

PUBLIC WORKS DEPARTMENT

City of Rapid City
300 Sixth Street, Rapid City, SD 57701-2724
Phone: (605) 394-4154 - Web: www.rcgov.org

H LOT PROCEDURE

No Filing Fee submission of "H" Lot Plat

Information and actions required of the Petitioner:

1. The prospective applicant meets with the Public Works Department staff to discuss the preparation of an H Lot and to authorize acceptance of a deed.
2. An application is submitted which is signed by the property owner and includes the legal description of the property for which the H Lot is requested.
3. A vicinity map is submitted which identifies the general area and boundaries of the proposed H Lot.

Procedure:

1. Upon receipt of the required application and supporting information, the Public Works Department staff will route the information to all affected Departments and agencies.
2. The request is submitted by the Public Works Department staff to the Public Works Committee for consideration.
3. The request is submitted to City Council for action at the following regularly scheduled meeting.

Submittal of the H Lot Mylar:

1. Upon City Council approval to prepare an H Lot and to authorize acceptance of a deed, the applicant shall submit the H Lot Mylar to the Public Works Department for review.
2. The Public Works Department staff shall submit the H Lot Mylar to the City Attorney's Office for preparation of a Quit Claim Deed.
3. Upon completion of the Quit Claim Deed, the applicant shall be notified by the Public Works Department that the document is ready for signature by the property owner.
4. Upon signature by the owner of the Quit Claim Deed, the H Lot Mylar and the signed Quit Claim Deed shall be submitted by City staff to the Register of Deed's Office for recording.

Department of Community Development

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

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

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: _____