

# PROCEDURE FOR FILING VARIANCE

1. The owner or his/her agent petitions for a variance.
2. **The owner or the petitioner must stake out the location of the new building before the hearing date and notify the Zoning Administrator at 472-4585 when this has been done. The Zoning Administrator will then measure and take pictures of the site. A drone may be used to take pictures.**
3. The Spink County Planning and Zoning commission must hold a public hearing on the variance request. The Spink County Planning and Zoning Administrator gives notice in the newspaper once ten (10) days prior to the Planning and Zoning Hearing.
4. At least seven (7) days prior to the Public Hearing, the Spink County Zoning Administrator will notify all abutting landowners by certified mail that a hearing will take place.
5. The Spink County Zoning Administrator will notify all necessary city/township officials by certified mail that a hearing will take place.
6. A Spink County Planning and Zoning Commission hearing will be held.
7. Fees may be assessed if the applicant fails to appear for hearing and decision is tabled to an additional meeting.
8. Notice is sent, by the Zoning Administrator, to the landowner or his/her agent requesting the hearing to inform him/her of the boards' decision.

*Paperwork is due in the office by \_\_\_\_\_  
(This is to ensure that #3 on the above list can be fulfilled)*

*Next P&Z Meeting Date: \_\_\_\_\_ Hearing Time: \_\_\_\_\_*

*Location of meeting: \_\_\_\_\_*

*Meeting Date \_\_\_\_\_  
Hearing Time \_\_\_\_\_*

# APPLICATION FOR VARIANCE

**FEE: \$100.00**

SPINK COUNTY  
STATE OF SOUTH DAKOTA

DATE \_\_\_\_\_  
RECEIPT NO. \_\_\_\_\_  
BP # \_\_\_\_\_

PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

TO: Spink County Planning and Zoning Commission

\_\_\_\_\_ (name) is requesting a variance from the

Spink County Zoning Ordinance Title \_\_\_\_\_ Chapter \_\_\_\_\_

Legal description: \_\_\_\_\_

Property Address: \_\_\_\_\_

To build: \_\_\_\_\_

Reason variance is requested:

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

***\*\*\*No work may be started or completed without the approval of this Variance by the Spink County Planning and Zoning Board. Violation of this condition is punishable under Title 17.23. Violation thereof shall be a misdemeanor and may be punishable by a fine of up to \$200 for each and every day that the violator fails to comply.***

***\*\*\*A drone may be used to take pictures of the site of the requested hearing.***

***Owner's Signature*** \_\_\_\_\_

~~~~~**OFFICE USE ONLY**~~~~~

Inspection Report \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

Planning and Zoning Commission Action \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

Conditions (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_