

ZONING ORDINANCE TEXT AMENDMENT APPLICATION PACKET

General Information

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 decide 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.

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.



I/We, the undersigned, hereby apply to amend the below noted zoning ordinance in the manner indicated. 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.

Requested Change in Ordinance – Please Fill Out Each of the Following Items

Existing Text (Include Section): _____

Proposed Text (Include Section): _____

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

Petitioner Name: _____ Phone: _____
Signature: _____ Address: _____
Date: _____ Email: _____

Office Use Only - Please Do Not Fill Out This Section

Petition Number: _____ Jurisdiction: _____
Date: _____ Checked By: _____
Receipt Number: _____ Planning Commission Date: _____