



## Pennington County Planning & Zoning Pennington County, South Dakota

### PLANNED UNIT DEVELOPMENT AMENDMENT PROCESS

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#### **APPLICABILITY**

This Section establishes the regulations and standards for Planned Unit Development (PUD) as a zoning district. A PUD allows landowners and developers the flexibility to creatively plan for mixed-use development of their land.

#### **APPLICATION REQUIREMENTS**

A *pre-meeting* with Planning Staff is required prior to submittal of a Planned Unit Development Amendment Application. Planned Unit Development Amendment Application requests must be submitted according to the requirements in Section 216 of the Zoning Ordinance. A list of the minimum required elements is located on the following page: Planned Unit Development Amendment Application Checklist.

#### **APPROVAL PROCESS**

The application form and required materials for a Planned Unit Development Amendment Application must be submitted to the Planning Department. A complete application shall include: the application form (attached), all materials required by the Zoning Ordinance, and the non-refundable application fee. Amendments to an approved PUD will be considered and approved in the same manner as required for a separate Planned Unit Development application.

#### **APPROVAL PROCESS CONTINUED**

A Notice of Public Hearing sign will be provided by the Planning Department. 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 Planned Unit Development 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 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**

**PLANNED UNIT DEVELOPMENT AMENDMENT CHECKLIST**

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<input type="checkbox"/> <b>PUD Amendment Application Fee:</b>	<input type="checkbox"/> <b>Pre-Application Meeting Date:</b> _____
Application Fee:- \$180.00	
Publication Costs:- \$120.00	
Property Owner's List: \$20.00	
Sign fee: \$ 25.00	
<b>Total: \$345.00</b>	
<b>Application and fees can be delivered in person or by mail to:</b>	<b>Application can be emailed to:</b>
Pennington County Planning Department P.O. Box 6160 Rapid City, SD 57709	<a href="mailto:plz@pennco.org">plz@pennco.org</a> 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" or provided as .pdf files.

**The checklist below must be completed to ensure all application requirements are met.**

**Applicants must provide a payment with the Planned Unit Development Amendment Application.**

- Reason for Amendment.
- Updated Site Plan
- Updated Utility Plan
- Authorization from Water System supplier (or water right).
- Approval of Wastewater System

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.

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Pennington County Planning & Zoning Pennington County, South Dakota

### PLANNED UNIT DEVELOPMENT AMENDMENT APPLICATION FORM

Tax ID: \_\_\_\_\_

Submittal Date \_\_\_\_\_

<b>1.</b>	<b>Applicant Name and Address:</b>		<b>Applicant Phone No:</b>		<b>Applicant Email:</b>	
	<b>Business Name and Address:</b>		<b>Business Phone No.:</b>		<b>Business Email:</b>	
	<b>Legal description of property:</b>					
	<b>Property Owner:</b>			<b>Address:</b>		<b>Phone No.:</b>
	<b>Name of Development:</b>					<b>PUD Number:</b>
	<b>Reason for Amendment:</b>					
<b>Surrounding Zoning:</b>		North _____	South _____	East _____	West _____	

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. FILING FEE IS NON-REFUNDABLE.

Signature of APPLICANT or AGENT:  
(requires owner authorization)

Signature of LANDOWNER:

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public for the State of South Dakota

\_\_\_\_\_  
Notary Public for the State of South Dakota

My Commission Expires: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_