

Minnehaha County Planning & Zoning

TEMPORARY USE PERMIT APPLICATION PACKET

A temporary use, as the name implies, is one which will be operated only for a limited period of time. All such uses require a temporary use permit except for the following:

- Estate or real estate sales involving the property or items from the property where the sale is held.
- Garage, yard or rummage sales provided:
 - » Sales last no longer than three (3) days.
 - » Sales are held no more than twice yearly.
 - » Sales are conducted on the owner's property or one of the owners' properties in case of a multi-party sale.
- Weddings, purely social parties or similar family events where the function or event involves the owner or lessor of the property and where no monetary consideration or fees for such use of the property or attendance is involved.

APPLICATION REQUIREMENTS

All applications for a temporary use permit within the unincorporated area of Minnehaha County must be made at least 60 days prior to the proposed date of the event or use. The application packet must include a completed application form (attached), a complete site plan showing all applicable aspects of the site and of the proposed use, a written narrative describing the proposed use, the \$250 non-refundable application fee, and any other information as the Planning Department determines is necessary for a particular use.

APPROVAL PROCESS

Once the application is received, the Planning Department will send written notice of the temporary use permit application to the owners of all property located within at least 600 feet of the property. This notice must be mailed at least 14 days before the Planning Department will make its decision on the temporary use permit. If any of the notified owners file a written objection prior to the Planning Department decision on the proposed use, the application must be referred to the Minnehaha County Planning Commission.

For those items which will be heard by the Planning Commission the process will resemble that of a conditional use permit application. The applicant will be provided with a notification sign which must be posted on the property for at least one week before the Planning Commission meeting. At the meeting, the Planning Commission will hear background information from staff and will gather testimony from both proponents and opponents of the application. The commission will then take action to approve the application with conditions or to deny the application. Any decision of the Planning Commission can be appealed to the Minnehaha County Commission by providing a written request of appeal within five working days of the Planning Commission's decision. Appeals will be heard by the County Commission.



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

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F: (605)367-4713

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**TEMPORARY USE PERMIT
APPLICATION CHECKLIST**

Complete application form.

Complete 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, any proposed parking areas, and setbacks from property lines to any structures 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.

\$250 Non-refundable application fee.



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**TEMPORARY USE PERMIT
APPLICATION FORM**

Application #:	_____
Date:	_____
Filing Fee:	\$250 _____
Receipt #	_____

Property Information:

Legal Description of Property: _____

Address or General Location: _____

Map ID #: _____

Parcel ID #: _____

Zoning District: _____

Acres in Parcel(s): _____

Proposed Use Information:

Description of proposed use: (attached additional pages as necessary)

Date(s) requested: _____

Hours of operation: _____

Estimated daily attendance: _____

Number of parking spaces available: _____

Number and type of sanitation facilities: _____

Number and type of vendors: _____

Camping sites? describe number and type (i.e. tent, camper, rv)



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Will there be animals on the site in conjunction with this use? (describe the type and number)

Use of outdoor loudspeakers or music: (time of day?)

Signs, banners, flags (describe the size, height, and type):

Describe the security and first aid provisions:

I/We hereby certify that all statements herein are true and correct and I am fully authorized by the property owner to apply for this permit. I/We understand that any false statements or omissions may result in denial of this permit and jeopardize future permits. I/We grant authority to authorized representatives of Minnehaha County to enter the above noted property now and in the future for inspection purposes.

Contact Applicant: (print)

Signature: _____ Date: _____

Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: (not required) _____

.....
Owner: (print) _____

Signature: _____ Date: _____

Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Use only
Approved By: _____
Signature: _____
Date: _____
Jurisdiction
_____ County
_____ Joint Sioux Falls
_____ Joint Dell Rapids

FILING FEE IS NON-REFUNDABLE



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