



HEART OF THE BLACK HILLS™

## PLAT FILING APPLICATION PROCEDURES

### Step One:

- Fill out Plat Application Form completely and comply with applicable checklists contained therein.

### Step Two:

- **Sketch Plats** (optional) will be put on the agenda of the Planning & Zoning Commission for discussion and pre-approval. This is a good step to take if you need to flesh out your plan before incurring the costs of professional services.
- **Preliminary Plats** are required. Preliminary plats should be professionally prepared. The Preliminary Plats must contain all required certificates (unsigned), legal descriptions and plat headings. Preliminary Plat applications will go before the Planning & Zoning Commission for review. Preliminary Plats may also be routed to any other official or agency that may be affected by the proposed subdivision. The Commission will afford ten (10) days for agencies and officials consulted to provide review and comment. If the Preliminary Plat is found to have problems, the applicant will be required to make recommended changes prior to submitting a Final Plat application.
- **Final Plat** mylars must have the following Certificates signed before the Final Plat Application is submitted: Certificate(s) of Ownership; Certificate of Surveyor; Certificate(s) of Highway or Street Authority; Certificate of Director of Equalization (Approval Signature Only); and Certificate of Treasurer. **It is the responsibility of the applicant to obtain these signatures.** Note: *It is important that the Mylar is signed and submitted with a final plat application in a timely manner. Failure to do so may result in the applicant being required to update some or all of the signatures.*

Final Plat Applications will go before the Planning & Zoning Commission for approval. If approved by the Planning & Zoning Commission, the application will go before the Common Council for final approval.

### Step Three:

- Upon approval by Council, Hill City Staff will take the Final Plat Mylar to the Pennington County Register of Deeds to be recorded.

### Fees:

\$50 application fee for Sketch Plat.  
\$50 application fee for Preliminary Plat.  
\$100 application fee for Final Plat plus \$25 per lot created.  
\$ 60 fee to register Final Plat with Pennington County ROD



**HillCity**  
The Heart of the Black Hills™

# Change of Plat Application

(version 15-1)

(Deadline: 12pm Wednesday prior to P&Z Meeting)

PAGE # \_\_\_\_\_

\_\_\_\_\_  
**SKETCH**

\_\_\_\_\_  
**PRELIMINARY**

\_\_\_\_\_  
**FINAL**

**NOTE:** A Preliminary Plat application must be submitted prior to a final plat submission. Sketch plats are optional.

**Lot Consolidation** ☐ **Subdivision** ☐ **Other (describe)** \_\_\_\_\_

**Applicant Name**

**Mailing Address**

**Phone**

**City**

**State**

**Zip**

**Email Address**

*Information for **all** involved lots and property owners must be provided. Attach additional sheets if necessary.*

**Total number of property owners involved**

**Total number of lots created/affected**

**Owner Information** (use a separate sheet for each owner and/or lot)

**Owner Name:**

**Mailing Address**

**Phone**

**City**

**State**

**Zip**

**Email Address**

**Lot Information** (Detailed information can be obtained using *RapidMap* at [www.rcgov.org/gis/rapidmap.html](http://www.rcgov.org/gis/rapidmap.html))

**LOT address or location**

**Parcel ID #**

**Tax ID #**

**Existing Lot #**

**Proposed Lot #**

**Block**

**Subdivision**

**Section**

**Township**

**Range**

**Current Acres**

**Proposed Acres**

**Current Zoning**

**Proposed Zoning**

**Existing Legal Description**

**Proposed Legal Description**

**Describe how water and sewer is/will be achieved (i.e. public/private):**

**Describe how access to lot from public R.O.W. will be achieved:**

\_\_\_\_\_  
**Owner Signature**

\_\_\_\_\_  
**Date**

PERMIT # \_\_\_\_\_

**Purpose of re-plat (include description of proposed uses):**

Surveyor/Engineer:

Phone

Address

**Sketch Plat Checklist**

- Completed application with information on all lots (proposed and existing) and property owners included
- 8.5"X11" sketch of proposed consolidation/subdivision

**Preliminary Plat Checklist** (Preliminary Plats will be routed to Pennington County for pre-approval)

- Completed application with information on all lots (proposed and existing) and property owners included

Detailed engineer drawing to scale of proposed consolidation or subdivision

- Five (5) large copies -- maximum 24" X 36 (maximum one (1) inch equals one hundred (100) feet)
- One (1) small copy 8" X 11" or 11" X 17"
- One (1) digital copy (may be sent to Hill City Planning and Zoning via email)
- If permanent structures exist on lot(s) to be platted, include location survey(s) with submission

**Final Plat Checklist**

- Completed application with information on all lots (proposed and existing) and property owners included
- Original Mylar Drawn in Ink
  - Ten (10) large copies -- maximum 24" X 36"
  - One (1) small copy -- 8.5" X 11" or 11" X 17"
  - One (1) digital copy (may be sent to Hill City Planning and Zoning via email)
- Proof of ownership and/or standing may be required if lot ownership is not evident (i.e. trusts, corporations)

**FINAL PLATS SHOULD INCLUDE THE FOLLOWING INFORMATION**

Boundary lines of the subdivision including distances angles or bearings, and all section lines

Street lines, pedestrian ways, lots, reservations, easements and areas to be dedicated to public use

All lengths, angles and curves are to be dimensioned

Boundaries of the property, locations, scales and true north shall be shown

Number to shown each block or site

Subdivision name, scale and date

All other requirements outlined in South Dakota Codified Law and Hill City Ordinances

Applicant Signature

Date



PERMIT # \_\_\_\_\_

**REQUIRED FINAL PLAT CERTIFICATES**

(Sample text)

All Certificate blocks shown in **BOLD** must be signed prior to the submittal of a final plat application.

*Ownership Certificates* are required for each property owner. *Certificate(s) 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 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\_\_\_\_, at \_\_\_\_ o'clock  
\_\_\_\_ M in Document # \_\_\_\_\_.

Fee: \$ \_\_\_\_\_

Register of Deeds

**CERTIFICATE OF DIRECTOR OF 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\_\_\_\_.

\_\_\_\_\_  
Director of Equalization of Pennington County**APPROVED:** \_\_\_\_\_**Director of Equalization of Pennington County****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 approach or access to the Highway or Street will require additional approval.

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Highway Street Authority**CERTIFICATE OF FINANCE OFFICER**

STATE OF SOUTH DAKOTA

COUNTY OF PENNINGTON S.S.

I, Finance Officer of the City of Hill 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 Officer of the City of Hill City**RESOLUTION BY GOVERNING BOARD**

STATE OF SOUTH DAKOTA

COUNTY OF PENNINGTON S.S.

I, Finance Officer of the City of Hill City do hereby certify that at an official meeting held on \_\_\_\_\_,

20\_\_\_\_, the Common Council, by resolution, did approve the plat as shown hereon.

\_\_\_\_\_  
Finance Officer of the City of Hill City



PERMIT # \_\_\_\_\_

**(Shaded Area For Office Use Only)****APPLICATION REVIEW**

<input type="checkbox"/>	Application Complete
<input type="checkbox"/>	Required plans and sketches included
<input type="checkbox"/>	Flood Hazard Map Checked
<input type="checkbox"/>	Submitted to Planning and Zoning Commission (Meeting Date and Time: _____)
<input type="checkbox"/>	Submitted to City Council (Meeting Date and Time: _____)
<input type="checkbox"/>	Fees Paid
<input type="checkbox"/>	Scanned to digital address file

Plans examiner notes:


**PLANNING AND ZONING COMMISSION**

Meeting Date: \_\_\_\_\_

Action: \_\_\_\_\_

Notes:


**CITY COUNCIL**

Meeting Date: \_\_\_\_\_

Action: \_\_\_\_\_

Notes:


**FEE RECORD**

Application Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Cash/MO/Check# \_\_\_\_\_ Receipt # \_\_\_\_\_