

## DEPARTMENT OF COMMUNITY DEVELOPMENT

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

<b>NAME:</b>	<b>DATE:</b>
<b>ADDRESS:</b>	<b>SIGNATURE:</b>

Please print name below

<b>NAME:</b>	<b>DATE:</b>
<b>ADDRESS:</b>	<b>SIGNATURE:</b>

Please print name below

<b>NAME:</b>	<b>DATE:</b>
<b>ADDRESS:</b>	<b>SIGNATURE:</b>

Please print name below

<b>NAME:</b>	<b>DATE:</b>
<b>ADDRESS:</b>	<b>SIGNATURE:</b>

Please print name below

<b>NAME:</b>	<b>DATE:</b>
<b>ADDRESS:</b>	<b>SIGNATURE:</b>

# 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
- 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:** \_\_\_\_\_