



CITY OF BELLE FOURCHE ENGINEERING DEPARTMENT

511 6th Avenue
Belle Fourche, SD 57717
Phone: 605-892-3006
Office Hours:
7:00 am – 4:00 PM
Monday - Friday
www.bellefourche.org

CONDITIONAL USE / HOME OCCUPATION PERMIT (B.F. Ord. 17.30 and 17.16.130)

Application Fee: \$225.00

Sign Deposit Fee: \$125.00 (separate check)

GENERAL INFORMATION

- Name of Applicant: _____ Date: _____
Mailing Address: _____
Phone number and optional email address: _____
- Name of Property Owner(s) listed on Deed: _____
Mailing Address: _____
Phone number and optional email address: _____

Area of existing home

- Basement: _____ x _____
- First Floor: _____ x _____
- Second Floor: _____ x _____
- Garage (Attached or Detached): _____ x _____
- Total square footage of home used for Home Occupation _____

- Current zoning: _____
- Address and legal description for which conditional use permit is requested: _____

- Is this your primary residence?
Yes: _____
No: _____

6. Description of conditional use being applied for (attach additional information if necessary):

Days of Operation: _____

Hours of Operation: _____

DAY CARE RELATED QUESTIONS

All other applicants need not answer questions 7 through 9.

7. If applying for a family day care use permit, do you have a fenced-in yard? Yes:_____ No:_____ If you answered yes, what height is the fence? _____

Is the dimensioned location of the fence relative to the property line adjacent to any public street included on the site plan? Yes:_____ No:_____

8. How many persons will be involved or employed in the conduct of the proposed business activity: Members of immediate family _____ Others _____

9. Are you aware that a sign for Home Occupation cannot be larger than two square feet and must be located at least 20 feet from the street right-of-way? Yes:_____ No:_____

CONTINUE FROM HERE IF NOT DAY CARE APPLICANT

10. What type of product will be produced, serviced, sold, or repaired in the conduct of your business/activity? (For example: repair of clocks or watches, making jewelry, etc.) _____

11. Describe any alterations to the primary or accessory structures or premises that might be required to facilitate your business/activity (attach plans) _____

12. Describe the mechanical and/or electrical equipment that will be necessary to the conduct of your activity. _____

13. Describe how, where, and in what amounts the material, supplies, and/or equipment related to your proposed business activity will be displayed or sorted: _____

14. If trucks or other equipment will be used in your business/activity, where will they be parked or stored?

15. Will the business/activity involve the use of commercial vehicles for delivery of materials to or from the premises? Yes:_____ No:_____ If yes, please explain: _____

16. Will people come to your home to obtain any product or utilize any service connected with the proposed business activity? Yes:_____ No:_____ If yes, please explain _____

17. Describe what rooms will be used in the conduct of the business/activity and how these rooms will be used (For example: garage will be used to store supplies, or den will contain desk and file cabinets, etc.) _____

18. Describe any alterations to the primary residence or premises that might be required to facilitate your business/activity (attach plans)._____
19. What type of product will be produced, serviced, sold, or repaired in the conduct of your business/activity? (For example: repair of clocks or watches, making jewelry, etc.) _____

20. Anticipated number of deliveries, drop-off/pickup, etc. per day attributable _____

21. Materials stored on site in support of the proposed home occupation; please note quantity and type:
- Combustible:_____
 - Corrosive:_____
 - Etiological:_____
 - Explosive:_____
 - Flammable:_____
 - Radioactive:_____
 - Toxic:_____
 - Other (please describe):_____
- _____

22. Attach a site plan (and photos if applicable) to illustrate compliance with the development standards applicable to the requested use [see chapter 17.16].

Minimally, the site plan shall indicate:

- Property boundaries and dimensions
- Location of existing and proposed building(s) and structure(s) relative to property lines (include setback dimensions)
- Dimensions of existing and proposed building(s) and structure(s)
- Locations and dimensions of all easements affecting the property (if proposal involves new construction)
- Off-street parking/loading/unloading (dimensioned)
- Other significant property features

The City reserves the right to request additional information.

Applicant's Signature

Date

Owner's Signature

Date

For Engineering Office Use Only:

<p>Date application was submitted: _____</p> <p>CUP/Home Occupation Fee: _____; Receipt #: _____</p> <p>Sign Deposit Fee: _____; Sign Deposit Return: _____</p> <p>Hearing Dates</p> <p>Planning & Zoning Meeting: _____</p> <p>City Council Meeting: _____</p> <p>Action Taken: _____</p> <p>_____</p>
