



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

### **SPECIAL PERMITTED USE PROCESS**

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#### **APPLICABILITY**

A Special Permitted Use is allowed if an applicant demonstrates that all specified criteria for the special use can be met. The following are considered Special Permitted Uses: living in an RV as a temporary residence, accessory structures as a primary use, some short-term uses, churches, and public service structures.

#### **APPLICATION REQUIREMENTS**

A pre-application meeting with Planning Staff is required prior to submittal of a Special Permitted Use Application. Special Permitted Use requests must be submitted according to the requirements in Section 517 of the Zoning Ordinance. A list of the minimum required elements is located on the following page: Special Permitted Use Application Checklist. The County Zoning Ordinance may have additional requirements, depending on the zoning district.

#### **APPROVAL PROCESS**

The application form and required materials for a Special Permitted Use must be submitted to the Pennington County Planning Department. A complete application shall include: the application form (attached), all materials required by the Zoning Ordinance, and the non-refundable application fee.

After submittal of all the application materials and the required fee, the applicant will be provided with a property owner list and "Application and Notice of Special Permitted Use" letter. The Planning Office will prepare a list of names and addresses of those persons who own land adjacent (touching or sharing a common boundary) to the subject property. Notice must be sent 10 or more days before the date of decision by the Planning Director.

After proof of notice has been verified, Planning Staff will review and present the request to the Planning Director for a final decision. County approval for a Special Permitted Use may take up to 30 days.



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**SPECIAL PERMITTED USE APPLICATION CHECKLIST**

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- Pre-application Meeting Date with Planning Staff is scheduled on:\_\_\_\_\_.
  
  - Completed Application Form
  
  - Site Plan showing:
    - Location of existing or proposed structures (including setbacks)
    - Well(s)
    - Onsite wastewater treatment system(s)
    - Recorded easements
    - Driveway
    - Special Flood Hazard Area
    - Any existing or proposed utilities and their location
    - Proof that the requested use meets the specified criteria in § 517 of the Pennington County Zoning Ordinance.
    - Proof of Notice as required in the Zoning Ordinance § 517(C)(2).
  
  - Permit Application Fee:
    - \$300.00 Application Fee.
    - \$ 20.00 Property Owner's list fee.
    - \$320.00 Total
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**SPECIAL PERMITTED USE APPLICATION FORM**

Tax ID: \_\_\_\_\_ Submittal Date \_\_\_\_\_

<b>1.</b>	<b>Type of Special Permitted Use Requested:</b>			
	<input type="checkbox"/> RV as a Temporary Residence		<input type="checkbox"/> Short-Term Use _____	
	<input type="checkbox"/> Accessory Structure _____		<input type="checkbox"/> Church	<input type="checkbox"/> Public Service Structure _____
	<b>Applicant Name and Address:</b>		<b>Applicant Phone No:</b>	<b>Applicant E-mail:</b>
	<b>Current Legal description of property:</b>			
	<b>Current Zoning of property:</b>		<b>Use:</b>	<b>Acreage:</b>
	<b>Landowner:</b>		<b>Address:</b>	<b>Phone No.:</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  
My Commission Expires: \_\_\_\_\_

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