



## **TEMPORARY USE PERMITS**

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.

All applications for a temporary use permit within the joint area around Dell Rapids 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.

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 and Dell Rapids Planning Commissions for joint action.

The Planning Commissions typically meet the fourth Monday of each month (except December and holidays) at 7:00 p.m. The meetings are held in the Minnehaha County Administration Building located at 415 N. Dakota Avenue in Sioux Falls. The application deadline for including a temporary use permit application on a Planning Commission meeting agenda is 3-1/2 weeks prior to the meeting date.

For those items which will be heard by the Planning Commissions the applicant will be provided with a notification sign which must be posted on the property for at least one week before the Planning Commissions' meeting.

At the meeting, the Planning Commissions will hear background information from staff and will gather testimony from both proponents and opponents of the application. The commissions will then take action to approve the application with conditions or to deny the application. Any decision of the Planning Commissions can be appealed to the Minnehaha County Commission and Dell Rapids City Commission by providing a written request of appeal within five working days of the Planning Commissions' decision. Appeals will be heard by the County and City Commissions on the third Tuesday of the following month.

## TEMPORARY USE PERMIT APPLICATION CHECKLIST

- Complete application form
  
- Comprehensive 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 permit application fee.



# TEMPORARY USE PERMIT APPLICATION

Minnehaha County Planning Department, 415 N. Dakota Avenue, Sioux Falls, SD 57104, (605)367-4204

**Description of Proposed Use:**

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**Date(s) Requested:**

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**Hours of Operation:**

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**Estimated Daily Attendance:**

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**Number of Parking Spaces Available:**

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**Number and Type of Sanitation Facilities:**

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**Describe the Security and First Aid Provisions:**

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**Signs, Banners, Flags (describe the size, height and appearance:**

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**Use of Outdoor Loudspeakers or Music:** \_\_\_\_\_

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**Will There be Animals on the Site in Conjunction with This Use? (describe type and number)** \_\_\_\_\_

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\_\_\_\_\_

**Camping Sites? Describe number and type (i.e. tent, camper, RV)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Type and Number of Vendors:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Legal Description of Property:** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**Zoning Class:** \_\_\_\_\_

**Map ID:** \_\_\_\_\_

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.

Applicant's Signature: \_\_\_\_\_

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

Property Owner's Signature: \_\_\_\_\_  
(required if applicant is not property owner)

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

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

Appl. #:	_____
Permit No.:	_____
Filing Fee:	<b>\$250.00</b>
Receipt No.:	_____

**FILING FEE IS NON-REFUNDABLE**