



Marijuana (Cannabis) Conditional Use Permit Application Checklist

Dispensary

Cultivation

Manufacturing

Testing

Application and fees can be
delivered in person to:

130 Kansas City St., Suite 200
Rapid City, SD 57701

Application can be emailed to:

plz@pennco.org

Applications emailed must pay by Credit Card to
complete application.

REQUIRED SUBMITTAL INFORMATION

The following items must be provided with all applications. *If all the required and applicable information is not provided, the application will be deemed incomplete and will not be accepted.* For your convenience, please use the column on the left to be sure you have all the required and applicable information.
All plans and maps MUST be folded to 8½" x 11".

Initial on the lines below verifying the information is included in your application.

Applicants must provide a payment of \$3,000 with the Conditional Use Permit application.

Checks should state the applicant name in the memo line.

_____ Application Fee (payable to Pennington County P and Z) by check, cash or credit card.

_____ Prescreening Approval from Pennington County.

_____ Neighborhood Context Map.

_____ Site Plan.

_____ Floor Plan.

_____ Hours of Operation.

_____ Odor Mitigation Plan.

_____ Security Plan.

_____ Waste Disposal Plan.

_____ Environmental Plan (Cultivation and Manufacturing Business Only).

_____ Emergency Response Plan (Cultivation and Manufacturing Business Only).

_____ Power Source and Demand (Cultivation and Manufacturing Business Only).

_____ Fire and Hazard Mitigation Plan (Cultivation and Manufacturing Business Only).

_____ Water Source and Approval (*if necessary*) (Cultivation Business Only).

_____ Engineer's Report for Extraction Equipment (Manufacturing Business Only).

_____ Extraction Room Diagram (Manufacturing Business Only).

By the signature hereunder, I certify that all documentation, information, and fees have been submitted to the Pennington County Planning Department. I further certify that all information and documentation I have provided is true and accurate to the best of my knowledge. I authorize the Pennington County Planning Department staff and designees to enter onto and inspect the above-described property for the purposes of this application.

Applicant Signature: _____

Printed Name: _____

Date: _____ Time: _____

CONDITIONAL USE PERMIT APPLICATION

PENNINGTON COUNTY PLANNING DEPARTMENT
 130 Kansas City St., Suite 200, Rapid City, SD 57701
 Phone: (605) 394-2186 Fax (605) 394-6016

1.	Applicant Name and Address:		Applicant Phone No:		Applicant Email:		
	Business Name and Address:		Business Phone No.:		Business Email:		
	Legal description of property:						
	Zoning of property:			<input type="checkbox"/> Commercial		<input type="checkbox"/> Industrial	
	Property Owner:			Address:		Phone No.:	
	Requested Use:		<input type="checkbox"/> Dispensary	<input type="checkbox"/> Cultivation		<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Testing
	Surrounding Zoning:		North _____	South _____		East _____	West _____
I certify that only one application for this business has been submitted for this location.			<input type="checkbox"/> Yes		<input type="checkbox"/> No		

2. THE OWNER, APPLICANT, OR AUTHORIZED AGENT, ACKNOWLEDGES: That he/she has read and received a copy of the instruction sheet and this application form concerning the filing and hearing of this matter; that he/she authorizes the Pennington County Planning Department staff and designees to enter onto and inspect the above-described property, and that he/she has been advised of the fee requirements.

Signature of APPLICANT or AGENT:
 (requires owner authorization)

Signature of LANDOWNER:

DATE: _____

DATE: _____

Subscribed and sworn to before me this _____ day of _____ 20____.
 (NOTARY SEAL)

 Notary Public

My Commission Expires: _____

3. PLANNING COMMISSION HEARING Date: _____ Time: _____
 LOCATION: Pennington County Commissioner's Chambers

4. PUBLIC HEARING NOTICES TO BE SENT BY AND SIGN TO BE POSTED BY: _____

CONDITIONAL USE PERMIT PROCEDURE

The Total Filing Fees for a Marijuana Business Conditional Use Permit are \$3,120.00

Application Submittal:

1. Discuss the proposed use with County Planning staff member(s).
2. At the time of submittal, all items on the Marijuana (Cannabis) Conditional Use Permit Application checklist must be submitted.
3. An application fee of \$2,904.00, plus publication costs of approximately \$96.00 (nonrefundable), must be submitted with the application. Publication costs may exceed the estimated costs due to a lengthy legal description.

Notice of Public Hearing Letters:

4. Following submittal of all the application materials and the required fee, the Planning Office will prepare a list of names and addresses of those persons who own land within 1,000 feet of the subject property. A minimum fee of \$20.00 is added to cover the costs of preparing the property owners list.

The Planning Office will notify the applicant when the property owner list and the letters have been prepared. The applicant must then return to the Planning Office and pick up the list and appropriate number of notice letters. The applicant must send a copy of the notice letter to each of the property owners on the list by certified mail. The notice letters must be mailed no less than ten (10) days prior to the date of the public hearing.

The receipts for certified mail must be returned to the Planning Office prior to the date of the public hearing. These are retained in the Planning Office as part of the official record to document that the required mailings were completed. If the mailing has not been completed or the documentation not returned, the hearing must be continued to the next meeting.

Notice of Public Hearing Sign:

5. A \$100.00 deposit (refundable) is required for the sign, provided by the Planning Office, which advertises the request. This 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 ten (10) days prior to the date of the hearing and must remain posted until final action by the Planning Commission. The \$100.00 deposit is refunded when the sign is returned within six (6) months of the Planning Commission action.

Planning Commission Meeting:

6. You will be provided with a copy of the agenda for the Planning Commission meeting at which your request will be considered. It is recommended that the petitioner or a representative attend the Planning Commission meeting to answer any questions. The Planning Commission decision shall be final unless any aggrieved person files an appeal to Circuit Court.