

CONDITIONAL USE PERMIT APPLICATION PACKET

Conditional uses are those land uses listed in the ordinance for each district that may pose nuisance or development challenges to adjacent properties.

An application is presented in front of the Planning Commission at a public hearing to determine potential effects and to apply conditions to the permit or deny the application if necessary. A conditional use can also be considered by the Planning Commission if the applicant is unable to meet all of the required conditions for a permitted special use as listed under the applicable zoning district in the ordinance.

APPLICATION REQUIREMENTS

In most cases, the application deadline for submitting a conditional use permit application is 4-1/2 weeks before the meeting date. The full application packet must include the following:

- A complete application form;
- A clear and legible site plan of the property which, at a minimum, shows the following:
 - » The entire site, to scale, with the location of all buildings, outdoor storage areas, signs and the building setbacks from property lines.
 - » The location and dimensions of all driveways and of all parking and loading areas, showing that required setbacks will be met.
 - » Applicable topography, site limitations, and utility or wastewater information.
- A written narrative which describes the proposed use;
- The required \$250 non-refundable application fee for the permit;

- A \$50 refundable sign deposit (must be returned following final decision to receive deposit).

APPROVAL PROCESS

Once an application is received by the Planning Department. The applicant will be provided with a notification sign to be posted according to the ordinance and notice letters to be sent according to the ordinance. A reminder of the hearing date and time, along with the staff report on the item, will be mailed to the applicant prior to the meeting. Either the applicant or their representative must attend the Planning Commission meeting. The Planning Commission must review the application at a public hearing and the commission may place conditions on a permit to help mitigate possible impacts

ADDITIONAL CONSIDERATIONS

The decision of the Planning Commission will become effective five working days following the meeting unless a written appeal of the decision is filed with the Planning Department within five working days. Appeals require that the item be heard by the Minnehaha County Commission. This meeting usually takes place the following month.

An approved conditional use must be commenced within two years of the date of approval. If the use has not begun by the deadline, the applicant may file a written request asking that the Planning Director extend the permit. The Planning Director can extend the permit for one additional year only if no opponent to the use spoke at the Planning Commission meeting.



Administration Building, 3rd Floor
415 N. Dakota Avenue, Sioux Falls, SD 57104
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CONDITIONAL USE PERMIT APPLICATION CHECKLIST

- ☐ Complete application form
- ☐ Comprehensive site plan. Make sure that the plan is drawn to scale and is clear and legible. At a minimum, be sure to include a north arrow, all property lines, all existing and proposed structures, any proposed outside storage areas, the locations of wastewater treatment facilities, customer and employee parking areas, the location and size of proposed signs, and the setbacks from property lines to any structures, driveways or parking areas.
- ☐ Written narrative describing all aspects of the proposed use. Be sure to include the hours of operation, location and size of proposed signs, and whether you plan on holding special events.
- ☐ \$250 Non-refundable application fee.
- ☐ \$50 Refundable sign deposit.
(one \$300 payment works for both the fee and deposit).



Minnehaha County
Office of Planning and Zoning
Administration Building, 415 N. Dakota Ave.
Sioux Falls, SD 57104
Phone: 605-367-4204
Website: www.minnehahacounty.gov/dept/pl/pl.php

FILING FEE IS NON-REFUNDABLE

I/We, the undersigned, do hereby petition for approval of a conditional use permit on the following described property and authorize representatives of Minnehaha County to enter the property for inspection purposes.

Legal description (please print or type):

Parcel Size

Address or General Location

Existing Zoning District _____

Purpose _____

Petitioner (Print)

Signature _____

Date _____ Phone _____

Address

City _____ State _____ Zip _____

Email

Owner (Print) _____

If different than above

Signature _____

Date _____ Phone _____

Address

City _____ State _____ Zip _____

Office use only

Location

Checked By _____

Given Signs

Site Plan

Add'l Reports

PC Date

PC Action

CC Date

CC Action

Effective Date

Purpose _____