

RRC SITE PLAN REVIEW

A site plan lays the basic layout and landscaping plan for a commercial/industrial site and serves as the model on which the site is based. The site plan may be approved by the County Planning Director when all the requirements of the zoning ordinance can be met for the site. When the requirements cannot be met or the applicant wishes to waive a requirement, the applicant must apply for a variance, and a public hearing will be held in front of the Board of Adjustment.

The complete application shall include the application form, the \$50 non-refundable application fee and three copies of the site plan.

The following information shall be included on the site plan:

- Names of all persons having an interest in the property, legal description of property, north arrow, scale, and date.
- Applicant's name, address, project location, proposed land use and present zoning, location and names of adjoining subdivisions, the numbers of the adjoining lots therein and the names and addresses of adjoining landowners.
- If the applicant is other than the legal owner, the applicant's interest shall be stated.
- Name and address of persons who prepared the site plan.
- Property boundary lines, dimensions, and total area of the proposed development.
- The proposed use of building materials, location, size, height, shape, use, elevation, building sign type, and illustration of all buildings or structures in the proposed development.
- Location of the proposed on-site wastewater system.
- The total square footage of building floor area, both individually and collectively in the proposed development.
- Existing buildings, rights-of-way, street improvements, railroads, utility easements, drainage courses, streams and wooded areas.
- Location, number, dimensions and design of off-street parking in the proposed development, including:
 - (i). Driveways, islands, and planters.
 - (ii). Striping and curbs.
 - (iii). Loading facilities.
 - (iv). Type and location of lighting.
 - (v). Surface treatment.
- Facilities for the collection and disposal of garbage and trash, and screening structures.
- Walls, fences or other artificial screens to be used as buffers shall be shown in elevation and prospective with proposed height and structural material indicated.
- Location and type of all plants, grass, trees, or ground cover to be used in the landscape. Landscaping to be used for screening purposes shall be illustrated with the size of trees to be planted clearly indicated. The planting location shall not adversely affect utility easements or service lines.
- Location and size of signage.

Approval of a site plan indicates approval of only the development concept. The applicant will still need to obtain any zoning or building permits required by the County.

**RRC SITE PLAN REVIEW
APPLICATION CHECKLIST**

- ☐ Names of applicants, legal description, north arrow, scale and date.
- ☐ Project location, proposed land use and present zoning.
- ☐ Names and phone numbers of the property owner, the developer and the surveyor.
- ☐ Vicinity map showing the location and names of adjoining subdivisions.
- ☐ Property boundary lines, dimensions and total area of proposed development.
- ☐ The proposed use of building materials, location, size, height, shape, use, elevation, building sign type and illustration of all buildings or structures in the proposed development.
- ☐ Location of the proposed on-site wastewater system.
- ☐ Existing buildings, rights-of-way, street improvements, railroads, utility easements, drainage courses, streams and wooded areas.
- ☐ Location, number, dimensions and design of off-street parking in the proposed development.
- ☐ Facilities for the collection and disposal of garbage and trash and screening structures.
- ☐ Walls, fences or other artificial screens to be used as buffers shall be shown in elevation and prospective with proposed height and structural material indicated.
- ☐ Landscaping plan.
- ☐ \$50 Non-refundable application fee.

Minnehaha County Planning & Zoning

**RRC SITE PLAN REVIEW
APPLICATION FORM**

Application #: _____

Date: _____

Filing Fee: \$50.00

Receipt # _____

FILING FEE IS NON-REFUNDABLE

Legal Description:

Owner Name and Phone Number:

Contact Name and Phone Number:

Surveyor Name and Phone Number:

Acreage:

Current Land Use:

Proposed Land Use:

Proposed Building Materials:

Proposed Building Height:

Total Building Floor Area Square Feet in Proposed Development (collectively):

List Each Building Size Individually Below If Multiple Buildings:



Administration Building, 3rd Floor
415 N. Dakota Avenue, Sioux Falls, SD 57104

Strong Foundation. Strong Future.

Equal Opportunity Employer and Service Provider

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minnehahacounty.gov

