

DEPARTMENT OF COMMUNITY DEVELOPMENT

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

ANNEXATION PROCEDURES

The Filing Fee for Annexation is \$250.00

NOTE: Property must be contiguous to the city. "Contiguous" is defined as including territory separated from the municipality by reason of intervening ownership of land used as a golf course, railroad, or any land owned by the State of South Dakota or any subdivisions thereof (SDCL 9-4-1). Also City policy requires that land adjacent to City for which platting is requested be annexed into the City limits prior to final plat approval.

1. The applicant meets with the Department of Community Development staff to discuss the proposed annexation (Recommended).
2. An application is submitted which is signed by the applicant and includes the legal description of the property.
3. By petition of landowner - Petition must be filed with the Department of Community Development.
 - a. File petition signed by not less than three-fourths of the legal voters and by the owners of not less than three-fourths of the value of the territory sought to be annexed to the municipality (SDCL 9-4-1).
 - b. Petition must state the legal description and must be accompanied by a precise map of legally platted land.
 - c. State how land will be used.
4. Recommendation is given by the Planning Commission.
5. Public hearing is held at the regular City Council meeting.
6. If the request is approved, twenty days after publication, the City Finance Officer will file the annexation with the County Register of Deeds.

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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
- 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)

EXISTING		
PROPOSED		
LOCATION		
Size of Site—Acres	Square Footage	Proposed Zoning
DESCRIPTION OF REQUEST:		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 _____

Property Owner Signature _____ Date _____

Property Owner Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Print Name: _____

Print Name: _____

Title*: _____

Title*: _____

*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

ZONING
Current
North
South
East
West
Planner
File No.
Comp Plan
Received By:

- Public Works/Engineering
- Fire Department
- Transportation Planning
- Building Inspection
- Air Quality
- Police
- City Attorney
- City Code Enforcement
- SD DOT

- BHP&L
- ESCC
- Register of Deeds
- County - Planning
- County - Fire
- County - Highway
- County - Code Enforcement
- Auditor - Annexation

- RV Sanitary District
- Green Valley Sanitary District
- Finance
- GIS
- Historic Preservation
- Parks & Recreation
- School District
- Other: _____

PIN No: _____

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**ANNEXATION
PROCEDURES**

PETITION FOR ANNEXATION

We, the undersigned, hereby state that we constitute not less than three-fourths of the legal voters and further constitute the owners of not less than three-fourths in value of the within described territory contiguous to the City of Rapid City and hereby petition the Common Council of the City of Rapid City to annex the following described territory pursuant to SDCL 9-4-1.

Legal description of property:

Please print name below

NAME:	DATE:
ADDRESS:	SIGNATURE:

Please print name below

NAME:	DATE:
ADDRESS:	SIGNATURE:

Please print name below

NAME:	DATE:
ADDRESS:	SIGNATURE:

Please print name below

NAME:	DATE:
ADDRESS:	SIGNATURE:

Please print name below

NAME:	DATE:
ADDRESS:	SIGNATURE: