



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

**FINAL PLAT  
PROCEDURE**

Page 1

**The Filing Fee for a Final Plat is \$100.00**

After approval of a Preliminary Plat the subdivider may prepare a Final Plat of the subdivision. The Final Plat shall conform substantially to the approved Preliminary Plat. However, the Final Plat may constitute only a portion of the approved Preliminary Plat. The Final Plat submission shall conform in all major respects to the Preliminary Plat, as previously reviewed and approved by the Board of County Commissioners and shall incorporate all modifications required in its review. Any phasing of the development shall not create conflicts in access to any proposed or previously platted lots.

***THE FINAL PLAT AND ALL SUPPLEMENTARY DOCUMENTS SHALL BE SUBMITTED TO THE COUNTY PLANNING DEPARTMENT AT LEAST THIRTY (30) CALENDAR DAYS PRIOR TO THE EXPIRATION OF THE PRELIMINARY PLAT APPROVAL OR ANY EXTENSION THERETO.***

**PROCEDURE:**

1. The original and six (6) copies of the Final Plat and required supplemental material as specified in Section 400.3 and one (1) 8 1/2" x 11" reduction shall be filed with the Pennington County Planning Department. The Planning Department shall transmit copies of the plat to the County Environmental Planner, County Highway Department, County Fire Coordinator, the Director of Equalization, 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 Department shall review the Final Plat and verify conformance to the approved Preliminary Plat. The Planning Director shall approve or disapprove the Final Plat within thirty (30) days of the complete submittal, unless such date is extended by agreement with the subdivider or his/her agent. Upon approval of the Final Plat, the approved plat document shall be presented to the County Register of Deeds for filing/recording.

**PREPARATION:**

The Final Plat shall be prepared by a Registered Land Surveyor and/or Registered Professional Engineer.

**CONSTRUCTION PLANS:**

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.

**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/her consent and is in accordance with his/her desires, and a statement by such owner dedicating streets, right-of-ways, and other sites for public use.

Certificate of Ownership  
State of South Dakota  
County of Pennington

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 indicted 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 uses 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, said plat is an accurate representation of said survey.

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

Registered Land Surveyor: \_\_\_\_\_

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Page 3

**3. Certification on Plat by County Auditor.**

State of South Dakota  
County of Pennington

I, the Auditor of Pennington County, do hereby certify that the Pennington County Planning Director has reviewed and approved this Final Plat as shown hereon.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
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\_\_\_\_.

\_\_\_\_\_  
Pennington County Director of Equalization

**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\_\_\_\_.

\_\_\_\_\_  
Pennington County Treasurer

**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.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**8. Floodplain Statement**

Floodplain Statement

The 100-year floodplain, as shown hereon, is based on the elevations identified on the Flood Insurance Rate Map Number \_\_\_\_\_, Effective Date \_\_\_\_\_, or as graphically depicted on said map in unstudied areas. The floodplain information shown hereon serves as constructive notice that certain flood hazards exist on portions of the subject property. The locations of the floodplain, as shown hereon, may be subject to change.

**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.

**10. Certificate of Planning Director**

Certificate of Planning Director

I, Planning Director of Pennington County, have reviewed this plat and have found it to conform to all of the Subdivision requirements of the Pennington County Subdivision Regulations, and, as such, I have approved this plat as a Final Plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Pennington County Planning Director