

## Minnehaha County Planning & Zoning

# COMPREHENSIVE PLAN AMENDMENT

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Minnehaha County has adopted a comprehensive plan which sets the direction and policies on issues such as land use, transportation, environmental protection, utilities, and recreation. Ordinances such as the zoning ordinance and the subdivision ordinance are adopted in order to implement the plan.

The County Commission, Planning Commission, or the County Planning Director may propose an amendment to the plan. In addition, citizens may request to amend the comprehensive plan through a petition signed by twenty percent of the property owners within the zoning district that would be affected by the proposed amendment.

Proposed amendments to the plan will consist of either potential changes to the plan's text or changes to the official maps that accompany the plan. Official maps include documents such as the major street plan, the future land use plan, or a public facilities plan.

### APPLICATION REQUIREMENTS

In order to complete an application to amend the plan, the applicant must first meet with County Planning Staff to determine which specific section(s) of the plan must be amended. The applicant must then submit a full application packet which includes:

- A completed application form.
- A map showing the boundaries of the affected area.
- A petition containing signatures of 20% of the property owners within the affected area.
- A written narrative describing the proposed amendment and the need for the amendment.

- The specific proposed text changes to the plan (if applicable).
- Specific proposed changes in one of the plan's official maps (if applicable).
- The non-refundable \$350 application fee.

Based on the type and scope of the proposed amendment, the Planning Department may also require additional information as a part of the application. If the application is incomplete, the county cannot process the application. Please be advised that compliance with the application requirements does not guarantee staff support of the request or final approval of the request by the county.

### APPROVAL PROCESS

Applications to amend the plan must first be heard by the Planning Commission and then by the County Commission. The Planning Commission will hear background information from Planning Department Staff and will accept testimony from citizens. They will review the proposed amendment to determine whether the amendment conforms to the intent of the plan and whether the change would be in the best interest of Minnehaha County and its citizens. The commission will then take action to recommend either approval or denial of the amendment, or to defer action on the request if they require additional information.

The application will then advance for a hearing before the Board of County Commissioners. The County Commission will hear from both staff and citizens and will then take final action on the request.



Administration Building, 3<sup>rd</sup> Floor  
415 N. Dakota Avenue, Sioux Falls, SD 57104

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## Minnehaha County Planning & Zoning

# COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST

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- Pre-application meeting with Planning Department.
- Complete application form.
- A description of affected area and a map delineating the boundaries of the affected area.
- A petition containing signatures of 20% of the property owners within the affected area.
- A written narrative describing the proposed amendment and the need for the amendment.
- Specific proposed text changes to the plan (if applicable).
- Specific proposed changes to an official map (if applicable).
- \$350 Non-refundable application fee.



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COMPREHENSIVE PLAN AMENDMENT APPLICATION FORM

Date:
Filing Fee: \$350
Receipt #

FILING FEE IS NON-REFUNDABLE

Name of Applicant(s):

Street Mailing Address:

City: State: Zip:

Phone: Email Address:

Type of Amendment: [ ] Text Amendment [ ] Official Map Amendment

Affected Area: (Provide detailed description of affected area and attach map delineating boundaries of area.)

Specific Reasons for Requested Amendment: (Attach other pages as necessary.)

Required Attachments:

- Requested Text Change: Attach information on the sections of the plan proposed for change and proposed text revisions. Show both existing text and proposed text for each proposed amendment.
Requested Official Map Change: Attach copies of specific proposed map revision(s).
Petition: Attach petition with the signatures, addresses, and phone numbers of at least 20% of property owners in affected area.

I/We certify that all information submitted in this application is complete and correct and that the property owners whose signatures appear on the attached petition do hereby apply to amend the Minnehaha County Comprehensive Plan in the manner indicated.

Applicant: (print) Title:

Signature: Date:

Table with 3 columns: Activity, Date of, Status of Approval/Recommendation. Rows include Pre-Application Meeting, Planning Commission Hearing, and County Commission Hearing.

