



Pennington County Planning & Zoning Pennington County, South Dakota

REZONING (ZONING MAP CHANGE) PROCESS

APPLICABILITY

A Rezone Amendment changes a parcel's zoning district on the Official Zoning Map. A Rezone 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.

APPLICATION REQUIREMENTS

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

APPROVAL PROCESS

The application form and required materials for a Rezone 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 Office 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 letters 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 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 Rezoning 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 Rezoning 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.



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Pennington County, South Dakota

REZONING 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 - \$ 25.00

\$545.00 Total

REZONING APPLICATION
ZONING MAP CHANGE – PENNINGTON COUNTY, SOUTH DAKOTA

1. APPLICANT: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____
E-MAIL ADDRESS: _____

AUTHORIZED AGENT: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____

OWNER: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____

2. REQUESTED CHANGE OF ZONING IS FROM: _____ TO _____ INVOLVING _____ ACRES
LEGAL DESCRIPTION: _____

ADDRESS: _____

LANDMARK LOCATION: _____

REASON BEING: _____

EXISTING LAND USE: _____

PROPOSED LAND USE: _____

ZONING REFERENCE: _____

SITE ZONING: _____

SURROUNDING ZONING: NORTH _____ SOUTH _____ EAST _____ WEST _____

PHYSICAL CHARACTERISTICS: _____ UTILITIES: _____

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 _____.

APPLICANT / AGENT SIGNATURE DATE

OWNER SIGNATURE DATE

Subscribed and sworn to before me at Rapid City, South Dakota, this _____ day of _____, 20____.

Notary Public: _____ My Commission Expires: _____

4. DATE / TIME OF:
PLANNING COMMISSION HEARING: _____ LOCATION: _____
COUNTY COMMISSION HEARING: _____ LOCATION: _____

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