



Pre-Application and Checklist for Annexation, Change of Zoning, Conditional Use Permit, Subdivision and Variances

This pre-application form allows staff to review regulations, requirements, plans, policies, standards, and other materials that might apply to your request. A pre-application meeting does not constitute an official public filing of your application. Only after you have submitted a complete application packet and have paid the appropriate filing fees will your project be filed for processing.

PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE:

Applicant Name: _____ Phone: _____

Applicant Address: _____ Email: _____

Affiliation: Property Owner Agent Prospective Buyer Tenant Developer

Property Address/Location: _____ Subdivision (if applicable): _____

Existing Zoning District: _____ City Limits: Yes No

Lot Area: _____ sq. ft. or _____ Acres Existing Use of Property: _____

Existing Buildings on the Property: _____ # Dwelling Units: _____ # Parking Spaces: _____

I AM INQUIRING ABOUT (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Subdividing/Combining Lots | <input type="checkbox"/> Change of Zoning | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Variance <input type="checkbox"/> Other |

Purpose of Request (Attach additional paper if needed):

Number of People Expected to Attend Pre-Application Meeting: _____

Is this an active project that has prior approvals? If yes, project name: _____

ADDITIONAL DOCUMENTATION REQUIRED:

The following documents should be provided by the applicant to staff prior to the pre-application meeting, as applicable.

<u>Type of Request</u>	<u>To Be Submitted with Completed Pre-Application Form</u>
Annexation	<input checked="" type="checkbox"/> Vicinity map <input checked="" type="checkbox"/> Description of the proposed land use(s).
Change of Zoning	<input checked="" type="checkbox"/> Site plan showing access, buildings, driveways and new site improvements.
Conditional Use Permit	<input checked="" type="checkbox"/> Floor plan for any request involving parking for commercial land uses.
Variance	
Subdivisions	<input checked="" type="checkbox"/> Copy of existing recorded plat
Change to Existing Lot Lines	<input checked="" type="checkbox"/> Proposed design sketch.

After materials have been reviewed by staff, the applicant will be contacted to set up a meeting.

Email completed application to Jayna.Watson@cityofspearfish.com, fax to (605) 642-1337 or call (605) 717-1122.