



COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
7055 Leisure Lane, Summerset, SD 57718

Phone: (605) 718-9858

Fax: (605) 718-9883

Web: www.summerset.us

CONDITIONAL USE PERMIT

The Filing Fee for a Conditional Use Permit is \$300.00

Information and actions required:

Petitioner:

1. Petitioner shall file application for a conditional use permit, in writing, on a form furnished by the city with associated fee.
2. **Application shall include:**
 - Preliminary development/redevelopment plan
 - location and legal description of the property
 - position, size and use of all structures, improvements and facilities to be constructed/reconstructed
 - location of all points of ingress and egress and internal traffic circulation pattern
 - if applicable, landscape, lighting parking and drainage plan
 - such other architectural and engineering data as may be required by the Planning and Zoning Commission
3. **Notification of surrounding property owners:**
 - A sign noting that a conditional use permit request is pending shall be posted by petitioner on the site not less than ten (10) days before the public hearing. Sign to be maintained until final action on request or request withdrawn.
 - Sign shall be secured from the city and deposit of \$75 shall be collected to cover cost of replacement. Location and number of signs to be determined by city.
 - Petitioner shall submit postal receipts to city to demonstrate good faith attempt to notify by certified letter with return receipt all property owners within two hundred fifty feet (250) of the site measured from the perimeter of the lot, or lots of proposed use.
 - Certified mailing notice shall include date, place and time of public hearing and conditional use requested.
 - Mailing list prepared by City of Summerset
 - Notices to be sent by applicant no less than ten (10) days prior to the public hearing

Procedure:

1. Upon filing of complete application city shall set date of public hearing on date when Planning and Zoning is regularly scheduled to meet and allows for necessary noticing requirements.
2. Legal notice of public hearing shall be placed in general circulation paper by City of Summerset Finance Officer.
3. Planning and Zoning Commission shall make its decision, fully setting forth its findings and conditions, if any, for approval as per 2.36.020.E.
4. Appeals of the Planning and Zoning decision must be made in writing and filed with the city by close of business on the fifth working day from the Planning Commission's decision.
5. Upon filing of any appeal, the applicant shall pay to the city an administration fee of one hundred (\$100) dollars.
6. Upon filing of any appeal, the city shall set a date for public hearing of the request. Said date shall be within thirty (30) days of the appeal and shall be a day when the City Commission is regularly scheduled to meet.
7. The city shall mail a notification of the appeal to all land owners as identified in the original mailing by first class mail no less than ten (10) days prior to the public hearing.
8. The City Commission shall review the decision and recommendations of the Planning and Zoning Commission as provided for in Chapter 2.36. In making its determination of such application, the City Commission, may make changes in accordance with or in rejection or modification of the recommendation of the Planning and Zoning Commission. Any modification shall in compliance to the conditional use permit criteria stated in section 2.36.020.E inclusively.



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APPLICATION FOR DEVELOPMENT REVIEW

REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
 - Designation
 - Initial Plan Final Plan
 - Major Amendment
 - Minimal Amendment
- Subdivision
 - Layout Plan
 - Preliminary Plat
 - Minor Boundary Change
 - Final Plat
 - Minor Plat
- Rezoning
- Road Name Change

- Conditional Use Permit
 - Major Amendment
 - Minimal Amendment
- Vacation
 - Utility / Drainage Easement
 - R.O.W. / Section Line Highway
 - Access / Non-Access
 - Planting Screen Easement
- OTHER (specify) _____

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING		
PROPOSED		
LOCATION		
Size of Site—Acres	Square Footage	Proposed Zoning
DESCRIPTION OF REQUEST:		Utilities: Private / Public
		Water
		Sewer

APPLICANT

Name _____ Phone _____
 Address _____ E-mail _____
 City, State, Zip _____

PROJECT PLANNER - AGENT

Name _____ Phone _____
 Address _____ E-mail _____
 City, State, Zip _____

OWNER OF RECORD (If different from applicant)

Name _____ Phone _____
 Address _____ E-mail _____
 City, State, Zip _____

Property Owner Signature _____ Date _____

Property Owner Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Print Name: _____

Print Name: _____

Title*: _____

Title*: _____

*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

ZONING
Current
North
South
East
West
Planner
File No.
Comp Plan
Received By:

- Sewer Utility
- Fire Department
- Public Works
- Planning
- Building Inspector
- Engineering
- City Code Enforcement
- Police
- City Attorney
- BHP&L
- Finance Officer
- Register of Deeds
- County - Planning
- SD DOT
- SD DENR
- Auditor - Annexation
- Drainage
- Parks & Recreation
- Diamond D Water
- Black Hills Water
- Other: _____
- Other: _____
- Other: _____

Planning and Zoning Meeting Date: _____

Payment Type: Cash Check Credit

Date Paid: _____

Sign Deposit Received: _____ Amount: _____ Sign returned: _____