



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

### MINOR PLAT PACKET

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A Minor Plat is an exception to the general rule for the subdivision of land. A Minor Plat is cannot contain more than five lots and must abut an existing road. The Minor Plat must be approved by the Pennington County Planning Commission.

#### **APPLICATION REQUIREMENTS**

Minor Plats must be submitted according to the requirements in Section 303 of the Subdivision Ordinance. A list of required elements is located on the next page: Minor Plat Application Checklist. The County Zoning Ordinance may have lot requirements depending on the zoning district. Lot requirements generally relate to minimum size and street frontage of a proposed lot.

#### **CONSIDERATIONS**

A Minor Plat is allowed when there are five lots or less that not only abut an existing road but also don't: 1.) affect the remainder of the parcel or adjoining property adversely by compromising access; 2.) change any plans that have been prepared for the placement of any other utilities in the subdivision; 3.) conflict with any provision or portion of the comprehensive plan, official map, zoning ordinance, or these regulations; 4.) create a lot or tract eligible for any public or private improvements other than sidewalks; 5.) landlock or otherwise impair ingress or egress to or from the rear side of the subject tract or any adjacent property; 6.) require the dedication of right-of-way; 7.) require the construction of new roads; and 8.) require the creation of access easements.

#### **APPROVAL PROCESS**

The application form and required materials for a Minor Plat must be submitted to the Pennington County Planning and Zoning Department. Planning staff will review and present the Minor Plat to the Planning Commission for approval. A complete application shall include the application form (attached), all materials required by the Subdivision Ordinance, and the non-refundable application fee.

#### **ADDITIONAL CONSIDERATIONS**

The approval of a Minor Plat shall be effective for a period of one year. If the Minor Plat is not filed with the Register of Deeds within one year, it will expire and the developer will be required to resubmit a new Minor Plat for approval.



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### MINOR PLAT APPLICATION CHECKLIST

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- Pre-Meeting Date with Planning Staff is scheduled on:\_\_\_\_\_.
  - Completed Application Form
  - Three (3) copies of the Minor Plat, including a .pdf copy of the plan, to the Planning Department with the following information:
    - The name of the proposed subdivision and location by quarter section, section, township and range. Subdivision names shall not duplicate, be the same spelling, or alike in pronunciation with any existing subdivision located in the same section, unless it is an extension of or adjoining an existing subdivision. All subdivision names shall be subject to approval by the Register of Deeds.
    - The names of all adjacent subdivisions and their platting pattern.
    - The correct legal description. Notations stating acreage, scale, and north arrow.
    - The owner, developer, and surveyor's names and telephone numbers.
    - Vicinity map, showing locations of the Minor Plat and surrounding property for at least ½-mile in every direction.
    - Exterior boundaries of the proposed subdivision and the total acreage encompassed thereby.
    - The location and width of all existing road rights-of-way, existing structures, easements, railroad rights-of-way, streams and water courses, lakes, wetlands, and other similar significant features.
    - The boundary lines of flood hazard areas.
    - Existing contours at vertical intervals not greater than five feet. A lesser interval may be required in those cases where the character or topography of the land is difficult to determine.
    - A systematic lot and block numbering pattern, lot lines and road names.
    - The dimensions and acreage of all lots.
    - The location of all existing roads abutting or serving the proposed subdivision.
    - An estimate of vehicular traffic to be created by full development of the subdivision (ITE Common Trip Generation Rates), if applicable.
    - Certificates of approval for endorsement by the Planning Commission.
  - Permit Application Fee
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Tax ID: \_\_\_\_\_ Submittal Date \_\_\_\_\_

### MINOR PLAT APPLICATION FORM

PC Mtg. \_\_\_\_\_

<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:

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_