

## TRANSFER OF BUILDING ELIGIBILITY APPLICATION PACKET

### General Information

Before a residence may be constructed in the unincorporated portions of Minnehaha County a residential building eligibility must be available for the property. Transfers of building eligibilities in the unincorporated area may be approved by the Minnehaha County Planning Commission (or Joint Minnehaha County and Sioux Falls/Dell Rapids Planning Commissions) through a conditional use permit process. The properties between which the eligibility is to be transferred must be contiguous.

The Planning Commission typically meets the fourth Monday of each month at 7:00 p.m. (except December and holidays). The meetings are held in the Minnehaha County Administration Building located at 415 N. Dakota Avenue in Sioux Falls.

### Application Requirements

The application deadline for submitting a conditional use permit application is 4-1/2 weeks before the meeting date. The full application packet must include the following:

- A completed application form indicating the specific properties from which the eligibility is to be transferred and that to which it is being moved.
- A typed narrative indicating where the petitioner proposes to place the home.
- The required \$250 non-refundable application fee and \$50 refundable sign deposit.

The applicant will be required to post a notification sign on the subject property for one week before the Planning Commission meeting. The applicant is also required to send a notice to the owners of all properties within 500 feet of the property listed on the application form. These letters must be

mailed at least ten days prior to the meeting. The Planning Department will provide the appropriate forms for the mailing and a list of the names and addresses of the surrounding property owners. The applicant must sign an affidavit confirming that the mailing has been completed and file the affidavit with the Planning Department at least ten working days before the meeting.

A reminder of the hearing date and time, along with the staff report on the item, will be mailed to the applicant prior to the meeting. Either the applicant or their representative must attend the Planning Commission meeting.

### Approval Process

At the meeting, the Planning Commission will hear background information from staff and take testimony on the application from both proponents and opponents. The commission will then take action to approve the permit with conditions or deny the application.

The decision of the Planning Commission will become effective five working days following the meeting unless a typed appeal of the decision is filed with the Planning Department within five working days. Appeals require that the item be heard by the Minnehaha County Commission, which is typically on the third Tuesday of the following month.

### Contact Information

Please contact the Minnehaha County Planning Department at 605-367-4204 with any questions. All applications may be submitted to our office on the Third Floor of the County Administration Building, 415 N Dakota Avenue, Sioux Falls, SD 57104.



## TRANSFER OF BUILDING ELIGIBILITY APPLICATION

I/We, the undersigned, do hereby petition for approval of a conditional use permit on the following described property and authorize representatives of Minnehaha County to enter the property for inspection purposes.

### Property Information – Please Fill Out Each of the Following Items

Sending Location: \_\_\_\_\_

Receiving Location: \_\_\_\_\_

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

Existing Zoning District: \_\_\_\_\_

### Petitioner/Owner Information - Please Fill Out Each of the Following Items

Petitioner Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### Office Use Only - Please Do Not Fill Out This Section

Petition Number: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Date: \_\_\_\_\_

Checked By: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Planning Commission Date: \_\_\_\_\_