



Variance Checklist

A zoning, subdivision, or sign variance is a modification of one or more zoning district, subdivision, or sign regulation requirements for a specific location where literal enforcement of the requirements would result in practical difficulty or unnecessary hardship which would deprive the owner(s) of the reasonable use of their land. Approval of a variance by the Board of Adjustment is required before the property owner(s) may obtain any related building or development permits.

Required: Upload .pdf documents

- ☐ **Information:** *Be able to answer the following questions:*
 - Location of the proposed variance (address(es) or parcel number(s) assigned by the county):
 - Number of notifications required: _____ - you can leave this blank. City staff verifies the parcels located within 300 feet of the subject property then eliminates duplicates and city owned records from the total number of notifications for which you will be charged.
 - Current zoning of the property: (select from the drop down list of zoning categories)
 - County location of property: (select Pennington or Meade)
 - Number of acres: _____ - type in the size of the property in acres
 - Is the property located in a flood zone: (select Yes or No) – if you do not know, there is a link to the FEMA flood map service that you can use to answer the question in the application.
- ☐ **Letter of Intent** - letter describing the purpose of the request and if applicable the intended zoning, proposed land use(s), and any proposed development or structure demolition or removal.
- ☐ **Site Plan** – plan showing existing conditions and proposed site changes.
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials or register an account with a valid email address and password. Please see the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov to get started.
- ☐ **Application & Notification Fees** – The \$500 application fee and notification fees calculated using the current postal rate for certified letters with return receipts will be verified by staff. An invoice will be emailed to the billing contact on the application. The fees may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.

Optional: Upload .pdf documents

- ☐ **Pre-Application Meeting** – if you have questions you would like answered before applying, login to the on-line system with your existing credentials or register an account with a valid email address and password using the link on the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at www.boxeldersd.gov and apply for a pre-application meeting.
- ☐ **Vicinity Map** – map of project and surrounding area (may be requested if location is unclear)
- ☐ **Landowner’s Authorization** – signed letter from the landowner(s) giving permission for a request to be made by another party on their behalf (may be requested if applicant is not the landowner).
- ☐ **Other Plan Documents** – use this category if there are other materials you want to upload.



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Variance Process

