There is no filing fee for a Layout Plan

Description: This is an optional procedure to determine potential development requirements. The procedure may be utilized by any developer, but may be particularly helpful for less experienced developers that are unfamiliar with the platting processes and improvement requirements.

NOTE: City policy requires that land adjacent to the City for which platting is requested be annexed into the City limits prior to final plat submittal.

Materials required of the Applicant:
1. A completed application signed by the property owner(s) or their designee;
2. Vicinity Map;
3. A Site Plan (to scale);
4. Lot configurations with approximate areas designated in square feet, the location of streets within the subdivision boundary and the proposed name of the subdivision.
5. All proposed lots and blocks shall be numbered and all proposed streets shall include a street name;
6. Adjacent development information including property lines, roads and watercourses;
7. A topographic map with contour intervals of not more than five feet;
8. One 8 ½ inch by 11 inch copy of the plan; and,
9. A minimum of four (4) large copies of the plan(s). Additional copies may be required as determined by the director.
10. 

Procedure:
1. Upon receipt of the required application and supporting information, Department of Community Development staff will route the information to all affected Departments and Agencies.
2. Within fifteen (15) working days, the City shall provide the applicant with review comments. (Please note that a Layout Plan is not approved or denied by the City. The review is intended to provide the applicant with a list of items that must be addressed in order to meet minimum Design Standards.)
**APPLICATION FOR DEVELOPMENT REVIEW**

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

- 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**

<table>
<thead>
<tr>
<th>PROPOSED</th>
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<tbody>
<tr>
<td>Size of Site–Acres</td>
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**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**

<table>
<thead>
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<tbody>
<tr>
<td>Signature</td>
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<td>Print Name:</td>
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<td>Title*:</td>
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*required for Corporations, Partnerships, etc.

**FOR STAFF USE ONLY**

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**FOR STAFF USE ONLY**

- Public Works/Engineering
- BHP&L
- Fire Department
- ESCC
- Transportation Planning
- Register of Deeds
- Building Inspection
- County - Planning
- Air Quality
- County - Fire
- Police
- County - Highway
- City Attorney
- County - Code Enforcement
- City Code Enforcement
- Auditor - Annexation
- SD DOT
- RV Sanitary District
- Green Valley Sanitary District
- Finance
- GIS
- Historic Preservation
- Parks & Recreation
- School District
- Other: _____________________________
<table>
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<th>STAFF</th>
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<td>Completed Application, signed by the property owner(s) or their authorized designee</td>
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<tr>
<td>Vicinity Map</td>
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**SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION**

- A site plan (to scale)
- Lot configurations with approximate areas designated in square feet
- All proposed lots and blocks shall be numbered and all proposed streets shall include a street name
- Adjacent development information including property lines, roads and watercourses
- Location of all streets within the Subdivision Boundary
- Topography with contour intervals of not more than five feet
- One 8 ½ inch by 11 inch copy of the plan(s)
- A minimum of four large copies of the plan(s). Additional copies may be required as determined by the Director.

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