



MINNEHAHA COUNTY COMPREHENSIVE PLAN AMENDMENT PACKET

This packet is designed to assist you in preparing your application for a Comprehensive Plan Amendment. Included are several forms to help you prepare the application. Completed applications must be mailed or submitted to:

Minnehaha County Planning Department
County Administration Building
415 N. Dakota Ave.
Sioux Falls, SD 57104

A complete application contains the following:

1. A completed comprehensive plan amendment application. All persons with ownership interest in the property on which the land use action is proposed must sign the application.
2. Non-refundable fee of \$350.00.

**IF YOUR APPLICATION IS INCOMPLETE, WE WILL BE UNABLE TO
PROCESS YOUR APPLICATION.**

**APPLICATION FEES ARE NON-REFUNDABLE. THERE ARE NO GUARANTEES
THAT YOUR COMPREHENSIVE PLAN AMENDMENT WILL BE APPROVED.**

What is a comprehensive plan amendment?

Minnehaha County has adopted a comprehensive plan, which sets the vision for future growth development (land use, policies, transportation, parks, etc.).

Who can propose Amendments?

A proposed amendment to the Plan may be submitted by any private individual, organization, corporation or partnership, or entity of any kind, the County Commission, County Planning Commission, or Planning Director.

How much does a comprehensive plan amendment cost?

A comprehensive plan amendment costs \$350, plus another \$350 if an associated change to the zoning map is required. These fees are non-refundable.

How long does it take to get a comprehensive plan amendment approved?

It typically takes six months to get an amendment approved, but it may take up to a year depending on the scope of the proposed amendment.

When should I apply for an amendment?

Applications are only accepted twice a year, February 1st and August 1st. Applications submitted by February 1st will typically have a public hearing at the Planning Commission's July meeting, while applications submitted by August 1st will be heard at the January Planning Commission meeting. Each application will then advance for a hearing before the Board of County Commissioners.

What is the process for a comprehensive plan amendment?

The County Commission will generally seek broad public participation and review by the Planning Commission on these decisions. The process is described as follows:

- Pre-application meeting with planning staff.
- Application materials and fees submitted by applicant.
- The planning staff reviews the application for completeness and prepares a staff report. Incomplete applications will be deferred until the next application deadline.
- Neighborhood meeting.
- Two public meetings will be held: one with the Planning Commission and one with the County Commission.
- The Planning Commission makes recommendations to the County Commission on approving or denying the request.
- The County Commission makes their final decision.

Can I appeal the decision?

According to SDCL 11-2-22 decisions of the County Commission may be overturned by referendum vote.

Is the public informed of the comprehensive plan amendment?

The planning staff will request that you hold a neighborhood meeting concerning your request. The Planning Commission and County Commission meeting can not be used as the neighborhood meeting. Notice will be published in the local newspapers for the

Commission meetings hearings. You will be required to post a sign on the site and mail notice to property owners within 1000 feet of the site.

How do I get more information?

The planning department can help you understand the process and provide application forms you will need to submit. The office is located on the 3rd floor of the County Administration building and is open during normal business hours (M-F 8:00 -5:00). You may also visit the website at www.minnehahacounty.org or call at (605) 367-4204.



Minnehaha County Planning Department

Comprehensive Plan Amendment Application Checklist

Applications submitted to the Minnehaha County Planning Department shall include all of the exhibits, items and information listed on this checklist. This information is required by the Planning Staff in order to adequately review the proposal. An application will only be accepted by the Planning Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Additional information, detail, and/or copies may be required after review by the staff. **Please be advised that compliance with the staff requirements does not guarantee staff support of the request or final approval of the request.**

1. Pre-application meeting form
2. Application:
 - _____ A. Completed and signed application - 3 copies
 - _____ B. Completed comprehensive plan amendment supplemental questionnaire – 3 copies
 - _____ C. Signed “Property Owner Authorization” form – 2 copies (if applicant is not the owner)
 - _____ D. Proof of ownership – Official Record – 2 copies
3. Narrative Report: The narrative report must include the information identified in the Minnehaha County Comprehensive Plan Guidelines and must address the following questions:
 - _____ A. Description of the plan amendment being considered.
 - _____ B. Why the amendment is being proposed.
 - _____ C. Whether the amendment constitutes an overall improvement to the Comprehensive plan and is not solely for the good or benefit of a particular landowner or owners at a particular point in time.
 - _____ D. Whether the amendment will adversely impact all or a portion of the planning area by:
 - Altering the acceptable land use patterns to the detriment of the plan.
 - Requiring public expenditures for larger and more expensive infrastructure.
 - Requiring improvements to roads, sewer, or water systems that are needed to support the planned land uses.
 - Impacting uses because of increased traffic.
 - Affecting the livability of the area or health and safety of present and future residents.
 - Impacting the natural environment or scenic quality of the area in contradiction to the plan.

- _____ E. Whether the amendment is consistent with the overall intent of the Comprehensive Plan.
 - _____ F. The extent to which the amendment is consistent with the specific goals and policies contained within the plan.
 - _____ G. Other pertinent information as requested by the County Planning Department.
4. Public Participation Plan: 3 copies. The public participation plan must include the following information:
- _____ A. A description of the neighborhood area.
 - _____ B. A list of the stake holders that may be affected by the application. Stakeholders may include residents, property owners, homeowners' associations and any others identified within the area agreed upon by the applicant and the Planning Department. The applicant should also include a description of how and when the identified stakeholders will be notified that an application for a comprehensive plan amendment has been submitted.
 - _____ C. Whether the amendment is consistent with the overall intent of the Comprehensive Plan.
 - _____ D. A description of how the applicant will identify stakeholder issues and concerns.
 - _____ E. A description of how the applicant will respond to stakeholder feedback and recommendations.
 - _____ F. A discussion on how the applicant will keep the Planning Department informed of public participation.
 - _____ G. A timeline for public participation.
5. Notification Requirements:
- A. Notification must be sent by 1st Class mail to all property owners within 1000' of the boundary of your project and all property owner's within the subject area.
 - B. A sign must be posted on the property.
 - The sign must be at least six square feet in area although larger signs are acceptable. Signs shall be in place a minimum of two weeks.
 - The applicant shall post the property in no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices are visible from the nearest public right-of-way.
 - Text should be a dark color on a light or neon colored background. Information on the sign should large enough to cover the entire sign.
 - An affidavit that the signs have been posted as required must be returned to the Planning Department.



**MINNEHAHA COUNTY PLANNING DEPARTMENT
COMPREHENSIVE PLAN AMENDMENT FORM**

Applicant / Contact Person: _____

Address: _____

Phone: _____

Property Owner Name: _____

(attach list for multiple owners)

Address: _____

Phone: _____

Type of Amendment

Text

Map

Existing Zoning _____ Parcel # _____

Section/Township/Range _____

FEES

All comprehensive plan applications shall be accompanied by a non-refundable review fee in the amount of \$350.00.

AUTHORIZATION:

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/omissions may be sufficient cause for denial of the request.

Authorized Signature

Date



CITIZEN NOTIFICATION LETTER

REQUEST:

PURPOSE:

LOCATION:

SIZE:

APPLICANT: Na

CONTACT PERSON:

Map of the area:
(Not to scale)

An application has been filed or will be filed shortly with the Minnehaha County Planning Department regarding the request above. This notice is being sent to you because property listed in your name is located within 1000 feet of the site note above. This notice is being sent to you to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

THIS IS NOT A NOTICE OF PUBLIC HEARING WITH THE PLANNING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.

**CITIZEN REVIEW PROCESS
NOTIFICATION SIGN FORMAT**

To be submitted within 30 days of application.

Date: _____

I, _____, being owner or authorized applicant for the Comprehensive Plan Amendment referenced below, do hereby affirm that within 30 days upon submitting an application I have posted the property included in the proposed change. The postings were no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way. The notices were a minimum of six square feet in area and included a brief description of the area, general explanation of the request, name of applicant and contact information. The postings remained in place for a minimum of 14 days.

SUBMIT PHOTOGRAPHS OF THE POSTINGS WITH THIS AFFIDAVIT.

I also affirm that within 30 days upon submitting an application that I have noticed by 1st Class mail each property owner within 1000 feet of the proposed Comprehensive Plan Amendment which, at a minimum, contained the information on the Citizen Information Notice provided by the Planning Department.

ATTACH A COPY OF THE NOTICE TO THIS AFFIDAVIT.

Applicant's signature _____

Subscribed and Sworn before me this _____ day of _____, _____.

(Notary Public)

My Commission Expires: _____

PLANNING DEPARTMENT USE:

Application # _____

Project Name _____