

**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

**LAYOUT &  
PRELIMINARY  
PLATTING PROCEDURE**

**Filing Fee is \$250.00 PLUS \$20.00 per lot created  
(Required at Preliminary Platting stage)**

*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.*

**LAYOUT**

**Materials required of the Petitioner:**

1. Vicinity sketch on a scale of one (1) inch equals eight hundred (800) feet
2. 8 1/2" x 11" copy of proposed plat
3. Boundary lines of proposed subdivision
4. Location of all streets within subdivision boundary
5. Topography at five-foot contour intervals
6. Adjoining development: property lines, roads, water courses
7. Name of subdivision or other identification
8. Name, address and phone number of petitioner
9. Master Plan for surrounding property that complies with the Comprehensive Plan and Subdivision Ordinance.

**Procedure:**

1. Planning Commission recommends action
2. City Council takes final action

**PRELIMINARY**

**Materials required of the Petitioner:**

1. Vicinity sketch if not previously submitted
2. Names of Subdivision, subdivider, and owner's engineer
3. 8 1/2 " x 11" copy of the proposed plat
4. Four (4) copies of the plat with the following information included thereon: date, north point, and scale (scale shall be not less than one (1) inch equals one hundred (100) feet); easements (location, purpose and width); public land; lots and blocks; building location line; periodic inundation; a street plan including the following information: location of all streets proposed within the subdivision, location of existing or proposed streets adjacent to the subdivision, widths of existing and proposed rights-of-way, clear identification of location and width of rights-of-way of any street adopted as part of the

Major Street Plan, street names which have been approved by the City Council, topography at five-foot intervals unless a closer contour interval is required by City Engineer, plan and profile of all streets, location of all required sidewalks and crosswalks, curve data for the center line of each street, a storm drainage plan including the following information: location of proposed drainage ways, streams and ponds in the subdivision, location, size and invert elevations of proposed drainage structures including culverts, bridges, pipes, drop inlets, and top elevations of headwalls, etc., area of land contributing to runoff to each drainage structure, location of easements and rights-of-way for drainage ways and maintenance of access thereof, typical cross sections of each drainage way, direction of water flow throughout the subdivision; a sanitary sewer plan including the following information: location and size of all existing and proposed sewers in the subdivision and tie points of subdivision and location of sewer laterals, direction of flow of each sewer line, location of each manhole and other sewerage system appurtenances including lift stations, treatment plants, profile of sewerage system; the water distribution system including the following information: the location and size of water distribution system including pipes, valves, fittings, hydrants, high pressure pumping equipment, etc., if wells are to be used the location of the wells must meet the requirements of the County Health Department; if septic tanks are to be used the following information must be submitted to and approved by the County Health Department: location and capacity of all septic tanks proposed within the subdivision, soil type, depth of soil if less than six feet, location of percolation tests, location of tile field and minimum length of tile runs; gas, electric and telephone distribution plan including the following information: location of all poles or subsurface facilities as necessary to serve each lot or parcel of land

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within the subdivision and where necessary to abutting property and required easements including anchor easements for guy wires.

5. Completed and signed application.

**Procedure:**

1. Planning Commission recommends action.
2. Final action is taken by the City Council.

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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 <b>(annex)</b> |
| <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
<b>Current</b>
<b>North</b>
<b>South</b>
<b>East</b>
<b>West</b>
<b>Planner</b>
<b>File No.</b>
<b>PIN No.</b>

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**LAYOUT  
PLAT  
CHECKLIST**

<b>X</b>	<b>APPLICANT</b>	<b>STAFF</b>	<b>X</b>
	Complete Application Submitted		
	Vicinity Sketch (Scale 1" = 800')		
<b>SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION</b>			
	Boundary Lines of the proposed subdivision		
	Location of all streets within the Subdivision Boundary		
	Topography at five-foot Contour Intervals		
	Adjoining Development: property lines, roads and watercourses		
	Name of Subdivision or other identification		

<b>APPLICANT SIGNATURE</b>	<b>DATE:</b>	<b>STAFF SIGNATURE</b>	<b>DATE:</b>

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**PRELIMINARY  
PLAT  
CHECKLIST**

<b>X</b>	<b>APPLICANT</b>	<b>STAFF</b>	<b>X</b>
	Complete Application Submitted		
	Fees Paid		
	Vicinity Sketch: 1" = 800'		
<b>SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION</b>			
	Date, North Point And Scale: Scale Not Less Than 1" = 100'		
	Easements: Location, Width And Purpose Of All Easements		
	Public Land: Location And Dimension Of Land To Be Dedicated Or Reserved For Parks, Open Space Or Other Public Use		
	Lots And Blocks: Lot Number And Block Number Which Clearly Identifies Each Parcel Of Land And The Dimensions Of All Lots		
	Building Line Locations Shall Be Shown Along Each Street		
	Periodic Inundation: Any Portion Of The Land In Or Adjacent To The Subdivision Subject To Periodic Inundation By Storm Drainage, Overflow Or Pounding Shall Be Clearly Shown And Identified On The Plat		
	<b>Street Plan Including:</b> 1) Location Of All Streets In The Subdivision Which Are Proposed. Location Of Existing Or Proposed Streets Adjacent To The Subdivision 2) Width Of Existing And Proposed Rights-Of-Way 3) Clear Identification Of Location And Width Of Rights-Of-Way Of Any Street Adopted As Part Of The Major Street Plan 4) Street Names Which Have Been Approved By The Common Council 5) Topography At 5-Foot Contour Intervals Unless A Closer Contour Is Required By The City Engineer 6) Plan And Profile Of All Streets 7) Location Of All Required Sidewalks And Crosswalks 8) Curve Data For The Centerline Of Each Street		
	<b>Storm Drainage Plan. The Plan Shall Include:</b> 1) Location Of Proposed Drainage Ways, Streams And Ponds In The Subdivision 2) Location, Size And Invert Elevations Of Proposed Drainage Structures Including Culverts, Bridges, Pipes, Drop Inlets And Top Elevations Of Headwalls Etc. 3) Area Of Land Contributing Runoff To Each Drainage Structure 4) Location Of Easements And Rights-Of-Way For Drainage Ways And Maintenance Of Access Thereof 5) Typical Cross Sections Of Each Drainage Way 6) Direction Of Waterflow Throughout The Subdivision		
	<input type="checkbox"/> <b>Sanitary Sewer Plan. The Plan Shall Include:</b> 1) Location And Size Of All Existing And Proposed Sewers In The Subdivision And Tie Points Of Subdivisions. Location Of Sewer Laterals, 2) Direction Of Flow Of Each Sewer Line 3) Location Of Each Manhole And Other Sewerage System Appurtenances Including Lift Stations, Treatment Plans 4) Profile Of Sewerage System		<input type="checkbox"/>
	<input type="checkbox"/> <b>The Water Distribution Plan Shall Include:</b> The Location And Size Of The Water Distribution System Including Pipes, Valves, Fittings, Hydrants, High Pressure Pumping Equipment, Etc.		<input type="checkbox"/>

<b>APPLICANT SIGNATURE</b>	<b>DATE:</b>	<b>STAFF SIGNATURE</b>	<b>DATE:</b>
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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:
<b>Applicant's Signature:</b>		<b>Date:</b>

**OWNER OF RECORD (if different from applicant)**

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

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