

## Conditional Use Permit Application Submittal Requirements

Conditional uses are those land uses listed in the Zoning Ordinance for each district “that would not be appropriate generally or without restriction throughout the zoning district, but which if controlled, would promote the public health, safety and welfare”. 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 shall also be considered by the Planning Commission if the applicant is unable to meet all the required conditions for a permitted special use as listed under the applicable zoning district in the ordinance.

### **Step One – Application:**

The Conditional Use Permitting process can be complex. It is highly recommended that the applicant contact the Planning and Zoning Department prior to making your application. In addition, please refer to the criteria for granting requests. Review this information carefully to ensure that your proposal will meet the minimum ordinance requirements for application.

All required items must be submitted to and reviewed by Planning and Zoning Department staff approximately four (4) weeks prior to the meeting date. Incomplete applications will not be accepted.

The following are the minimum submittal requirements:

- A completed and signed application form.
- An accurate site plan of the property drawn to scale.
- A detailed letter addressed to the Planning Commission, explaining the request.
- The required \$250.00 non-refundable application fee.

The Planning and Zoning Department will provide notice letters to the applicant to be mailed by the applicant to notify neighboring property owners of the request as well as post a notification sign on the property, as required by the Zoning Ordinance. Applications within the Joint Jurisdiction areas

around the City of Sioux Falls are not required to notify neighboring property owners by mail.

### **Step Two – Public Hearing:**

Planning Commission meetings are held on the third Monday of every month, beginning at 6:30 p.m., in the Commissioners Meeting Room at the Lincoln County Courthouse, Canton South Dakota. Meeting dates that conflict with Lincoln County Holidays will be rescheduled to the day after the holiday. For the Joint Jurisdiction areas around Sioux Falls, the Planning Commission meets jointly with the City of Sioux Falls Planning Commission on the second Wednesday of the month, beginning at 7:00 p.m., in the Commissioners Meeting Room at the Lincoln County Courthouse. In order for your request to be considered, you or someone representing you must be present at the meeting.

The decision of the Planning Commission on a conditional use permit may be appealed to the Board of County Commissioners. The decision of the Planning Commissions for the Joint Jurisdiction areas around Sioux Falls may also be appealed to the Board of County Commissioners and the Sioux Falls City Council. The applicant or any other person aggrieved by the decision of the shall file a written appeal with the Planning and Zoning Department within five (5) working days of the decision.

### **Step Three – Compliance:**

If approved, you will be required to maintain compliance with all terms, conditions or requirements placed on a conditional use permit by the Planning Commission. Any non-compliance is sufficient cause to subject the permit to review and possible revocation by the Planning Commission.



## **Conditional Use Permit Application Checklist**

- Conditional Use Permit Application. Must be signed (page 3).
- An accurate site plan of the property drawn to scale on paper no larger than "11x17". Please refer to the attached information pertaining to "Site Plan Guidelines".
- A detailed letter addressed to the Planning Commission, explaining the request. The letter should provide an in-depth explanation of the proposed request, addressing the following items (if applicable): hours of operation, number of expected employees and/or customers, location and size of proposed buildings and signs, and any other pertinent information regarding the request.
- \$250 non-refundable application fee. This fee does not include the fee for any associated zoning/building permit(s), which may be required.



## CONDITIONAL USE PERMIT APPLICATION

Permit Number: \_\_\_\_\_

Address or General Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Current Zoning District: \_\_\_\_\_

Description of the Request \_\_\_\_\_

Please see <https://maps.lincolncountysd.org/parcel-browser/> for property attribute information.

*I swear that all information submitted by me (or my agent representing me) as part of this request is true, correct, accurate and complete to the best of my knowledge. I hereby authorize the Lincoln County Planning Director and/or authorized agent to enter upon property subject to this application to gather information pertinent to this application.*

**Applicant** (Print) \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
Street City State Zip

**Owner** (if different than above) \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
Street City State Zip

**Office Use Only**

Date application completed and filed w/ department: \_\_\_\_\_

Ordinance Section: \_\_\_\_\_