

ZONING ORDINANCE TEXT AMENDMENT APPLICATION PACKET

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 the Planning Commission, the Board of County Commissioners, and publication of the approved text amendment in the official newspapers of the county.

There are three different zoning ordinances within the unincorporated area of Minnehaha County, because the county shares joint jurisdictional area with the City of Sioux Falls and the City of Dell Rapids. The process for a zoning text amendment is the same for each jurisdictional area, with the exception that all public hearings will take place in front of the municipal entities as well as the county.

APPLICATION REQUIREMENTS

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.
- Required \$350 non-refundable application fee.

APPROVAL PROCESS

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). The county will publish notice of the commission hearing in the official county newspapers. The petitioner will be informed of the date of the 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 is typically held on the fourth 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. The entire process will take approximately three months or longer for the amendment to become effective after the time of application.



Administration Building, 3rd Floor
415 N. Dakota Avenue, Sioux Falls, SD 57104

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**ZONING ORDINANCE TEXT AMENDMENT
APPLICATION CHECKLIST**

- Pre-application meeting with Planning Department.
- Complete application form including proposed text changes.
- \$350 Non-refundable application fee.

Minnehaha County Planning & Zoning

ZONING ORDINANCE TEXT AMENDMENT APPLICATION FORM

Application #:	_____
Date:	_____
Filing Fee:	\$350 _____
Receipt #	_____

FILING FEE IS NON-REFUNDABLE

Requested Change in Ordinance:

Existing Text: (Include Section)

Proposed Text: (Include Section)

Reason for Amendment: (Attach additional pages as necessary)

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. I/We grant authority to authorized representatives of Minnehaha County to enter any noted property or properties now and in the future for inspection purposes.

Contact Applicant: (print)

Signature: _____ Date: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

<i>Office Use only</i>	
Pre- Hearing Conference Date:	_____
Planning Commission Date:	_____
County Commission Date:	_____
<i>Jurisdiction</i>	
_____ County	
_____ Joint Sioux Falls	
_____ Joint Dell Rapids	



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