

**PLANNED UNIT DEVELOPMENT AMENDMENT  
MINOR**

1. APPLICANT: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
AUTHORIZED AGENT: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PROPERTY OWNER: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

2. LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS OF PROPERTY(ies) INVOLVED: \_\_\_\_\_  
LANDMARK LOCATION: \_\_\_\_\_  
EXISTING LAND USE: \_\_\_\_\_  
PROPOSED PUD AMENDMENT(S): (use separate sheet of paper to describe project)  
SURROUNDING ZONING: NORTH \_\_\_\_\_ SOUTH \_\_\_\_\_ EAST \_\_\_\_\_ WEST \_\_\_\_\_  
UTILITIES:  PUBLIC: \_\_\_\_\_ (list provider)  
PRIVATE: Septic Tank size: \_\_\_\_\_ gallons Drainfield size: \_\_\_\_\_ feet  
Water Source:  Well  Cistern

3. 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 and they have been paid on \_\_\_\_\_.

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

Notary Public for the State of South Dakota  
My Commission Expires: \_\_\_\_\_

4. DATE OF:  
PLANNING COMMISSION HEARING: \_\_\_\_\_ LOCATION: County Commissioners' Meeting Room

# PLANNED UNIT DEVELOPMENT MINOR AMENDMENT CHECKLIST

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*The Application Fee for a Minor Planned Unit Development Amendment is \$300.00 PLUS \$20.00 for the Mailing List and \$25.00 for a Sign Deposit.*

## INTENT OF MINOR AMENDMENTS TO THE PLANNED UNIT DEVELOPMENT

*A Minor Amendment to the Planned Unit Development (PUD) shall be construed as all other changes not considered Major Amendments and which does not result in a change to the overall character of the PUD.*

Please provide the following submittal requirements:

- \_\_\_\_\_ 1. A completed application form: signed and notarized by the applicant and the owner of the subject property and filed at least nineteen (19) days prior to a scheduled Planning Commission meeting. If application is not complete, staff reserves the right to deny the request to be placed on the Agenda
- \_\_\_\_\_ 2. A written description of the proposed Minor PUD Amendment request.
- \_\_\_\_\_ 3. One (1) copy of the site plan, drawn to scale, of the Minor PUD Amendment with the following information:

\_\_\_\_\_ Name of the PUD.

\_\_\_\_\_ Legal Description.

\_\_\_\_\_ Property lines and dimensions of property.

\_\_\_\_\_ Location of all existing on-site utilities.

\_\_\_\_\_ Location, dimensions, and types of existing buildings on the property and their distances from property lines.

\_\_\_\_\_ The right-of-way of any public road(s) that is contiguous to the property.

After submittal of all the application materials and the required fee, the applicant will be provided with a property owner list and Notice of Hearing letter, which will be prepared by the Planning Department. The Planning Department will prepare a list of names and addresses of those persons who own land within 500 feet of the subject property. The Notice of Hearing letters must be mailed by the applicant, by certified mail, **no less than ten (10) days** prior to the date of the public hearing. The expense of notifying the surrounding property owners is the responsibility of the applicant.

A \$25.00 non-refundable deposit is required for the sign, provided by the Planning Department, 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.