



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 Permits / Home Occupations

Conditional Use Permits (CUP) allow exceptions for an owner to use their property in specific ways that are not explicitly listed under the *permitted uses* section of that property's zoning district ordinance, but rather, are listed under the *conditional uses* section of said ordinance.

Home Occupations allow exceptions for an owner to use designated areas of their primary living quarters as a commercial environment.

Advertisements and Signs:

Conditional Use Permits and Home Occupations are required to be advertised two (2) separate times in the Black Hills Pioneer newspaper as legal public notices - the first notice advertising for a public hearing at the Planning & Zoning meeting, and the second notice advertising for a public hearing at the City Council meeting. The Engineering Department will provide the owner/applicant dates and times of the Planning & Zoning meeting and City Council meetings.

Advertisement Requirements:

The Black Hills Pioneer newspaper requires a minimum notice of four (4) days for submissions. The City of Belle Fourche requires public notices to be published in the newspaper a minimum of ten (10) days prior to the corresponding meeting to provide sufficient notice for any citizens who would like to attend said meeting in opposition or approval of the request since Belle Fourche city meetings are open to the public.

The owners/applicants are required to place a metal sign, issued by the Engineering Department, on the property where it can be seen from the street beginning the day the first public notice is advertised to coincide with the newspaper advertisements. The sign must be returned to the Engineering Department after the designated City Council meeting in order to be given their sign deposit check back.

Costs:

- Conditional Use Permit/Home Occupation: \$300.00 fee + \$25.00 per lot (*Resolution No. 17-2025*)
- Sign deposit fee: \$125.00

The payments must be separate checks.

****the sign deposit check will be held at the Engineering Department office until the sign is returned****

Conditional Use Permit/Home Occupation Process:

1. The owner/applicant of a property (within city limits) fills out an application and submits it to the Engineering Department. If the applicant is not the legal owner of the property, both applicant and owner must sign the designated areas of the application. If the applicant is the legal owner of the property, they will sign both designated areas.
2. After submission of the application, the city engineers discuss the application/request with the applicant.
3. The city engineers will either encourage or discourage the request. If they encourage it, they believe the request is reasonable and fits any necessary requirements. If encouraged, the conditional use/home occupation will be put on the Planning & Zoning agenda for review before being forwarded to the City Council for a final vote. If they discourage it, they believe the request is unreasonable and does not fit within the necessary requirements so that when it is put on the agenda for Planning & Zoning Commission's review, the request may not pass. If discouraged, the City Engineers will explain either what changes need to be made to the request, or why they believe it cannot be done at all.
4. Once the application and site plan have been submitted, the Engineering Department will collect payment for the conditional use/home occupation and sign deposit. The Engineering Department will put the Conditional Use/Home Occupation request on the next available Planning & Zoning agenda and issue the designated metal sign to the owner/applicant, providing instruction for the sign placement and the dates and times of the advertisements, Planning & Zoning meeting, and City Council meeting.
Owners/applicants are not required to attend either meeting, but are encouraged to do so in case of any questions, concerns or requests of clarification
5. The Engineering Department will draft and submit the public notices to the Black Hills Pioneer newspaper and the public notices will be published a minimum of ten (10) days prior to the corresponding meeting.
6. Once the conditional use/home occupation passes through both the Planning & Zoning Commission and City Council, the applicant must return the issued sign to the Engineering Department to be given the sign deposit check back.
7. The conditional use/home occupation will be effective as soon as the council meeting is adjourned.

Notice for Day Cares:

The day care must be licensed with the State of South Dakota to be considered for a conditional use permit/home occupation.