



## Pennington County Planning & Zoning Pennington County, South Dakota

### FINAL PLAN and PLAT PACKET

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A plat is one of the primary means of describing property. Plats are required for property being subdivided in the unincorporated areas of Pennington County. Plats are also required for any parcel that will have angled or curved boundary lines that cannot be described by standard legal description.

#### **GENERAL REQUIREMENTS**

A registered land surveyor will survey the lot and develop an official drawing and name of the property. A series of signature blocks will be attached to the plat to include: the surveyor, property owner, road authority, County Auditor, County Director of Equalization, County Planning Director, County Treasurer, and County Register of Deeds. The signature for the surveyor, property owner, and road authority must be signed prior to submittal to the Planning Department for review.

#### **APPLICATION REQUIREMENTS**

Any plat submitted to the county for approval must include the following:

- One full-sized original (Mylar) copy of the plat,
- Two full-sized paper copies of the plat,
- One 8½" x 11" copy of the plat drawing, and, the plat submittal application form.

#### **APPROVAL PROCESS**

County approval for a plat can take up to 30 days. The property owner, or representative, will need to obtain the signatures of the County Treasurer, Director of Equalization, and the Road Authority prior to submittal to the Planning Department. The Planning Department will obtain the signatures of the Planning Director and County Auditor. The property owner, or representative, must provide the Planning Department with a \$60 check to file the completed plat with the Register of Deeds.

#### **ADDITIONAL CONSIDERATIONS**

When a plat includes any new road, an additional text block is required under the owner's certificate portion of the plat. This certificate must specify who will be responsible for construction and ongoing maintenance on the road. If the township will be accepting responsibility for the road a signature block for the township must also be included on the plat. New roads will also require a street sign. The cost for each sign is determined by the Highway Department and this must be paid as part of the surety or the sign posted by the time the plat is submitted to the Planning Department. The applicant is responsible for the installation the sign.

Any plat that includes more than 5 lots must complete a Preliminary subdivision plan prior to plat approval by the Planning Department.



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**FINAL PLAN and PLAT APPLICATION CHECKLIST**

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- Completed Application Form
  - Completed signatures blocks for the Surveyor, Property Owner(s), Road Authority, County Treasurer, and County Equalization.
  - Copies of Plat:
    - One – full-sized original (Mylar) copy of the full plat, including all signature sheets.
    - Two – full-sized paper copies of the full plat, including all signatures sheets.
    - One – letter size (8 1/2” x 11”) paper copy of the plat diagram.
  - Final Plan Application Fee
  - Road Sign(s) Fee
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Tax ID: \_\_\_\_\_

### FINAL PLAN and PLAT APPLICATION FORM

Submittal Date \_\_\_\_\_

<b>1.</b>	<b>Proposed Plat Name, Legal Description and Lot Size(s):</b>			
<b>Applicant Name and Address:</b>		<b>Applicant Phone No.:</b>		<b>Applicant E-mail:</b>
<b>Surveyor Name and Address:</b>		<b>Business Phone No.:</b>		<b>Business E-mail:</b>
<b>Current Legal description of property:</b>				
<b>Current Zoning of property:</b>		<b>Use:</b>		<b>Acreage:</b>
<b>Property Owner:</b>		<b>Address:</b>		<b>Phone No.:</b>
<b>Requested Use:</b>	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
<b>Surrounding Zoning:</b>	North	South	East	West

2. THE OWNER, APPLICANT, OR AUTHORIZED AGENT, ACKNOWLEDGES: That he/she has read and received a copy of the instruction sheet and this application form concerning the filing and hearing of this matter; that he/she authorizes the Pennington County Planning Department staff and designees to enter onto and inspect the above-described property, and that he/she has been advised of the fee requirements. FILING FEE IS NON-REFUNDABLE.

Signature of APPLICANT or AGENT:  
(requires owner authorization)

Signature of LANDOWNER:

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\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public for the State of South Dakota  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public for the State of South Dakota  
My Commission Expires: \_\_\_\_\_