

COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
12150 Siouxland Road, Summerset, SD 57718
Phone: (605) 718-9858 Fax: (605) 718-9883 Web: www.summerset.us

REZONING PROCEDURES

The Filing Fee for a Rezoning Request is \$300.00

Information and actions required of the Petitioner:

1. The applicant meets with Zoning Administrator to discuss the proposal.
2. An application is submitted which is signed by the property owner and includes the legal description of the property for which rezoning is requested. Planning and Zoning Hearing date established.
3. A vicinity map is submitted which identifies the general area and boundaries of the property on which rezoning is requested.
4. Upon receipt of a complete application, the Zoning Administrator will prepare the property owners list. The Zoning Administrator will contact the petitioner when the list is ready.
5. The Finance Officer will prepare an official notice of public hearing fully setting forth a description of the development plan for the property, if any, in the event the rezoning request is approved. A property owners list along with the original of official notice of public hearing will be provided to the applicant. The applicant shall notify by certified letter, as least ten(10) days in advance of of the public hearing, the owners of equity of all property in the City limits within 250 feet, inclusive of streets and alleys, from any part of the property subject to rezoning, of the date, place and time of the public hearing.

Procedure:

1. A notice of hearing is published.
2. The request is considered at a public Planning Commission hearing and the Planning Commission recommends action to the City Council.
3. A date is established for the Planning and Zoning recommendation to be heard by the City Commission. The City Commission shall publish a legal notice not less than ten (10) days prior to the public hearing.
4. The City Commission shall make a final determination within 30 days form the date of the Planning and Zoning hearing recommendation.
5. If approved, the rezoning becomes effective twenty days after publication of the City Council action.

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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:

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

Planning and Zoning Meeting Date: _____
 Commission Meeting Date: _____
 Date Paid: _____

Payment Type: Cash Check Credit Card

§ 155.357 REZONING REQUESTS.

An application for a rezoning shall be filed with the Zoning Administrator. Rezoning requests may be initiated by either the property owner or a designated representative or by an appropriate governmental agency. If by a designated representative, the designation shall be in writing, signed by the property owner, and filed with the application.

(A) *Appearance.* The applicant shall appear before the Planning and Zoning Board to present the application, at which time the Planning and Zoning Board may initiate a study of the request. If in the opinion of the Planning and Zoning Board a study is not required, a public hearing shall be set.

(B) *Notification procedure.* The applicant shall notify by certified letter, at least ten days in advance of the public hearing, the owners of equity of all property in the city limits within 250 feet, inclusive of streets and alleys, from any part of the property subject to the rezoning, of the date, place, and time of the public hearing. Such notification shall fully set forth a description of the development plan for the property, if any, in the event the rezoning request is approved.

(C) *Hearing by the Planning and Zoning Board.* The Planning and Zoning Board shall publish legal notice not less than ten days prior to the public hearing. At the close of the public hearing, the Planning and Zoning Board shall forward its recommendation to the Board of Commissioners.

(D) *Hearing by Board of Commissioners.* The Board of Commissioners shall publish legal notice not less than ten days prior to the public hearing. After taking into account all pertinent information and the recommendation of the Planning and Zoning Board, the Board of Commissioners shall make a final determination within 30 days of the date of the hearing.

(Ord. passed 2-3-2011, § 2.38.030)