

## DEVELOPMENT SERVICES CENTER

### Growth Management Department

City of Rapid City

300 Sixth Street, Rapid City, SD 57701-2724

Phone: (605) 394-4120

Fax: (605) 394-6636

Web: [www.rcaov.com](http://www.rcaov.com)

## COMPREHENSIVE PLAN AMENDMENT PROCEDURES

### The Filing Fee for a Comprehensive Plan Amendment Request is \$250.00

#### Information and actions required of the Petitioner:

1. The applicant meets with the Development Services Center – Growth Management Department Staff to discuss the proposal.
2. An application is submitted which is signed by the property owner and includes the legal description of the property for which the Comprehensive Plan Amendment is requested.
3. A vicinity map is submitted which identifies the general area and the boundaries of the property on which the Comprehensive Plan Amendment is requested.
4. Upon receipt of a complete application, the Development Services Center – Growth Management Department will prepare the property owners list. The Development Services Center – Growth Management Department will contact the petitioner when the list is ready (there is a minimum charge to the petitioner of \$20 for this list).
5. The Development Services Center – Growth Management Department prepares an official letter of notification which must be sent by the petitioner via certified return receipt mail to property owners appearing on the property owners list a minimum of seven (7) days prior to the Planning Commission hearing. The white receipts and the green cards must be returned to the Development Services Center – Growth Management Department prior to the Planning Commission hearing.
6. The petitioner must post a Comprehensive Plan Amendment sign on the property a minimum of seven days prior to the Planning Commission hearing. The sign must be posted in such a manner that it is visible from the road which provides access to the property. A \$40.00 deposit is required for the sign and is refunded when the sign is returned. The sign must remain on the property until such time as the Planning Commission has taken final action on the Summary of Adoption of the Comprehensive Plan Amendment.

**NOTE:** The date stamped white receipts must be submitted to the Development Service Center – Growth Management Department within three days of completing the mailing and the green cards must be submitted to the Development Services Center – Growth Management Department by 12:00 p.m. (noon) the day prior to the Planning Commission hearing. If all the green cards have not been returned, those that have been returned must be submitted to the Development Services Center – Growth Management Department by the date and time identified. Green cards returned subsequently must be forwarded to the Development Services Center – Growth Management Department as they are returned.

#### Procedure:

1. A notice of hearing is published.
2. The request is considered at a public Planning Commission hearing and the Planning Commission recommends action to the City Council.

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**COMPREHENSIVE  
PLAN AMENDMENT  
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3. The request is heard by the City Council.
4. A Summary of Adoption of the Comprehensive Plan Amendment is heard by the Planning Commission for final action.
5. If approved, the Comprehensive Plan Amendment becomes effective twenty days after publication of the Planning Commission action on the Summary of Adoption of the Comprehensive Plan Amendment.

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## APPLICATION FOR DEVELOPMENT REVIEW

**REQUEST** (please check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Annexation  | <input type="checkbox"/> Plat - Layout      | <input type="checkbox"/> Subdivision Variances  |
| <input type="checkbox"/> Comprehensive Plan Amendment                                | <input type="checkbox"/> Plat - Preliminary | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Planned Development   | <input type="checkbox"/> Plat - Final       | <input type="checkbox"/> Major Amendment        |
| <input type="checkbox"/> Initial-Final Plan <input type="checkbox"/> Major Amendment | <input type="checkbox"/> Plat - Minor       | <input type="checkbox"/> Minimal Amendment      |
| <input type="checkbox"/> Minimal Amendment   | <input type="checkbox"/> Rezoning           | <input type="checkbox"/> Vacation of Easement   |
| <input type="checkbox"/> Planned Development Designation                             | <input type="checkbox"/> Road Name Change   | <input type="checkbox"/> Vacation of R.O.W.     |
| <input type="checkbox"/> OTHER (specify)   |   | <input type="checkbox"/> 11-6-19 SDCL Review    |

**LEGAL DESCRIPTION** (Attach additional sheets as necessary)

<b>EXISTING</b>		
<b>PROPOSED</b>		
<b>LOCATION</b>		
Size of Site—Acres	Square Footage	Proposed Zoning
<b>DESCRIPTION OF REQUEST</b>		Utilities: Private / Public
		Water
		Sewer

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**PROJECT PLANNER - AGENT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**OWNER OF RECORD** (If different from applicant)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

<b>Property Owner Signature</b>	<b>Date</b>	<b>Property Owner Signature</b>	<b>Date</b>
<b>Signature:</b>	<b>Date</b>	<b>Signature:</b>	<b>Date</b>
<b>Print Name</b>		<b>Print Name</b>	
<b>Title*:</b>		<b>Title*:</b>	

\*required for Corporations, Partnerships, etc.

**FOR STAFF USE ONLY**

ZONING
Current
North
South
East
West
Planner
File No.
PIN No.
Comp Plan

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Engineering             | <input type="checkbox"/> SD DOT                    | <input type="checkbox"/> Drainage             |
| <input type="checkbox"/> Fire Department         | <input type="checkbox"/> BHP&L                     | <input type="checkbox"/> RV Sanitary District |
| <input type="checkbox"/> Transportation Planning | <input type="checkbox"/> ESCC                      | <input type="checkbox"/> Future Land Use      |
| <input type="checkbox"/> Building Inspection     | <input type="checkbox"/> Register of Deeds         | <input type="checkbox"/> Parks & Recreation   |
| <input type="checkbox"/> Air Quality             | <input type="checkbox"/> County - Planning         | <input type="checkbox"/> GIS                  |
| <input type="checkbox"/> Police                  | <input type="checkbox"/> County - Fire             | <input type="checkbox"/> Other: _____         |
| <input type="checkbox"/> City Attorney           | <input type="checkbox"/> County - Highway          |   |
| <input type="checkbox"/> City Code Enforcement   | <input type="checkbox"/> County - Code Enforcement |   |
| <input type="checkbox"/> Public Works            | <input type="checkbox"/> Auditor - Annexation      |   |

**Special Routing Instructions:**

**Application Received By:** \_\_\_\_\_