

PRELIMINARY 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: _____

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

Subscribed and sworn to before me this _____

Subscribed and sworn to before me this _____

Day of _____, 20__.

Day of _____, 20__.

Notary Public for the State of South Dakota

My Commission Expires: _____

Notary Public for the State of South Dakota

My Commission Expires: _____

**PENNINGTON COUNTY
PLANNING DEPARTMENT
315 St. Joseph Street, Rapid City, SD 57701
(605) 394-2186**

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The Filing Fee for a Preliminary Plat is \$350.00 PLUS \$25.00 per lot

The applicant shall submit to the County Planning Department for review and recommendation a Preliminary Plat of the proposed subdivision which conforms to the requirements of the County Subdivision Regulations. A lack of specified information or improper information supplied by the applicant shall be cause for disapproval of the Preliminary Plat.

PROCEDURE:

1. A minimum of six (6) copies of the Preliminary Plat with supplementary material as specified in Section 400.2 and one (1) 8½" x 11" reduction and written application along with the required fee, shall be submitted to the Planning Department at least twenty-five (25) calendar days prior to the meeting of the County Planning Commission at which it is to be considered. The Planning Department shall transmit copies of the plat to the County Environmental Planner, County Highway Department, County Fire Coordinator, Pennington County Sheriff's Office and the Emergency Service Communication Center and any other agency deemed appropriate by the Planning Department for their review and comment.
2. The Planning Commission shall study the Preliminary Plat to see if it is consistent with the standards set forth in Ordinance 29, the County Subdivision Regulations, the County Zoning Ordinance, and any other applicable regulations. The Planning Commission shall approve, conditionally approve, or disapprove, and give the reasons thereof. The Planning Commission shall impose those requirements or grant those variances to the County Subdivision Regulations deemed necessary and appropriate for approval of the Preliminary Plat. The Board

of County Commissioners shall hold a hearing on the proposed Preliminary Plat upon appeal by the applicant, any property owner affected by the proposed plat or by any County Commissioner. Such appeals must be filed with the Planning Director no later than 30 days from the Planning Commission's decision. The Board of County Commissioners shall approve, disapprove, or request modification in the Preliminary Plat within ninety (90) days from the date of filing of an appeal.

3. Approval of the Preliminary Plat shall not constitute acceptance of the Final Plat. The approval shall lapse unless a Final Plat, based thereon, is submitted within two years from the date of approval. An extension of this two year deadline may be requested in writing by the subdivider. The subdivider shall submit the request at least thirty (30) days prior to the expiration of the approved Preliminary Plat. For phased developments, phase one shall be submitted within two years from the date of approval of the Preliminary Plat, and each subsequent phase shall similarly be submitted within two years from the approval of the preceding phase.

MATERIAL REQUIRED OF APPLICANT:

1. The Preliminary Plat shall be prepared in ink by a Registered Land Surveyor or a Registered Professional Engineer at a convenient scale not more than one (1) equals one hundred (100 feet. Sheets shall be sequentially numbered, and shall not be larger than twenty-four (24) by thirty-six (36) inches.
 - a. Property lines, easements, right-of-ways, general boundaries of existing forested areas, location of 100 year floodplain

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- limits, platted or proposed streets, names and location of streets within one hundred (100) feet from the affected property.
- b. Approximate location and size of existing and proposed sewers, water mains, drainage and other structures within the tract, an immediately adjacent thereto.
 - c. Topography, at the same scale as the Layout Plat.
 - d. Preliminary proposals for extension of public utilities, discharge of surface water drainage, and general information describing the water system including storage capacity and GPM flow from wells.
 - e. Location, dimensions and areas of all proposed and/or existing lots.
 - f. Boundary locations, to enable site inspection in the field.
 - g. A vicinity map showing the proposed subdivision in relation to the surrounding area.
 - h. The location of the parcel with respect to surrounding property and streets, and the names of adjoining streets within one hundred (100) of the subdivision.
 - i. The dimensions of all boundary lines, expressed in feet and decimals of a foot.
 - j. The locations of existing streets, easements and other pertinent features such as water bodies, railroad rights-of-way, parks, cemeteries, drainage courses, including one hundred (100) year floodplain limits in accordance with current FEMA maps, buildings and bridges.
 - k. The location and width of all existing and proposed streets, alleys, easements and other public rights-of-ways. Profiles may be required by the County Highway Department.
 - l. The location and size of existing sewer system and water system if appropriate; the location, size, and material type of proposed sewer and water lines; the source of water supply; storage capacity of any above ground or below ground tanks; appropriate elevation of above ground tanks; GMP flow of any wells or pumps; proposed location of fire hydrants.
 - m. Percolation tests for subdivision which will utilize on-site drain fields. Number and location of the tests shall be representative of the site in compliance with state standards.
 - n. The dimensions and area of proposed or existing lots.
 - o. The location and dimensions of all property proposed to be dedicated for public or private reservation.
 - p. The name and address of the owner of the land, the subdivider if other than the owner, and the land surveyor.
 - q. Date of the map, approximate north point, scale and subdivision title.
 - r. Names of all streets.
 - s. Indication of the use of all lots (single-family, multi-family, townhouse, etc.) and all uses other than residential.
 - t. Blocks shall be consecutively numbered,

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or lettered in alphabetical order.

- u. Topography with a contour interval of two (2) feet, referred to U.S. Coast and Geodetic Survey datum.
- v. A vicinity map.
- w. Certification on plat by LandSurveyor Professional Engineer.
- x. Engineering design data conforming in all respects to the requirements of Section 500: Requirements for Improvements, Reservations, and Design of the County Subdivision Regulations.
- y. Construction Plans in accordance with Section 400.4: Construction plans and specifications for all required improvements shall be prepared and sealed by a Registered Professional Engineer. Such documents shall be clear, neat, legible, detailed and in a form acceptable to Local, County, State, Federal or other review agencies.

PRELIMINARY PLAT REVIEW FEE:

A fee of \$350.00, plus \$25.00 per lot shall be charged the developer at the time of filing a Preliminary Plat to cover the cost of review. The fee is due and payable at the County Planning Department at the time of filing the Preliminary Plat.

CERTIFICATIONS

1. **Certificate of Ownership** - Certification on plat of title showing that the applicant is the owner, that the making of the plat receives his consent and is in accordance with his desires, and a statement by such owner dedicating streets, right-of-ways, and other sites for public use.

We _____ and _____ do hereby certify that we are the owners of the tract of land shown and described hereon, that the plat was done at our request for the purposes indicated hereon, and that we do hereby approve the within plat of said land, and that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.

- a. Any land shown on the within plat as public right-of-way is hereby dedicated to public use and public utility use as such forever.

In witness whereof, I, have set my hand and seals.

Owner: _____

Owner: _____

On the _____ day of _____, 20____, before me a Notary Public, personally appeared and, known to me to be the person described in the foregoing instrument and acknowledged to me that they signed the same.

Notary Public: _____

My Commission Expires: _____

2. **Certificate of Surveyor** - Certification on plat by Registered Land Surveyor as to the accuracy of the survey and plat.

Certificate of Surveyor
State of South Dakota
County of Pennington

I, Registered Land Surveyor No. ____, of the State of South Dakota, do hereby certify that at the request of the owners listed hereon, I have surveyed the tract of land shown, and to the best of my knowledge and belief, the within plat is a representation of said survey.

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In witness whereof, I have hereunto set my hand and seal this _____ day
_____ of, 20____.

Registered Land Surveyor _____

3. Certification on Plat by County Auditor of approval by the Board of County Commissioners.

Resolution By Governing Board
State of South Dakota
County of Pennington

I, the Auditor of Pennington County, do hereby certify that at an official meeting held on the
_____ day of _____, 20____, the County Commissioners by resolution
did approve the plat as shown and described.

Pennington County Auditor / Deputy

4. Certificate of Director of Equalization

Certificate of Director of Equalization

I, the Director of Equalization of Pennington County, do hereby certify that I have on record in
my office a copy of the within described plat.

Dated this _____ day of _____, 20____.

Director of Equalization of Pennington County

Approved _____ Date _____

5. Certificate of County Treasurer

Certificate of County Treasurer

I, the Treasurer of Pennington County, do hereby certify that all taxes which are liens upon the
within described lands are fully paid according to the records of my office.

Dated this _____ day of _____, 20____.

Treasurer of Pennington County

6. Certificate of Register of Deeds

Certification of Register of Deeds
State of South Dakota
County of Pennington

Filed this _____ day of _____, 20 _____.

at _____ o'clock _____ M Book _____ Page _____

Register of Deeds

By: _____ Fee: \$ _____

7. Certificate of Street Authority

Certificate of Street Authority

The location of the proposed property lines abutting the County or State Highway, or the County Road, as shown hereon, is hereby approved. Any change in the location of the proposed access shall require additional approval.

Highway Authority of Pennington County

8. Floodplain Statement

Floodplain Statement

The 100-year floodplain boundary delineated on this plat is based on the elevations identified in the Flood Insurance Study and Maps dated _____. These elevations may be altered through the submission of a Letter of Map Revision or Letter of Map Amendment approved by the Federal Emergency Management Agency.

9. Water Protection Statement

Water Protection Statement

Pursuant to SDCL 11-3-8.1 and 11-3-2, the developer of the property described within this plat shall be responsible for protecting any waters of the state, including groundwater, located adjacent to or within such platted area from pollution from sewage from such subdivision and shall in prosecution of such protections conform to and follow all regulations of the South Dakota Department of Environment and Natural Resources relating to the same.