

DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Rapid City
300 Sixth Street, Rapid City, SD 57701-2724
Phone: (605) 394-4120 - 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)

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 _____
 Print Name: _____
 Title*: _____

Signature _____ Date _____
 Print Name: _____
 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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**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.		

APPLICANT SIGNATURE	DATE:	STAFF SIGNATURE	DATE: