



# Variance Application

UPDATED – 07/25/2025  
 Planning & Zoning Commission

440 E JEFFERSON AVE  
 PO BOX 249  
 SALEM, SD 57058  
 Phone: (605) 425-2301  
 Email: [CitySalem@SalemSD.com](mailto:CitySalem@SalemSD.com)

|  |              |              |
|--|--------------|--------------|
| <b>Applicant Name</b> (if different than property owner) |              |              |
| <b>Mailing Address</b>                                   |              | <b>Phone</b> |
|  |              | <b>Cell</b>  |
| <b>City</b>  | <b>State</b> | <b>Zip</b>   |
| <b>Email Address</b>                                     |              |              |

|                        |              |              |
|------------------------|--------------|--------------|
| <b>Property Owner</b>  |              |              |
| <b>Mailing Address</b> |              | <b>Phone</b> |
|                        |              | <b>Cell</b>  |
| <b>City</b>            | <b>State</b> | <b>Zip</b>   |
| <b>Email Address</b>   |              |              |

### PROPERTY INFORMATION

|   |                 |
|---|-----------------|
| <b>Property Address or Location</b>                           | <b>Parcel #</b> |
| <b>Legal Description</b>                                      |                 |
| <b>Current Zone</b> (please circle) --- R1 R2 CB GB LI HI NRC |                 |
| <b>Description of Project</b>                                 |                 |
| <b>Explain your reason for variance request:</b>              |                 |

Application shall be accompanied by:

- A copy of the site plan
- A non-refundable Variance Application Fee of \$100.00

I hereby certify that the information I have provided is accurate and correct and understand until application, site plan and fee are received no action will be taken.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT(S)**

\_\_\_\_\_  
**DATE**

**FOR CITY USE ONLY**

**CASH / CHECK #** \_\_\_\_\_

|                        |  |                               |
|------------------------|--|-------------------------------|
| <b>DATE RECEIVED:</b>  | <b>BOARD OF ADJUSTMENT MEETING:</b>            | <b>TIME:</b>                  |
| <b>DATE PUBLISHED:</b> | <b>POSTING DATE (PROPERTY &amp; CITY HALL)</b> | <b>LANDOWNER NOTICE SENT:</b> |
| <b>ACTION TAKEN:</b>   |  |                               |
| <b>COMMENTS:</b>       |  |                               |