

APPLICATION FOR CONDITIONAL USE PERMIT

Date of Application: _____

Permit Number: _____

To: Brookings County Board of Adjustment
520 3rd St, Suite 200
Brookings, South Dakota 57006

A.) I/We, the undersigned property owner (s), do hereby petition the Board of Adjustment of Brookings County, South Dakota, to grant a Conditional Use to the Brookings County Zoning Regulations for the purpose of:

B.) Section(s) of Zoning Regulations authorizing Conditional Use:

C.) Legal Description of Property:

Form continued on page 2

D.) Time and Date Set for
Hearing before Brookings
County Board of Adjustment.

Person filing petition – print

Date

Person filing petition – sign

Time

Address

Approved

City

Rejected

State

Date

Zip Code

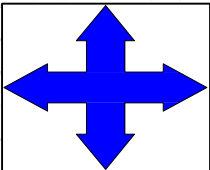
Chairman of Brookings County
Board of Adjustment

Telephone

A conditional use that is granted and not used within three (3) years will be considered invalid.

SKETCH

Please draw a sketch of the site. Show both the existing and the proposed structures. Include the location of public roads, septic treatment systems, feedlots, streams, lakes and drainage ditches.



A large grid area for sketching, consisting of a fine grid of small squares. A larger, dashed-line grid is overlaid on the bottom-right portion of the page, defining a specific area for the sketch.

Guidelines for Applying for a Conditional Use Permit

1. The application, along with a \$150.00 filing fee, made out to “Brookings County Zoning”; must be completed & returned to the Brookings County Zoning Office, 520 3rd St, Suite 200, Brookings, SD 57006 by 5:00 P.M. on the second Tuesday of the month, in order to be on the next’s month’s regularly scheduled meeting agenda. The Zoning Board meets the 1st Tuesday of the Month at 7:00 PM from (November-March), during Daylight Saving Time (April-October) the board meets at 8:00 PM. The meetings are held at the Brookings City & County Government Center, 310 Chambers, 520 3rd St, Brookings, SD 57006.
 - a.) **Application**-page 1, “**Purpose of** “- in this area, write down what you propose to do, operate or build.
 - b.) **Section of Zoning Regulations to be exempt** – this area will be filled out by the zoning office according to what section of the ordinance pertains to your situation.
 - c.) **Legal Description** – is the legal description of the property where you asking for the conditional use.
 - d.) **Print & sign your name**, page 2, along with address & phone number.
 - e.) **Draw a site plan**, page 3, of proposed conditional use area, as pictures will be taken of this area 2 weeks prior to the meeting date. You will be contacted by the Zoning office to set up a time for you to be present when the pictures are taken to ensure we have the correct location of the proposed conditional use.
 - f.) **Application fee** - \$150.00 made out to “Brookings County Zoning”; to be sent along with application.
 - g.) **All adjoining landowners** will be notified by mail & public notice will be published in the paper, with date & time of hearing of the conditional use request.
 - h.) **Plan to attend the zoning meeting** to present your case to the board. You will receive a letter of notification from the zoning office as to the date, time & place of the hearing.