

DEVELOPMENT SERVICES CENTER

Growth Management Department

City of Rapid City

300 Sixth Street, Rapid City, SD 57701-2724

Phone: (605) 394-4120

Fax: (605) 394-6636

Web: www.rcgov.com

MINOR PLAT PROCEDURE

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

Materials and actions required of the Petitioner:

1. The prospective applicant meets with the Development Services Center – Growth Management Department and Engineering Division Staff to discuss the Minor Plat.
2. The petitioner submits an application and fees for the plat.
3. A signed mylar and seven (7) copies of the plat shall be submitted.
4. **One 8 1/2" x 11" copy of proposed plat.**
5. A topographic map with contour intervals of not more than five feet shall be required unless, in the opinion of the City Engineer, such information is not necessary. A topographic information waiver form signed by the City Engineering shall be submitted in lieu of the topographic information.
6. If any structures are located on the property, a structure location survey shall be submitted.
7. If any alteration to any utility easement is requested, documentation from all affected utility companies shall be provided stating that they do not object to the alteration.

Procedure:

1. Upon receipt of the required application and supporting information, Development Services Center – Growth Management Staff will route the information to all affected Departments and agencies.

2. Within thirteen working days, the City shall either approve or deny the Minor 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.

Mylar Certifications:

In addition to the standard mylar certifications the following three certifications must also be provided. *NOTE: These three new signature blocks replace the current signature block whereby the Finance Officer signs for the governing board.*

CERTIFICATE OF GROWTH MANAGEMENT DIRECTOR

I, Growth Management Director of the City of Rapid City, have reviewed this plat and have found it to conform to the subdivision requirements of Chapter 16.08.030 of the Rapid City Municipal Code and as such I have approved this plat as a Minor Plat. Dated this ___ day of _____, 20__.

Growth Management Director of the City of Rapid City

CERTIFICATE OF PUBLIC WORKS DIRECTOR

I, Public Works Director of the City of Rapid City, have reviewed this plat and have found it to conform to the subdivision requirements of Chapter 16.08.030 of the Rapid City Municipal Code and as such I have approved this plat as a Minor Plat. Dated this ___ day of _____, 20__.

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Public Works Director of the City of Rapid
City

CERTIFICATE OF FINANCE OFFICER

I, Finance Officer of the City of Rapid City,
do hereby certify that the Growth
Management Director and Public Works
Director of the City of Rapid City, have
approved this Minor Plat as shown hereon.
Dated this ___ day of _____, 20__.

Finance Officer of the City of Rapid City