

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 Director will file the annexation with the County Register of Deeds.

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

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

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

PIN No: _____

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**

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: