



ZONING ORDINANCE TEXT AMENDMENT

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 within the joint area around Dell Rapids. These include a joint hearing before the Minnehaha County and Dell Rapids Planning Commissions, the County Commission and City Commission, and publication of the approved ordinance amendment in the official newspaper of the county.

In order to apply to amend the zoning ordinance the applicant must first meet with county 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.

The application packet must be filed by the deadline preceding a Planning Commission meeting. The Planning Commissions typically meet the fourth Monday of each month (except December and holidays) and the application deadline is 3-1/2 weeks before the meeting. The county will publish

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

The Planning Commissions 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 Commissions' decision serves as a recommendation to the Minnehaha County Commission and Dell Rapids City Commission.

The County Commission and City Commission hearing on the item will be held on the third Tuesday of the following month. Notice of the hearing will again be published by the county. The hearing will follow a format similar to that of the Planning Commissions' meeting. After hearing background information from county staff and accepting testimony from both proponents and opponents, the County Commission and City 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.

**ZONING ORDINANCE TEXT AMENDMENT
APPLICATION CHECKLIST**

- Preapplication meeting with Planning Department
- Complete application form including proposed text changes
- \$350 permit application fee.



ZONING ORDINANCE TEXT AMENDMENT APPLICATION

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

Applicant: _____ **Daytime Phone:** _____

Mailing Address: _____

Requested Change in Ordinance: _____ **Ordinance and Section(s):** _____

Existing Text: Section _____

Proposed Text: Section _____

Reason for Amendment: _____

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; and that I/We have been advised of the application fee requirements and that they have been paid on _____. I grant authority to authorized representatives of Minnehaha County to enter any noted property or properties now and in the future for inspection purposes.

Applicant's Signature: _____ Date: _____

Date/Time of:

Pre-Hearing Conference: _____ Location: _____

Planning Commission Hearing: _____ Location: _____

County Commission Hearing: _____ Location: _____

Petition #:	_____
Date:	_____
Filing Fee:	\$350.00
Receipt No.:	_____

FILING FEE IS NON-REFUNDABLE