

# PLANNED DEVELOPMENT - MAJOR AMENDMENT APPLICATION PACKET

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Major amendments to the Initial or Final Development Plan of a Planned Development District within the unincorporated areas of the county must be approved as an amendment to the zoning regulations. This entails a three step process with hearings before both the Planning Commission, the County Commission, and publication of the approved changes in the official newspapers of the county.

Any of the following are considered major amendments:

- Any change in the proposed land uses.
- Any major change in the street pattern.
- A change in the boundaries of a subarea.
- An increase in density equal to:
  - » 25% or greater for a subarea with less than eight units.
  - » 15% or greater for a subarea with nine to twenty units.
  - » 8% or greater for a subarea with twenty- one units or more.

### APPLICATION REQUIREMENTS

In order to apply for a major amendment an applicant must complete an application form, provide a full written description of the proposed amendment, provide the suggested text changes for the Planned Development District regulations, and submit the required \$100 non-refundable application fee by the deadline preceding a Planning Commission meeting. If the amendment entails a change in street patterns or subarea boundaries, a revised plan of the development will also be required as part of the application.

### APPROVAL PROCESS

The Planning Commission meets the fourth Monday of each month (except December and holidays). The application deadline for the meeting is thirty days before the next planning commission meeting. Once the application is received by the Planning Department, the applicant will be provided with a notification sign that must be posted on their property at least one week before the meeting. The Planning Department will also provide a mailing list and materials to send notice to adjacent property owners according to state law.

At the meeting, the Planning Commission will hear the background information from staff and will take testimony on the application. They will then take action to recommend approval or denial of the application. The Planning Commission's decision serves as a recommendation to the County Commission.

The County Commission hearing is typically held on the third Tuesday of the following month. After hearing background information from county staff and taking testimony from both proponents and opponents, the commission will make a decision to either approve or deny the amendment request. 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.



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

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P: (605)367-4204  
[minnehahacounty.gov](http://minnehahacounty.gov)



**PLANNED DEVELOPMENT - MAJOR AMENDMENT  
APPLICATION CHECKLIST**

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- Complete application form.
- Written description of the proposed amendment along with suggested text for any necessary amendment to the Planned Development District regulations.
- Revised site plan if the amendment includes changes such as a revised street layout or subarea boundaries.
- \$100 Non-refundable application fee.



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**Minnehaha County Planning & Zoning**

**PLANNED DEVELOPMENT  
- MAJOR AMENDMENT  
APPLICATION FORM**

Application #: _____
Date: _____
Filing Fee:       \$100 _____
Receipt # _____

FILING FEE IS NON-REFUNDABLE

Legal Description of Property: \_\_\_\_\_

Address or General Location: \_\_\_\_\_

Current Development District: \_\_\_\_\_

Purpose of proposed amendment: (attach proposed text change)

*I/We, the undersigned, do hereby petition for approval of an amendment to a planned development district on the above described property and authorize representatives of Minnehaha County to enter the property now and in the future for inspection purposes.*

**Applicant: (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**Owner: (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

<i>Office Use only</i>
Checked By: _____
Given Signs: _____
Site Plan: _____
Add'l Reports: _____
PC Date: _____
CC Date: _____
<i>Jurisdiction:</i>
_____ County
_____ Sioux Falls
_____ Dell Rapids



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