



## **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. These include hearings before both the County Planning Commission and County Commission, and publication of the approved rezoning in the official newspapers of the county.

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.

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) 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 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 will be 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.

**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**

