

## DEPARTMENT OF COMMUNITY DEVELOPMENT

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

## DEVELOPMENT ENGINEERING PLANS

**Filing Fee is \$250.00 PLUS \$20.00 per lot created**

**Description:** Development Engineering Plans are submitted by the applicant following City Council approval of a Preliminary Subdivision Plan and prior to submittal of a Final Plat. The Development Engineering Plans shall include and meet the stipulations of approval of the Preliminary Subdivision Plan and shall include Plat documents and plans for public streets, public utilities, drainage, and all other public and private improvements as required by City Ordinance and/or resolution.

*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 and filing fee;
2. Plat Document-including lot configurations, right(s)-of-way, easements and signature blocks;
3. Street plans & profile;
4. Utility Design-water and sewer;
5. Utility Distribution Plan;
6. Drainage Report;
7. Storm Drainage Plan;
8. Geotechnical Report;
9. Flood Zones;
10. Sidewalks/Walkways;
11. Cost Estimate for Improvements;
12. Other Permits as required;
13. One 8 ½ inch by 11 inch copy of the plat and plan(s); and,
14. Four (4) large copies of the plat and 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 a complete application and all required information, the City shall complete their review and approve, deny the applications unless the application is suspended to allow the applicant to address any required corrections.

**Suspended Timelines:** If the Director of Public Works determines that the application for Development Engineering Plans 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. 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.

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## DEVELOPMENT ENGINEERING PLANS

### **Appeal of Suspended Timelines:**

When the owner and/or designated agent do not concur with the Director of Public Works regarding the information required for the Development Engineering Plans, an appeal can be filed to the City Council. The City Council may approve or deny the Development Engineering Plans 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  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
  - Transfer 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 \_\_\_\_\_

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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**DEVELOPMENT  
 ENGINEERING PLANS  
 CHECKLIST**

χ	APPLICANT	STAFF	χ
	Completed Application, signed by the property owner(s) or their authorized designee		
	Fees Paid		
	Vicinity Map		
<b>SITE PLANS MUST INCLUDE THE FOLLOWING INFORMATION</b>			
	Plat document-including lot configurations, right(s)-of-way, easements and signature blocks		
	Street plans & profile		
	Utility Design-water and sewer		
	Sidewalks/Walkways		
	Utility Distribution Plan		
	Drainage Report		
	Storm Drainage Plan		
	Geotechnical Report		
	Flood Zones		
	Cost Estimate for Improvements		
	Copies of approved Exceptions, Waiver of Right to Protest document(s), etc.		
	Other Permits as required		
	One 8 ½ inch by 11 inch copy of the plat and plan(s)		
	A minimum of four large copies of the plat and plan(s). Additional copies may be required as determined by the Director.		
	<p><b>Please note that all the required information must be designed in compliance with the City's adopted Infrastructure Design Criteria Manual.</b></p>		
APPLICANT SIGNATURE		DATE:	STAFF SIGNATURE
			DATE: