

## 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

## PRELIMINARY SUBDIVISION PLAN

### The Filing Fee for a Preliminary Subdivision Plan is \$250.00

**Description:** This is a tentative plan of a proposed subdivision requiring the installation of public improvements. Approval of a Preliminary Subdivision Plan by the City Council is required before an applicant can proceed with Development Engineering Plans and a Final Plat application for all or part of the area within the Preliminary Subdivision Plan application.

*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. An application signed by the property owner(s) or their designee
2. \$250.00 Filing Fee
3. Vicinity Map
4. Site Plan (to scale)
5. Lot Configurations with approximate areas designated in square feet
6. Street Layout
7. Land Uses
8. Sidewalks/Walkways
9. General Utility Layout
10. Initial Grading Plan
11. Drainage Areas
12. Master Plan
13. Phasing Plan
14. Traffic Impact Study, if applicable
15. A topographic map with contour intervals of not more than five feet
16. One 8 ½ inch by 11 inch copy of the plan(s)
17. Four large (4) copies of the plan(s). Additional copies may be required as determined by the Director.

#### 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 of receipt of the application and supporting information, the City shall provide the applicant with a recommendation unless the application is suspended to allow the applicant to address any required corrections.
3. Staff's recommendation will be forwarded to the next available Planning Commission agenda following the fifteen (15) working day review.
4. Planning Commission's recommendation will be forwarded to City Council for final action.

**Suspended Timelines:** If the Director determines that the application for the Preliminary Subdivision Plan 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. Incomplete applications will not be placed on the

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Planning Commission agenda. 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 Preliminary Subdivision Plan, they can appeal to the City Council. The City Council may approve or deny the Preliminary Subdivision Plan in its entirety, upon the applicant's request, with consideration being given to the disputed item(s).

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# 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)

|                                |                |                             |
|--------------------------------|----------------|-----------------------------|
| <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:** \_\_\_\_\_

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**PRELIMINARY  
 SUBDIVISION  
 PLAN**

| χ   | APPLICANT   | STAFF | χ |
|---|---|-------|---|
|   | Completed Application, signed by the property owner(s) or their authorized designee                             |       |   |
|   | Vicinity Map  |       |   |
|   | Fees Paid   |       |   |
| SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION |   |       |   |
|   | A site plan (to scale)  |       |   |
|   | Lot configurations with approximate areas designated in square feet   |       |   |
|   | Street Layout   |       |   |
|   | Land Uses   |       |   |
|   | Sidewalk/Walkways   |       |   |
|   | General Utility Layout  |       |   |
|   | Initial Grading Plan  |       |   |
|   | Drainage Areas  |       |   |
|   | Master Plan   |       |   |
|   | Phasing Plan  |       |   |
|   | Traffic Impact Study, if applicable   |       |   |
|   | Topography with contour intervals of not more than five feet  |       |   |
|   | Name of Proposed Subdivision or other identification  |       |   |
|   | 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. |       |   |

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