



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

(Belle Fourche City Ordinances 17.30 and 17.16.130)

Application Fee: \$225.00

Sign Deposit Fee: \$125.00 (separate check)

GENERAL INFORMATION

1. Name of Applicant: Date:
Mailing Address:
Phone number and optional email address:

2. 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

3. Current zoning:

4. Address and legal description for which conditional use permit is requested:

5. Is this your primary residence?
Yes:
No:

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

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Days of Operation: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

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### **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:\_\_\_\_\_

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### **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.) \_\_\_\_\_

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

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

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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

### **Signature Blocks and Acknowledgement**

**By signing below, the applicant and owner ensure that all information provided is accurate to the best of their knowledge. Any incorrect or missing information may lead to delays in approval.**

The City reserves the right to request additional information.

\_\_\_\_\_

**Applicant's Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Owner's Signature**

\_\_\_\_\_

**Date**

For Engineering Office Use Only:

**Date application was submitted:** \_\_\_\_\_

CUP/Home Occupation Fee: \_\_\_\_\_; Receipt #: \_\_\_\_\_

Sign Deposit Fee: \_\_\_\_\_; Sign Deposit Return: \_\_\_\_\_

**Hearing Dates**

Planning & Zoning Meeting: \_\_\_\_\_

City Council Meeting: \_\_\_\_\_

Action Taken: \_\_\_\_\_

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