

**CITY OF CASTLEWOOD  
PETITION FOR A CHANGE IN ZONING CLASSIFICATION**

PERMIT NUMBER \_\_\_\_\_

APPLICANT (PRINT): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER (PRINT): \_\_\_\_\_ PHONE: \_\_\_\_\_  
*IF DIFFERENT THAN APPLICANT*

ADDRESS: \_\_\_\_\_

I/WE, THE UNDERSIGNED, DO HEREBY PETITION THE CITY COUNCIL OF THE CITY OF CASTLEWOOD, SOUTH DAKOTA, TO ISSUE A CHANGE IN ZONING CLASSIFICATION FOR THE PROPERTY DESCRIBED AS:

**LEGAL DESCRIPTION (Please print or type)**

\_\_\_\_\_

**GENERAL AREA OR STREET ADDRESS:** \_\_\_\_\_

**EXISTING LAND USE:** \_\_\_\_\_ **EXISTING ZONING:** \_\_\_\_\_

**SIZE OF PARCEL:** ACRES \_\_\_\_\_ **LOT DIMENSIONS:** WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_ DEPTH \_\_\_\_\_

**SURROUNDING LAND USE/ZONING**

<b>NORTH:</b>	_____
<b>SOUTH:</b>	_____
<b>EAST:</b>	_____
<b>WEST:</b>	_____

**PLEASE DESCRIBE WHAT YOU PROPOSE TO DO AND WHY YOU ARE SEEKING A CHANGE IN ZONING CLASSIFICATION INCLUDING DISCUSSION ON WHAT CHANGE OR CHANGING CONDITIONS MAKE THE PASSAGE OF THIS AMENDMENT NECESSARY (attach a separate sheet of paper if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_

**SIGNATURE OF OWNER (IF DIFFERENT THAN APPLICANT)** \_\_\_\_\_

NOTE: A SKETCH OF PROPOSED PROPERTY SHALL ACCOMPANY THIS APPLICATION, SHOWING THE FOLLOWING:

- |                                          |                                            |
|------------------------------------------|--------------------------------------------|
| 2. NORTH DIRECTION                       | 5. LOCATION OF PROPOSED STRUCTURE ON LOT   |
| 2. DIMENSIONS OF PROPOSED STRUCTURE      | 6. DIMENSIONS OF FRONT AND SIDE SET BACKS  |
| 3. STREET NAMES                          | 7. LOCATION OF ADJACENT EXISTING BUILDINGS |
| 4. OTHER INFORMATION AS MAY BE REQUESTED |                                            |

THE PLANNING AND ZONING COMMISSION AND CITY COUNCIL MAY REQUIRE THAT SUCH PLANS BE PREPARED BY A REGISTERED ENGINEER OR LAND SURVEYOR.

*\*\*PLEASE USE THE ATTACHED SKETCH INSTRUCTION SHEET FOR AN EXAMPLE.*

**FOR OFFICIAL USE ONLY**

DATE FILED WITH ADMINISTRATIVE OFFICIAL: \_\_\_\_\_  
FEE PAID (NON-REFUNDABLE): \_\_\_\_\_ YES \_\_\_\_\_ NO  
DATE OF HEARING: \_\_\_\_\_  
ACTION BY BOARD OF ADJUSTMENT: \_\_\_\_\_

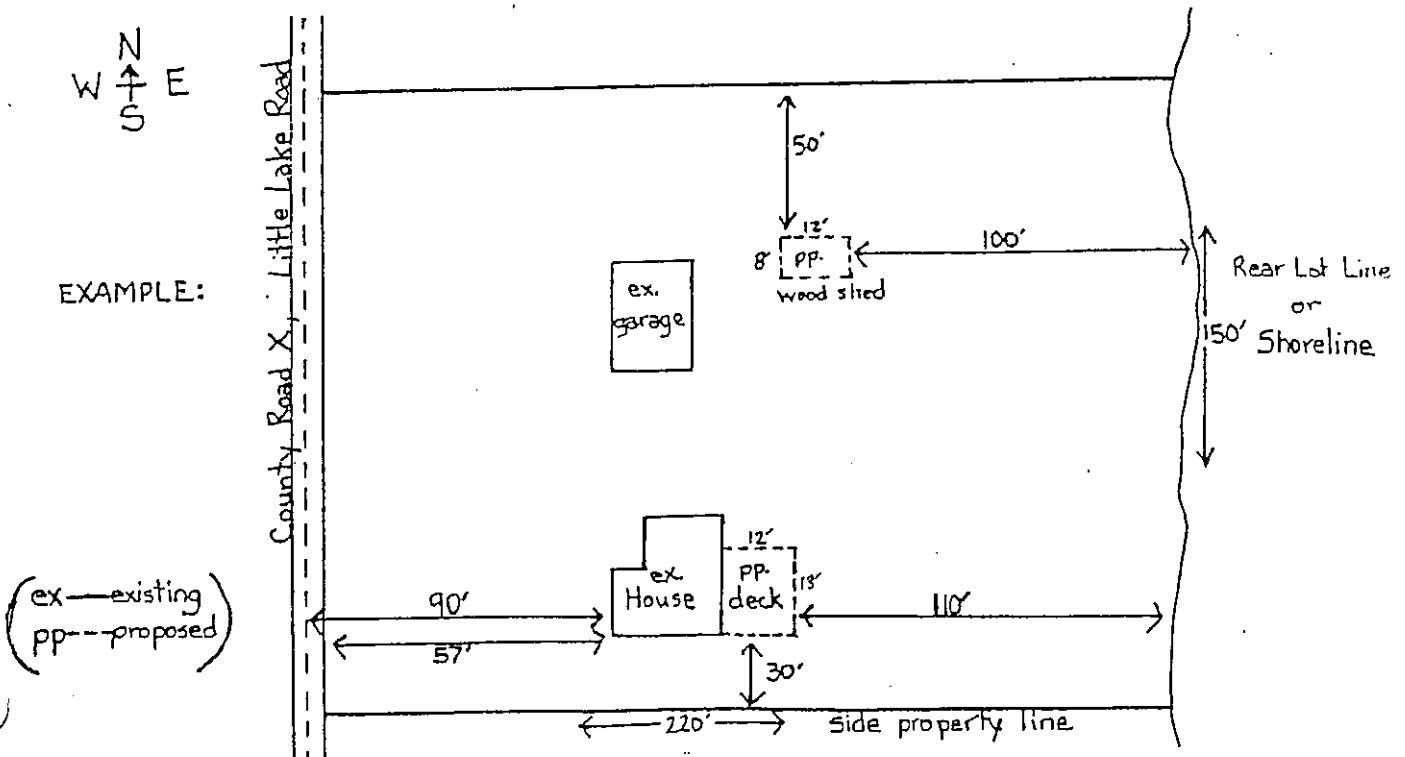
## SKETCH INSTRUCTION SHEET

The intent of this sketch is to graphically illustrate the information included in this application. Please use an 8.5 x 11-inch sheet of paper. The use of graph paper is preferred.

All information requested must be included on your sketch. Label all distances and dimensions as measured in feet. Please refer to the example sketch at the bottom of this instruction sheet for details.

- Show the size and shape of your property. Label all of your property lines with the correct distances.
- If your proposed use will include a structure not now on your property, show the location of the proposed structure or addition in relation to your property lines. Show additions to existing structures by means of a dotted line. Show distances from your property line to nearest portion of the structure or addition.
- Show the distance from the front of your structure to both the road centerline and the road right-of-way line. "Front" means the portion of the structure facing the road.
- Show the dimensions of your proposed structure or addition.
- Show roads abutting your property. Label each road by name and /or number (example – Main Street).
- Show the approximate location of all other structures on your property and label each as to its use (House, garage, etc.)

If your proposed use will include improvements of or alterations to your property besides structures or other than structures, please reflect these improvements on your sketch. Examples of such non-structural improvements or alterations might be: Location of a parking lot for a commercial enterprise, areas of property intended to be filled or drained, location of screening which may be required by provisions of the Zoning Ordinance, etc...



# HOW DO I REZONE PROPERTY?

- ⇒ Meet with the Administrative Official (Finance Officer) and ask for a rezoning application.
- ⇒ Complete the application and pay the appropriate fee.
- ⇒ The Administrative Official will review your application and make a recommendation to the Planning and Zoning Commission to either approve or disapprove the application.
- ⇒ The Administrative Official will set a date for a public hearing of the Planning and Zoning Commission and City Council to hear your request.
- ⇒ Fifteen days before the public hearing, the Administrative Official will post your property with a sign stating that you are requesting your property to be rezoned.
- ⇒ Fifteen days before the public hearing the Administrative official will post a notice of the public hearing at the City Office and publish a notice, at your expense, in the official newspaper.
- ⇒ Seven days before the public hearing the Administrative Official will mail a notice, by Certified or Registered Mail at your expense, to all landowners within 150 feet of the proposed rezoning.
- ⇒ Seven days before the public hearing the Administrative official will mail you a notice stating that your application request is being placed upon the agenda of the Planning and Zoning Commission and City Council joint public hearing.
- ⇒ The public hearing is held.
- ⇒ The Planning and Zoning Commission will either recommend or not recommend approval of the zoning amendment to the City Council by a simple majority vote.
- ⇒ The City Council will have the first reading of the zoning amendment and schedule a date for the second reading.
- ⇒ The Administrative Official will publish the notice for the second reading of the ordinance amendment, at your expense, seven days prior to the second reading.
- ⇒ The City Council will have the second reading and may pass the ordinance amendment by simple majority.
- ⇒ The Administrative Official will publish the notification of adoption once a week for two successive weeks. The ordinance will become effective twenty days after the second publication unless the referendum or right to protest is invoked. The referendum is invoked if five percent of the registered voters submit a petition before the twenty-day waiting period expires. The right to protest is invoked if forty percent of the landowners within the proposed district and within 250 feet submit a petition before the twenty-day waiting period expires. If the protest is invoked, the amendment does not become effective unless the two-thirds of the City Council approves the amendment.
- ⇒ A building permit may be issued only after twenty days after the second publication.