

CONDITIONAL USE PERMIT AMENDMENT APPLICATION PACKET

General Information

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 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 typed narrative which describes the proposed use.
- The required \$250 non-refundable application fee and a \$50 refundable sign 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.

Contact Information

Please contact the Minnehaha County Planning Department at 605-367-4204 with any questions. All applications may be submitted to our office on the Third Floor of the County Administration Building, 415 N Dakota Avenue, Sioux Falls, SD 57104.



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.

Property Information – Please Fill Out Each of the Following Items

Legal Description: _____

Address or General Location: _____

Parcel Size: _____ Parcel ID Numbers: _____

Zoning District: _____

Purpose _____

Petitioner/Owner Information - Please Fill Out Each of the Following Items

Petitioner Name: _____

Owner Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Phone: _____

Phone: _____

Address: _____

Address: _____

City, State, Zip Code: _____

City, State, Zip Code: _____

Email: _____

Email: _____

Office Use Only - Please Do Not Fill Out This Section

Petition Number: _____

Jurisdiction: _____

Date: _____

Checked By: _____

Receipt Number: _____

Planning Commission Date: _____