

CITY OF WHITEWOOD USE ON REVIEW PROCEDURE:
THE FILING FEE FOR A USE ON REVIEW IS \$100.00. (Non-refundable)

1. Discuss the proposed amendment with the Finance Office, Building Inspector and the Planning Commission.
2. Complete the application, sign and return with payment to the City Finance Office. In addition to the above you will need to provide the following items:
 - ✓ Improvement survey, including all easements and ROW.
 - ✓ Development Plan, including a site plan showing, the boundaries of the property involved in the request, existing or proposed buildings, existing and proposed access, usable open space, off street parking, loading areas, refuse areas, screening, proposed or existing signage, and other pertinent information;
 - ✓ And a written summary of your request.
3. Upon submittal of the above items, staff will provide you with the dates and times of the following meetings: (these dates are subject to change)
Planning Commission Review and Recommendation Meeting: 4th Wednesday
City Council Public Hearing: 1st and 3rd Monday
4. Order of Meetings and Requirements:
 - ✓ Application shall be reviewed by the Planning Commission within 60 days
 - ✓ Planning Commission shall give a recommendation to the City Council
 - ✓ The Council shall schedule a Public Hearing for Application.
 - ✓ Legal Notice of said hearing shall be published in the legal newspaper 10 days prior to the scheduled hearing
 - ✓ Applicant shall notify all property owners by certified mail within 200 feet, 5 days prior to the scheduled hearing. This notice shall include information regarding the Use on Review and the time, date and location of hearing.
 - ✓ City Council shall hold the public hearing and shall make a decision to approve/deny or send back to the Planning Commission for further study and action.
5. It is recommended that the petitioner or a representative attend the Planning Commission and City Council meetings to answer any questions.

USE ON REVIEW APPLICATION

City of Whitewood
1025 Meade Street
Whitewood, SD 57793
605-269-2247

Petitioner: _____ Phone: _____

Address: _____

Owner: _____ Phone: _____

Address: _____

Location of Property: _____

Legal Description: _____

Use Requested: _____

Purpose: _____

Existing Land Use: _____ Acreage: _____

Present Zone District: _____ Surrounding Zoning: _____

The OWNER, APPLICANT, OR AUTHORIZED AGENT, ACKNOWLEDGES: That he/she has read and received a copy of the instruction sheet and this application form concerning the filing and hearing of this matter; that he/she authorizes the City of Whitewood staff and designees to enter onto and inspect the above-described property; and that he/she has been advised of the fee requirements and they have been paid on _____ Check # _____

Applicant/Agent Signature

Date

Owner Signature

Date

Office Use Only
Planning/Zoning Meeting: _____ Date of Publication: _____

Approved Rejected

City Council Meeting: _____ Date of Publication: _____

Approved Rejected

Administrative Official

Date