: _____

2. Property Information

Existing Legal Description: _____

_____ BHM, Pennington County, South Dakota.

Acreage: _____ Utilities: _____

Physical Description (Flat/hilly): _____

Landmark Location (Nearest Intersection) or Address: _____

Surrounding Zoning: North: _____ South: _____ East: _____ West: _____

Land Use: Residential Mixed-Use Commercial Industrial Other: _____

3. Current Future Land Use

Agriculture Ranchette Rural Residential Low Density Residential Suburban Residential

Urban Residential Commercial Highway Service Light Industrial Heavy Industrial

Open Space Planned Unit Development

4. Requested Future Land Use

Agriculture Ranchette Rural Residential Low Density Residential Suburban Residential

Urban Residential Commercial Highway Service Light Industrial Heavy Industrial

Open Space Planned Unit Development

5. Signature(s)

The Owner, Applicant or Authorized Agent acknowledges and agrees that he or she (1) has read and received a copy of the instruction sheets and this application form concerning the filing and hearing of this matter, (2) authorizes the Pennington County Planning & Zoning Department Staff and designees to enter onto and inspect the above-described property, and, (3) has been advised of the fee requirements. (*Owner's Signature is required on all applications.*)

Signature of LANDOWNER:

DATE: _____

Subscribed and sworn to before me this _____ day of _____, 2025.

Notary Public for the State of South Dakota

My Commission Expires: _____

(SEAL)

Signature of APPLICANT or AGENT:

DATE: _____

Subscribed and sworn to before me this _____ day of _____, 2025.

Notary Public for the State of South Dakota

My Commission Expires: _____

(SEAL)