

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

FINAL PLAT PROCEDURE

The Filing Fee for a Final Plat application in \$250.00. Surety for any required subdivision improvements that have not been completed and Inspection Fees for all subdivision improvements are collected upon submittal of a Final Plat application.

Description: A Final Plat provides a permanent and accurate record of the exact size and location of the lots, blocks, streets, drainage areas, easements, and other parcels of land within a subdivision. When filed with the County Register of Deeds, a Final Plat becomes the legal instrument whereby the location and boundaries of separate land parcels within the subdivision are identified. If the applicant plans to develop a property in phases, the property may be divided into separate Final Plats or filings. Each Final Plat requires a separate application and review.

A Preliminary Subdivision Plan and Development Engineering Plans must be approved prior to submittal of a Final Plat application.

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

Materials and actions required of the Petitioner:

- a. A completed application signed by the property owner(s) or their designee;
- b. One signed mylar and four (4) copies thereof must be submitted to Department of Community Development. The mylar and copies must contain the following information: The boundary lines of the subdivision including distances and angles or bearings and all section lines, the names of all adjoining subdivisions or a description of unplatted areas and their street layout, street lines and pedestrian ways, lots, reservations, easements and areas to be dedicated to public use, length of all straight lines, angle of intersection, length of curves and radius, all dimensions of each lot shall be shown, all dimensions shall be shown in feet and decimals of a foot to

one decimal place, the boundaries of the property, locations, scales and true north shall be shown, number to identify each lot and block or site, minimum building or setback line on all lots and other sites, in case of double frontage lots, the direction the house or building shall front shall be clearly indicated, easement lines for services or utilities, subdivision name, scale, north point and date, signature of all proper authorities.

(NOTE: Property taxes, through year end, must be paid prior to the Treasurer's Office signing the mylar.)

- c. One 8 ½ inch by 11 inch copy of the proposed plat.
- d. Approved Cost Estimate for the subdivision improvements.
- e. Surety for any required subdivision improvements that have not been completed must be posted or a statement signed by the petitioner's Engineer that all improvements are in place.
- f. Inspection fee for the required improvements must be paid.

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- g. All outstanding documents as stipulated by the Preliminary Subdivision Plan approval (i.e. agreements, Memorandum of Understanding, recorded miscellaneous documents, letters from affected utility companies, etc.).

Procedure:

1. Upon receipt of the required application and supporting information, the Department of Community Development staff will route the information to all affected Departments and agencies.
2. Within thirteen (13) working days, the City shall either approve or deny the Final Plat application unless the application is suspended to allow the applicant to address any required corrections.
3. The approved plat is filed with the Pennington County Register of Deeds.
4. A letter is sent to the petitioner regarding the application.

Suspended Timelines: If the Director determines that the application for the Final Plat 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.

Appeal of Suspended Timelines: When the owner and/or designated agent do not concur with the Director regarding the information required for the Final Plat, they can appeal to the City Council. The City Council may approve or deny the Final Plat 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	Signature	Date
Print Name: _____		Print Name: _____	
Title*: _____		Title*: _____	

*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">ZONING</td></tr> <tr><td>Current</td></tr> <tr><td>North</td></tr> <tr><td>South</td></tr> <tr><td>East</td></tr> <tr><td>West</td></tr> <tr><td>Planner</td></tr> <tr><td>File No.</td></tr> <tr><td>Comp Plan</td></tr> <tr><td>Received By:</td></tr> </table>	ZONING	Current	North	South	East	West	Planner	File No.	Comp Plan	Received By:	<ul style="list-style-type: none"> <input type="checkbox"/> Public Works/Engineering <input type="checkbox"/> Fire Department <input type="checkbox"/> Transportation Planning <input type="checkbox"/> Building Inspection <input type="checkbox"/> Air Quality <input type="checkbox"/> Police <input type="checkbox"/> City Attorney <input type="checkbox"/> City Code Enforcement <input type="checkbox"/> SD DOT <input type="checkbox"/> BHP&L <input type="checkbox"/> ESCC <input type="checkbox"/> Register of Deeds <input type="checkbox"/> County - Planning <input type="checkbox"/> County - Fire <input type="checkbox"/> County - Highway <input type="checkbox"/> County - Code Enforcement <input type="checkbox"/> Auditor - Annexation <input type="checkbox"/> RV Sanitary District <input type="checkbox"/> Green Valley Sanitary District <input type="checkbox"/> Finance <input type="checkbox"/> GIS <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> School District <input type="checkbox"/> Other: _____ 	
ZONING												
Current												
North												
South												
East												
West												
Planner												
File No.												
Comp Plan												
Received By:												

PIN No: _____

FINAL PLAT CERTIFICATES

EXAMPLE CERTIFICATE BLOCKS

PLEASE NOTE THAT THE CERTIFICATE BLOCKS SHOWN IN BOLD TEXT MUST BE SIGNED PRIOR TO SUBMITTAL OF A FINAL PLAT APPLICATION. IN ADDITION, THE CERTIFICATE OF HIGHWAY OR STREET AUTHORITY MUST BE SIGNED BY ALL AFFECTED GOVERNMENT AGENCIES THAT OWN ADJACENT STREET RIGHT(S)-OF-WAY (CITY, COUNTY AND/OR STATE)

**CERTIFICATE OF OWNERSHIP
STATE OF SOUTH DAKOTA
COUNTY OF PENNINGTON s.s.**

I, the undersigned do hereby certify that I am the owner of the land shown and described hereon; that the survey was done at my request for the purpose indicated hereon; that I do hereby approve the survey and within plat of said land; and that the development of this land shall conform to all existing applicable zoning, subdivision, and erosion and sediment control regulations.

Any land shown on the within plat as dedicated to public right of way is hereby dedicated to public use and public utility use as such, forever, but such dedication shall not be construed to be a donation of the fee of such land.

Owner _____

On the _____ day of _____, 20____, before me, a Notary Public, personally appeared _____, known to me to be the person described in the foregoing instrument and acknowledged to me that (he, she) signed the same.

Notary Public: _____

My Commission Expires: _____

CERTIFICATE OF COMMUNITY DEVELOPMENT DIRECTOR

I, Community Development Director of the City of Rapid City, have reviewed this plat and have found it to conform to the Subdivision requirements of Chapter 16.08.080 of the Rapid City Municipal Code and as such I have approved this Plat as Final Plat.

Dated this ____ day of _____, 20____.

Community Development Director of the
City of Rapid City

**CERTIFICATE OF SURVEYOR
STATE OF SOUTH DAKOTA
COUNTY OF PENNINGTON s.s.**

I, _____, Registered Land Surveyor No. _____ in the State of South Dakota, do hereby certify that at the request of the owner(s) listed hereon I have surveyed that tract of land shown, and to the best of my knowledge and belief, the within plat is a representation of said survey. Easements or Restrictions of miscellaneous record or private agreements that are not known to me are not shown hereon.

In witness whereof, I have hereunto set my hand and Seal,

(Name) Registered Land Surveyor Date

**CERTIFICATE OF HIGHWAY OR STREET
AUTHORITY**

The location of the proposed lot lines with respect to the Highway or Street as shown hereon is hereby approved. Any approaches or access to the Highway or Street will require additional approval.

Dated this _____ day of _____, 20____.

Highway Street Authority

**CERTIFICATE OF DIRECTOR
EQUALIZATION**

I, Director of Equalization of Pennington County, do hereby certify that I have on record in my office a Copy of the within described plat.

Dated this _____ day of _____, 20____.

APPROVED: _____
Director of Equalization of Pennington County

CERTIFICATE OF FINANCE DIRECTOR

I, Finance Director of the City of Rapid City, do hereby certify that the Community Development Director of the City of Rapid City has approved this Final Plat as shown hereon.

Dated this _____ day of _____, 20_____.

Finance Director of the City of Rapid City

CERTIFICATE OF FINANCE DIRECTOR

I, Finance Director of the City of Rapid City, do hereby certify that all special assessments which are liens upon the described lands are fully paid according to the records of my office.

Dated this _____ day of _____, 20_____.

Finance Director of the City of Rapid City

CERTIFICATE OF COUNTY TREASURER

I, Treasurer of Pennington County, do hereby certify that all taxes which are liens upon the within described lands are fully paid according to the records of my office.

Dated this ____ day of _____, 20_____.

Treasurer of Pennington County

CERTIFICATE OF REGISTER OF DEEDS

STATE OF SOUTH DAKOTA
COUNTY OF PENNINGTON s.s.

Filed this ____ day of _____, 20_____.

Document Number _____

Register of Deeds

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**FINAL
PLAT
CHECKLIST**

<input checked="" type="checkbox"/>	APPLICANT	STAFF	<input checked="" type="checkbox"/>
	Complete Application Submitted		
	Fees Paid		

SUBMITTALS MUST INCLUDE THE FOLLOWING INFORMATION

Site Plan, when applicable, showing existing development in relationship with proposed lot lines	
<ul style="list-style-type: none"> • 4 – full size copies to scale • 1 – 8 ½ X 11 copy 	
Original reproducible mylar as follows:	
1) Drawn in ink	
2) Not greater than 27" X 22"	
3) Scale shall be: 1" = 100' for tracts under 40 acres OR (1)" = 400' for tracts over 40 acres	
4) Four (4) - full size copies of the plat (with signatures)	
5) One (1) - 8 ½ X11 copy of the plat (with signatures)	

THE FINAL PLAT SHALL SHOW THE FOLLOWING INFORMATION

Boundary lines of the subdivision including distances and angles or bearings, and all section lines	
The names of all adjoining subdivisions or a description of unplatted areas and their street layout	
Street lines, pedestrian ways, lots, reservations, easements and areas to be dedicated to public use	
All line lengths, angles and curves are to be dimensioned	
Boundaries of the property, locations, scales and true north shall be shown	
Number to show each lot and block or site	
Easement lines for services or utilities	
Subdivision name, scale, north point and date	

ADDITIONAL SUBMITTALS INFORMATION

Surety approved by the City Attorney's office with their stamp of approval when subdivision improvements are required	
Completed and approved cost estimate on a City Form signed by the developer and the City Engineer, when subdivision improvements are required	
Inspection Fees, when subdivision improvements are required	
Other agreements, documents and information as stipulated within the Preliminary Subdivision Plan and/or Development Engineering Plan	

APPLICANT SIGNATURE	DATE:	STAFF SIGNATURE	DATE:

A Final, Minor, and Lot Line Adjustment or Consolidation Plat document (mylar) shall be prepared and property monumentation shall be established in accordance with SDCL requirements. **Plat documents shall contain the following information:**

1. The plat title shall identify the proposed lots or tracts, the designation of blocks (as applicable), the name of the subdivision, and the dedication of right-of-way (as applicable). If the originating or parent parcels were previously platted, the parent parcels shall also be identified. The location of any section, township, range, meridian, municipality (as applicable) and county shall be identified.
2. The plat shall contain a numeric scale, graphic scale, north arrow, and basis of bearings.
3. The plat shall be prepared at a scale that allows for the depiction of all information in a clear and legible fashion.
4. The plat shall contain a "Prepared By" statement indicating the individual or company responsible for preparation of the plat document, their mailing address and phone number.
5. The plat document shall identify and label each lot, or tract, and the block designation (as applicable). Each lot or tract shall contain an acreage and/or square footage.
6. The plat document shall identify the boundary lines of each of the platted parcels or lots within the subdivision and shall include the geometric information for all lots, areas of dedication and easements including: bearing and distance, and curve information including delta, radius arc length, chord bearing and chord distance. All dimensions shall be shown in feet and hundredths.
7. The plat document shall identify the name and location of adjoining streets and rights-of-ways. Areas dedicated as public right-of-way on the plat document shall be labeled and the area (square footage) of such dedication shall be stated.
8. The plat document shall label the adjoining platted lots and blocks or unplatted parcels of land.
9. Areas of existing easement shall be identified (graphically or by note) and the recording information of those documents shall be provided. Areas and designation of proposed easements established by the plat shall be indicated by general note, or geometrically related to the subject lot lines. Easements that traverse across more than one lot shall be geometrically related or tied to the lot lines crossed.
10. The location and nature (size, material and identifying registration numbers) of all property monuments found or established shall be shown.
11. Certifications shall be provided in accordance with SDCL and Rapid City Municipal Code.