



CITY OF RAPID CITY

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Growth Management Department

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MEMORANDUM

TO: Rapid City Planning Commission

FROM: Vicki Fisher, Planner III

DATE: May 24, 2004

RE: Administrative Review of Final Plats

On November 17, 2003, Ordinance No. 3986 became effective authorizing administrative approval of Final Plats. As such, the City Council no longer is required to review and approve a Final Plat unless it is appealed by the applicant to the City Council for consideration.

To date, twelve Final Plats have been submitted for review and approval pursuant to the new requirements. As of the writing of this memo, nine of the plats have been approved and three will be acted on within the next week. The above referenced Ordinance allows staff thirteen working days to act upon a Final Plat; however, to date the average review time has been ten working days. In addition, the nine approved Final Plats have successfully created 42 residential lots, one industrial lot and one commercial lot.

Please note that ten additional Final Plats were submitted prior to the effective date of the Ordinance and are still pending action by the City Council as the applicant(s) have not met all of the stipulations of approval. These stipulations typically include posting surety and paying inspection fees. The administrative review for a Final Plat allows the applicant to secure surety and inspection fees prior to submittal of the application and, as such, has expedited the review time for the plat as well as reduce the number of items placed on Planning Commission and City Council agendas.

Please contact the Growth Management staff if you have any questions regarding the new procedures.



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