



APPLICATION FOR VARIANCE
TO
ZONING REGULATIONS

Date of Application: _____

Variance Number: _____

To: Brookings County Board of Adjustment
520 3rd St, Suite 110
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 Variance to the Brookings County Zoning Regulations for the purpose of:

B.) Section(s) of Zoning Regulations to be exempted:

C.) Special conditions and circumstances that exist which are peculiar to the land, structure, or buildings in the same district: that literal interpretation of the provisions of this regulation would deprive the applicant of rights commonly enjoyed by other properties in the same district under terms of this regulation: that the special conditions and circumstances do not result from the actions of the applicant, and that granting the variance requested will not confer on the applicant, and privilege that is denied by this regulation to other lands, structures, or buildings in the same district.

D.) Legal Description of Property:

E.) 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

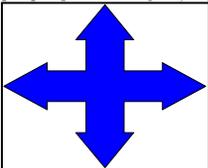
Chairman of Brookings County Board
of Adjustment

Telephone

A variance 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 of dashed lines for sketching, covering the majority of the page below the orientation symbol.

Guideline for Applying for a Variance

1. The application, along with a \$100.00 filing fee, made out to “Brookings County Zoning”; must be completed & returned to the Brookings County Zoning Office, 520 3rd St, Suite 110, 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 would like to construct, i.e.-garage, addition, pole shed, etc.
 - b.) **Section of Zoning Regulations to be exempt** – page 1, this area will be filled out by the zoning office according to what section of the ordinance pertains to your situation.
 - c.) **Special Conditions of Circumstances**-page 1, this is the area stating why you need the variance. You need to provide a hardship. Examples – 1) Existing building already there, 2) established trees, 3) size & shape of lot is not large enough to meet set back requirement due to size of building (building size not to exceed 25% of the lot area), etc. Site plan showing building size, lot lines, existing buildings, building plans (floor plans), water line, electric lines. All rafters need to meet 30 # snow load requirement.
 - d.) **Legal Description**, page 2 – is the legal description of the property that you are asking for the variance.
 - e.) **Print & sign your name**, page 2 – along with address & phone number.
 - f.) **Draw a site plan**, page 3, of proposed area showing building size, lot lines, existing buildings, building plans (floor plans), water lines, electric lines of the variance area. You will be contacted by the Zoning office 2 weeks prior to the meeting date, to set up a time for you to be present when pictures are taken to ensure we have the correct location.
 - g.) **Application fee** - \$100.00 made out to “Brookings County Zoning”; to be sent along with application.
 - h.) **Adjoining landowners** will be notified by mail & public notice will be published in the paper, with the date & time of hearing of the variance request.
 - j.) **Plan to attend the zoning meeting** on the date of the hearing 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.