

**CITY OF RAPID CITY
PLANNING DEPARTMENT**

300 Sixth Street, Rapid City, SD 57701-2724
Phone: (605) 394-4120 Fax: (605) 394-6636 Web: www.rcgov.com

**FINAL
PLAT
PROCEDURE**

The Filing Fee for Final Plat is \$250.00 PLUS \$20.00 per lot created

NOTE: City policy requires that land adjacent to City for which platting is requested be annexed into the City limits prior to final plat approval.

Materials and actions required of the Petitioner:

The petitioner submits:

- a. A completed and signed application for the Final Plat.
- b. One mylar and four (4) copies thereof must be submitted to the Planning Department. The mylar and copies must contain the following information: the boundary lines of the subdivision including distances and angles or bearings and all section lines, the names of all adjoining subdivisions or a description of unplatted areas and their street layout, street lines and pedestrian ways, lots, reservations, easements and areas to be dedicated to public use, length of all straight lines, angle of intersection, length of curves and radius, all dimensions of each lot shall be shown, all dimensions shall be shown in feet and decimals of a foot to one decimal place, the boundaries of the property, locations, scales and true north shall be shown, number to identify each lot and block or site, minimum building or setback line on all lots and other sites, in case of double frontage lots, the direction the house or building shall front shall be clearly indicated, easement lines for services or utilities, subdivision name, scale, north point and date, signature of all proper authorities.
(NOTE: Property taxes, through year end, must be paid prior to the Treasurer's Office signing the mylar.)
- c. 8 1/2" x 11" copy of proposed plat.
- d. Estimate of cost of improvements.
- e. Surety for any required subdivision improvements that have not been completed must be posted or a statement signed by the petitioner's Engineer that all improvements are in place.

- f. Inspection fee for the required improvements must be paid.
- g. All outstanding documents as stipulated by the Preliminary Plat approval (i.e. agreements, Memorandum of Understanding, recorded miscellaneous documents, letters from affected utility companies, etc.).

Procedure:

1. Upon receipt of the required application and supporting information, Planning Staff will route the information to all affected Departments and agencies.
2. Within thirteen working days, the City shall either approve or deny the Final Plat application.
3. The approved plat is filed with the Pennington County Register of Deeds.
4. A letter is sent to the petitioner regarding the application.

Appeals:

Any person having submitted a Final Plat application to the City and having said application denied by the Growth Management Director and/or his/her designated representative may appeal such decision to the City Council. Any appeal to the City Council must be submitted in writing to the Growth Management Director within seven working days of the denial.

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**APPLICATION FOR
 DEVELOPMENT
 REVIEW**

REQUEST *(please check all that apply)*

- | | | |
|--|---|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Plat - Layout | <input type="checkbox"/> Subdivision Variances |
| <input type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Plat - Preliminary | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Planned Development | <input type="checkbox"/> Plat - Final | <input type="checkbox"/> C.U.P. Major Amendment |
| <input type="checkbox"/> Initial-Final Plan <input type="checkbox"/> Major Amendment | <input type="checkbox"/> Plat - Minor | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> Planned Development Designation | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Vacation of R.O.W. |
| <input type="checkbox"/> OTHER <i>(specify)</i> | <input type="checkbox"/> Road Name Change | <input type="checkbox"/> 11-6-19 SDCL Review |

PROJECT LOCATION _____

LEGAL DESCRIPTION _____

Lot (s) _____	Section _____	Utilities _____
Block (s) _____	Township _____	Water _____
Subdivision _____	Range _____	Sewer _____
Size of Site—Acres _____ SF _____	Proposed Zoning _____	

DESCRIPTION OF REQUEST

APPLICANT

Name _____ Phone _____
 Address _____ Fax _____
 City, State, Zip _____

PROJECT PLANNER - AGENT

Name _____ Phone _____
 Address _____ Fax _____
 City, State, Zip _____

OWNER OF RECORD *(If different from applicant)*

Name _____ Phone _____
 Address _____ Fax _____
 City, State, Zip _____

Owner's Signature _____	Date _____	Owner's Signature _____	Date _____
Owner's Signature _____	Date _____	Owner's Signature _____	Date _____

FOR STAFF USE ONLY

- | | |
|--|---|
| <input type="checkbox"/> Engineering | <input type="checkbox"/> County Highway |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> RV Sanitary District |
| <input type="checkbox"/> Traffic Engineering | <input type="checkbox"/> Auditor (annex) |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> SD DOT |
| <input type="checkbox"/> Building Inspection | <input type="checkbox"/> Police |
| <input type="checkbox"/> Air Quality | <input type="checkbox"/> City Attorney |
| <input type="checkbox"/> Drainage | <input type="checkbox"/> City Code Enforce |
| <input type="checkbox"/> ESCC | <input type="checkbox"/> County Code Enforce |
| <input type="checkbox"/> Rural Planning | <input type="checkbox"/> Register of Deeds |
| <input type="checkbox"/> County Fire | <input type="checkbox"/> Future Land Use |

**SPECIAL ROUTING
 INSTRUCTIONS:**

ZONING
Current
North
South
East
West
Planner
File No.
PIN No.

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**FINAL
PLAT
CHECKLIST**

X	APPLICANT	STAFF	X
	Compete Application Submitted		
	Fees Paid		
SUBMITTALS MUST INCLUDE THE FOLLOWING INFORMATION			
	Original reproducible plat as follows: 1) Drawn in ink 2) Not greater than 27" X 22" 3) Scale shall be: 1" = 100' for tracts under 40 acres OR 1" = 400' for tracts over 40 acres		
THE FINAL PLAT SHALL SHOW THE FOLLOWING INFORMATION			
	Boundary lines of the subdivision including distances and angels or bearings, and all section lines		
	The names of all adjoining subdivisions or a description of unplatted areas and their street layout		
	Street lines, pedestrian ways. lots, reservations, easements and areas to be dedicated to public use		
	All line lengths, angles and curves are to be dimensioned		
	Boundaries of the property, locations, scales and true north shall be shown		
	Number to show each lot and block or site		
	Minimum building or setback line on all lots		
	Easement lines for services or utilities		
	Subdivision name, scale, north point and date		

APPLICANT SIGNATURE	DATE:	STAFF SIGNATURE	DATE:

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**APPLICATION FOR
WAIVER OF SUBMITAL
REQUIREMENTS**

PROJECT INFORMATION

Project Name:		
Project Location:		
Lot (s):	Block (s):	Subdivision:
Section:	Township:	Range:

APPLICANT

Name:	Phone #:	Fax #:
Mailing Address:		City, State, Zip:
Applicant's Signature:		Date:

OWNER OF RECORD (if different from applicant)

Name:	Phone #:	Fax #:
Mailing Address:		City, State, Zip:
Owner's Signature:		Date:

I hereby request that the following Subdivision Submittal Requirement(s) be waived:

- I hereby reject the request for Subdivision Submittal Requirement(s)
- I hereby waive the following Subdivision Submittal Requirement(s)

Date Planning Director

Date Public Works Director