

APPLICATION FOR CONDITIONAL USE PERMIT

Date of Application: _____ **Permit Number:** _____

To: Day County Planning & Zoning Commission
711 West 1st Street Suite 203
Webster, SD 57274
Phone: 605.345.9502 Fax: 605.345.9503 E-mail: dschlotte@daycounty.org

A.) I/We, the undersigned property owner(s), do hereby petition the Day County Planning & Zoning Commission of Day County, South Dakota, to grant a Conditional Use to the Day County Zoning Ordinances for the purpose of:

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

C.) Legal Description of Property:

D.) Name(s) and complete mailing address(s) of any interested parties, adjacent landowner(s) and any government agencies with an interest in the project. Attach any copies of written consents from landowner(s) and permits from government agencies.

**E.) Time and date set for
Hearing before Day County
Planning Commission**

Date

Time

Approved

Rejected

Date

**Administrator Day County
Planning & Zoning**

Person filing petition – print

Person filing petition – sign

Address

City

State

Zip Code

Telephone

Email

**A conditional use that is granted and not used within two (2) years
will be considered invalid**

SKETCH

Please attach 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, drainage areas and utilities.

Guidelines for Applying for a Conditional Use Permit

- 1. The application, along with a \$75.00 filing fee, made out to “Day County Treasurer” must be completed and returned to the Day County Planning and Zoning Director 711 West 1st Street, Suite 203 – Webster, SD 57274 in order to be on the regularly scheduled monthly meeting. Day County Planning & Zoning Commission meets monthly at 9:15 a.m. in the Board Room of the Day County Courthouse.**
 - a.) Application – page 1, “Purpose of” – in this area write down what you propose to do, operate or build.**
 - b.) Section of Zoning Ordinances 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.) Legal Description – page 1, is the legal description of the property where you are asking for the conditional use permit.**
 - d.) Print & sign your name – page 2, along with address and phone number.**
 - e.) Attach a site plan – page 3, on a separate piece of paper of the proposed conditional use area, showing building size, lot lines, existing buildings, building plans, water lines, electric lines of the area, and any other information that may be helpful to the zoning officer.**
 - f.) Application fee - \$75.00 check payable to “Day County Treasurer” to be sent along with application.**
 - g.) All adjoining landowners will be notified by mail and public notice will be published in the designated newspapers of Day County, South Dakota with the date and time of hearing of the conditional use request.**
 - h.) Plan to attend the hearing to present your case to the board. You will receive notification from the zoning office as to the date, time & place of hearing.**