

LAYOUT PLAT APPLICATION

Date of PC Meeting: _____

Fee Paid: _____

Date of BCC Meeting: _____

1. APPLICANT: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____

LANDOWNER: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____

AUTHORIZED AGENT: _____ DAYTIME PHONE: _____
MAILING ADDRESS: _____
RELATIONSHIP OF APPLICANT TO PROPERTY IS: _____

(Owner, Tenant, Lessee, Other)

2. SURVEYOR / ENGINEER: _____
ADDRESS: _____
DAYTIME PHONE: _____ REGISTRATION NUMBER: _____

3. NAME OF SUBDIVISION: _____

PROPOSED USE: Single-Family Residential Mixed-Use Commercial Industrial

PURPOSE: _____

EXISTING LEGAL DESCRIPTION: _____

PROPOSED LEGAL DESCRIPTION: _____

LANDMARK LOCATION: _____

EXISTING LAND USE: _____ ACREAGE: _____

SUBDIVISION REFERENCE: _____ CURRENT ZONING: _____

SURROUNDING ZONING: NORTH _____ SOUTH _____ EAST _____ WEST _____

PHYSICAL CHARACTERISTICS: _____

WATER: _____ SEWER: _____

4. THE OWNER, APPLICANT, OR AUTHORIZED AGENT, ACKNOWLEDGES: That he / she has read and received a copy of the instruction sheet and this application form concerning the filing and hearing of this matter; that he / she authorizes the Pennington County Planning Department staff and designees to enter onto and inspect the above-described property; and, that he / she has been advised of the fee requirements and they have been paid on _____.

Signature of APPLICANT or AGENT:

Signature of LANDOWNER:

DATE: _____

DATE: _____

Subscribed and sworn to before me this _____
day of _____, 200__.

Subscribed and sworn to before me this _____
day of _____, 200__.

Notary Public for the State of South Dakota
My Commission Expires: _____

Notary Public for the State of South Dakota
My Commission Expires: _____



SUBDIVISION APPLICATION LAYOUT PLAT

Pennington County's subdivision process has three steps: the Layout Plat, Preliminary Plat, and Final Plat. There will be public hearings before the Planning Commission and the Board of County Commissioners (BOCC). The Planning Commission recommends approval, conditional approval or denial to the BOCC. The BOCC then makes the final decision on the application.

A Layout Plat is intended to be a conceptual drawing of the proposed site design, showing locations of all major elements (i.e.: building lots, common lots, roads, existing structures on-site, etc.). Prior to the scheduled Planning Commission meeting, the Planning Department will conduct an on-site inspection of the property and prepare a written staff report discussing the proposal in relation to the Pennington County Subdivision Regulations.

A pre-application conference is required prior to submittal of a Layout Plat application. The Layout Plat shall be submitted to the Planning Department at least 25 days prior to the next regularly scheduled Planning Commission hearing.

SUBMITTAL MATERIAL

- ❑ Layout Plat application form.
- ❑ Submittal fee of \$100.00.
- ❑ A written description of the proposed subdivision.
- ❑ A minimum of six (6) copies of the Layout Plat request drawn at a scale of not more than 1 inch equals 100 feet. The plat shall include:
 - Name of the proposed subdivision
 - Ownership and Surveyor Information
 - Existing and proposed legal description, including graphic scale, north arrow, and date
 - Location, dimensions and areas of all proposed and/or existing lots
 - Existing structures within the proposed subdivision.
- ❑ One 8 ½" x 11" reduction of the plat.
- ❑ Topography from any source.
- ❑ A vicinity map.
- ❑ General information describing the existing and/or proposed water system.
- ❑ Approximate location of existing and/or proposed wastewater systems.
- ❑ Proposed improvements to be installed or constructed.
- ❑ Location of existing drainage ways and preliminary proposals for the handling of surface water discharge, where applicable.
- ❑ Master Plan as applicable.
- ❑ Other information as required in Section 400.1 of the Pennington County Subdivision Regulations.