

## DEPARTMENT OF COMMUNITY DEVELOPMENT

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

## TRANSFER PLAT PROCEDURE

### The Filing Fee for a Transfer Plat application in \$250.00 PLUS \$20.00 per lot created

**Description:** A Transfer Plat is a limited process for creating a transferable lot, called a Restricted Lot, without constructing infrastructure improvements. Property may be platted solely for the purpose of transfer to include; unplatted balances, properties smaller than 40 acres, properties that cannot be described by aliquot description, or properties that cannot otherwise be transferred. The purpose of the transfer lot is not to subdivide property. No Transfer Plat shall dedicate any right-of-way. No development may occur until the Restricted Lot is replatted pursuant to Section 16.08.080.

### Materials and actions required of the Petitioner:

- a. The prospective applicant meets with Department of Community Development and Engineering Division staff to discuss the Transfer Plat;
- b. A completed application signed by the property owner(s) or their designee;
- c. One signed mylar and four (4) copies thereof must be submitted to Department of Community Development. 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 front shall be clearly indicated, easement lines for services or utilities, subdivision name, scale, north point and date, signature of all proper authorities;

- d. One 8 ½ inch by 11 inch copy of the proposed plat;
- e. Restrictive Covenant prohibiting all development on the property until the Restricted Lot is replatted;
- f. A Vicinity Map; and,
- g. An approved petition from the Common Council if the property is already developed.

**(NOTE: Property taxes, through year end, must be paid prior to the Treasurer's Office signing the mylar.)**

### Procedure:

1. Upon receipt of the required application and supporting information, the Department of Community Development staff will route the information to all affected Departments and agencies.

## DEPARTMENT OF COMMUNITY DEVELOPMENT

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

## TRANSFER PLAT PROCEDURE

2. Within thirteen (13) working days, the City shall either approve or deny the Transfer Plat application unless the application is suspended to allow the applicant to address any required corrections.
3. The approved Transfer Plat is filed with the Pennington County Register of Deeds.
4. Notice is sent to the petitioner regarding the application.

**Suspended Timelines:** If the Director determines that the application for the Transfer Plat does not contain the specified and required information, the review timeline shall be suspended and the owner and/or designated agent shall be notified of the deficiency. When complete and sufficient information is provided by the owner and/or designated agent, the review timeline shall be re-engaged, with an additional three (3) working days added to the remaining balance of the review timeline. Applications suspended for more than 90 consecutive days shall be denied by the Director. Applicants may appeal to the City Council for extensions, providing that the appeal is heard within 90 days of the suspension.

**Appeal of Suspended Timelines:** When the owner and/or designated agent do not concur with the Director regarding the information required for the Transfer Plat, they can appeal to the City Council. The City Council may approve or deny the Transfer Plat in its entirety, upon the applicant's request, with consideration being given to the disputed item(s).

# Department of Community Development

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

# APPLICATION FOR DEVELOPMENT REVIEW

**REQUEST** (please check all that apply)

- Annexation  De-Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
  - Designation
  - Initial Plan  Final Plan
  - Major Amendment
  - Minimal Amendment

- Subdivision
  - Layout Plan
  - Preliminary Subdivision Plan
  - Development Engineering Plans
  - Lot Line Adjustment/Consolidation Plat
  - Final Plat  Minor Plat
  - Transfer Plat
- Rezoning
- Road Name Change

- Conditional Use Permit
  - Major Amendment
  - Minimal Amendment
- Vacation
  - Utility / Drainage Easement
  - R.O.W. / Section Line Highway
  - Access / Non-Access
  - Planting Screen Easement
- OTHER (specify) \_\_\_\_\_

**LEGAL DESCRIPTION** (Attach additional sheets as necessary)

<b>EXISTING</b>		
<b>PROPOSED</b>		
<b>LOCATION</b>		
Size of Site—Acres	Square Footage	Proposed Zoning
<b>DESCRIPTION OF REQUEST:</b>		Utilities: Private / Public
		Water
		Sewer

**APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**PROJECT PLANNER - AGENT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

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

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

<b>Property Owner Signature</b>	<b>Date</b>	<b>Property Owner Signature</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
<b>Print Name:</b> _____		<b>Print Name:</b> _____	
<b>Title*:</b> _____		<b>Title*:</b> _____	

\*required for Corporations, Partnerships, etc.

**FOR STAFF USE ONLY**

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"><b>ZONING</b></td></tr> <tr><td><b>Current</b></td></tr> <tr><td><b>North</b></td></tr> <tr><td><b>South</b></td></tr> <tr><td><b>East</b></td></tr> <tr><td><b>West</b></td></tr> <tr><td><b>Planner</b></td></tr> <tr><td><b>File No.</b></td></tr> <tr><td><b>Comp Plan</b></td></tr> <tr><td><b>Received By:</b></td></tr> </table>	<b>ZONING</b>	<b>Current</b>	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>	<b>Planner</b>	<b>File No.</b>	<b>Comp Plan</b>	<b>Received By:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Public Works/Engineering</li> <li><input type="checkbox"/> Fire Department</li> <li><input type="checkbox"/> Transportation Planning</li> <li><input type="checkbox"/> Building Inspection</li> <li><input type="checkbox"/> Air Quality</li> <li><input type="checkbox"/> Police</li> <li><input type="checkbox"/> City Attorney</li> <li><input type="checkbox"/> City Code Enforcement</li> <li><input type="checkbox"/> SD DOT</li> <li><input type="checkbox"/> BHP&amp;L</li> <li><input type="checkbox"/> ESCC</li> <li><input type="checkbox"/> Register of Deeds</li> <li><input type="checkbox"/> County - Planning</li> <li><input type="checkbox"/> County - Fire</li> <li><input type="checkbox"/> County - Highway</li> <li><input type="checkbox"/> County - Code Enforcement</li> <li><input type="checkbox"/> Auditor - Annexation</li> <li><input type="checkbox"/> RV Sanitary District</li> <li><input type="checkbox"/> Green Valley Sanitary District</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> GIS</li> <li><input type="checkbox"/> Historic Preservation</li> <li><input type="checkbox"/> Parks &amp; Recreation</li> <li><input type="checkbox"/> School District</li> <li><input type="checkbox"/> Other: _____</li> </ul>	
<b>ZONING</b>												
<b>Current</b>												
<b>North</b>												
<b>South</b>												
<b>East</b>												
<b>West</b>												
<b>Planner</b>												
<b>File No.</b>												
<b>Comp Plan</b>												
<b>Received By:</b>												

**PIN No:** \_\_\_\_\_

# TRANSFER PLAT CERTIFICATES

## EXAMPLE CERTIFICATE BLOCKS

PLEASE NOTE THAT THE CERTIFICATE BLOCKS SHOWN IN **BOLD** TEXT MUST BE SIGNED PRIOR TO SUBMITTAL OF A TRANSFER PLAT APPLICATION. IN ADDITION, THE CERTIFICATE OF HIGHWAY OR STREET AUTHORITY MUST BE SIGNED BY ALL AFFECTED GOVERNMENT AGENCIES THAT OWN ADJACENT STREET RIGHT(S)-OF-WAY (CITY, COUNTY AND/OR STATE)

**CERTIFICATE OF OWNERSHIP**  
**STATE OF SOUTH DAKOTA**  
**COUNTY OF PENNINGTON    s.s.**

I, the undersigned do hereby certify that I am the owner of the land shown and described hereon; that the survey was done at my request for the purpose indicated hereon; that I do hereby approve the survey and 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.

Any land shown on the within plat as dedicated to public right of way is hereby dedicated to public use and public utility use as such, forever, but such dedication shall not be construed to be a donation of the fee of such land.

Owner \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, known to me to be the person described in the foregoing instrument and acknowledged to me that (he, she) signed the same.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**CERTIFICATE OF COMMUNITY DEVELOPMENT DIRECTOR**

I, Community Development Director of the City of Rapid City, have reviewed this plat and have found it to conform to the Subdivision requirements of Chapter 16.08.105 of the Rapid City Municipal Code and as such I have approved this Plat as Transfer Plat.

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

\_\_\_\_\_  
Community Development Director of the  
City of Rapid City

**CERTIFICATE OF SURVEYOR**  
**STATE OF SOUTH DAKOTA**  
**COUNTY OF PENNINGTON    s.s.**

I, \_\_\_\_\_, Registered Land Surveyor No. \_\_\_\_\_ in the State of South Dakota, do hereby certify that at the request of the owner(s) listed hereon I have surveyed that tract of land shown, and to the best of my knowledge and belief, the within plat is a representation of said survey. Easements or Restrictions of miscellaneous record or private agreements that are not known to me are not shown hereon.

In witness whereof, I have hereunto set my hand and Seal,

\_\_\_\_\_  
(Name) Registered Land Surveyor      Date

**CERTIFICATE OF HIGHWAY OR STREET AUTHORITY**

The location of the proposed lot lines with respect to the Highway or Street as shown hereon is hereby approved. Any approaches or access to the Highway or Street will require additional approval.

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

\_\_\_\_\_  
Highway Street Authority

**CERTIFICATE OF DIRECTOR EQUALIZATION**

I, 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\_\_\_\_\_.

APPROVED: \_\_\_\_\_  
Director of Equalization of Pennington County

**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 16.08.105 of the Rapid City Municipal Code and as such I have approved this Plat as a Transfer Plat.

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

\_\_\_\_\_  
Public Works Director of the City of Rapid City

**CERTIFICATE OF FINANCE DIRECTOR**

I, Finance Director of the City of Rapid City, do hereby certify that the Community Development Director and the Public Works Director of the City of Rapid City has approved this Transfer Plat as shown hereon.

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

\_\_\_\_\_  
Finance Director of the City of Rapid City

**CERTIFICATE OF FINANCE DIRECTOR**

I, Finance Director of the City of Rapid City, do hereby certify that all special assessments which are liens upon the described lands are fully paid according to the records of my office.

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

\_\_\_\_\_  
Finance Director of the City of Rapid City

**CERTIFICATE OF COUNTY TREASURER**

I, 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\_\_\_\_\_.

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

**CERTIFICATE OF REGISTER OF DEEDS**

STATE OF SOUTH DAKOTA  
COUNTY OF PENNINGTON s.s.

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

\_\_\_\_\_  
Register of Deeds

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

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

**TRANSFER  
 PLAT  
 CHECKLIST**

<input checked="" type="checkbox"/>	<b>APPLICANT</b>	<b>STAFF</b>	<input checked="" type="checkbox"/>
	Complete Application Submitted		
	A signed Restrictive Covenant agreement prohibiting all development on the property until the Restricted Lot is replatted		
	Vicinity Map		
	Fees Paid		

**SUBMITTALS MUST INCLUDE THE FOLLOWING INFORMATION**

	Original reproducible mylar as follows: 1) Drawn in ink 2) Not greater than 27" X 22" 3) Scale shall be: 1" = 100' for lots under 40 acres 4) Four (4) - full size copies of the plat (with signatures) 5) One (1) - 8 ½ X11 copy of the plat (with signatures)	
	Site Plan, when applicable, showing existing development in relationship with proposed lot lines <ul style="list-style-type: none"> <li>• 4 – full size copies to scale</li> <li>• 1 – 8 ½ X 11 copy</li> </ul>	

**THE TRANSFER PLAT SHALL SHOW THE FOLLOWING INFORMATION**

	Boundary lines of the "Restricted Lot" 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	
	All line lengths, angles and curves are to be dimensioned	
	Boundaries of the property, locations, scales and true north shall be shown	
	"Restricted Lot" labeling, i.e. Restricted Lot 1 or Restricted Lot A	
	Subdivision name, scale, north point and date	

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