

# ZONING ORDINANCE TEXT AMENDMENT APPLICATION PACKET

At times a county resident may wish to apply for a change in the zoning ordinance. Amendments to ordinances must follow a specific procedure and meet a number of requirements under state law. There are three steps to the amendment process. These include hearings before both the County Planning Commission and Board of County Commissioners, and publication of the approved text amendment in the official newspapers of the county.

There are three different zoning ordinances within the unincorporated area of Minnehaha County, because the county shares joint jurisdictional area with the City of Sioux Falls and the City of Dell Rapids. The process for a zoning text amendment is the same for each jurisdictional area, with the exception that all public hearings will take place in front of the municipal entities as well as the county.

### APPLICATION REQUIREMENTS

In order to apply to amend the zoning ordinance the applicant must first meet with planning staff to ensure that the application will reference the proper section(s) of the ordinance. Following this meeting the applicant must file an application packet with the following information:

- completed application form with a draft of the proposed amendment (form attached), and
- required \$350 non-refundable application fee.

### APPROVAL PROCESS

The application packet must be filed by the deadline preceding a Planning Commission meeting. The Planning Commission typically meets the fourth Monday of each month (except

December and holidays. The county will publish notice of the commission hearing in the official county newspaper. The petitioner will be informed of the date of Planning Commission meeting at which their request will be considered. Either the petitioner or their representative must attend the Planning Commission meeting to answer any questions.

The Planning Commission will hear background information from staff and will take testimony from both proponents and opponents of the application. The commission will then take action to recommend approval or denial of the application. The Planning Commission decision serves as a recommendation to the County Commission.

The County Commission hearing on the item is typically held on the third Tuesday of the following month. Notice of the hearing will again be published by the county. The County Commission hearing will follow a format similar to that of the Planning Commission meeting. After hearing background information from county staff and accepting testimony from both proponents and opponents, the Commission will make a decision to either approve or deny the request to amend the ordinance. If the amendment is approved, then notice of the ordinance amendment will be published in the official county newspapers and will become effective 20 days following the final publication. The entire process will take approximately 3 months or longer for the petitioner to become effective after the time of application.



Administration Building, 3<sup>rd</sup> Floor  
415 N. Dakota Avenue, Sioux Falls, SD 57104

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F: (605)367-4713

[minnehahacounty.org](http://minnehahacounty.org)



## Minnehaha County Planning & Zoning

# ZONING ORDINANCE TEXT AMENDMENT APPLICATION CHECKLIST

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- Pre-application meeting with Planning Department.
- Complete application form including proposed text changes
- \$350 Non-refundable application fee.



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**Minnehaha County Planning & Zoning**

**ZONING ORDINANCE TEXT AMENDMENT APPLICATION FORM**

Application #:	_____
Date:	_____
Filing Fee:	\$350 _____
Receipt #	_____

Requested Change in Ordinance:

Existing Text: (Include Section)

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Proposed Text: (Include Section)

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Reason for Amendment: (attached additional pages as necessary)

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*I/We, the undersigned, hereby apply to amend the above noted zoning ordinance in the manner indicated. I/We have received a copy of the instruction sheet accompanying this application form and concerning the filing and hearing of this matter. I grant authority to authorized representatives of Minnehaha County to enter any noted property or properties now and in the future for inspection purposes.*

Contact Applicant: (print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: (not required) \_\_\_\_\_

Office Use only	
Pre- Hearing Conference Date:	_____
Planning Commission Date:	_____
County Commission Date:	_____
Jurisdiction	
_____ County	
_____ Joint Sioux Falls	
_____ Joint Dell Rapids	



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