



Pennington County Planning & Zoning Pennington County, South Dakota

PRELIMINARY PLAN PACKET

A Preliminary Plan lays the basic design for a subdivision and serves as the model on which the Final Plan or Plat is based. Approval of the subdivision plan is required for all proposed plats that contain more than five lots or when a subdivision does not meet the requirements of a Minor Plat or Lot Line Adjustment Plat. The Preliminary Plan must be approved by both the Pennington County Planning Commission and the Pennington County Board of Commissioners.

APPLICATION REQUIREMENTS

**A pre-meeting with Planning Staff is required prior to submittal of a Preliminary Plan. Preliminary Plans must be submitted according to the requirements in Section 500 of the Subdivision Ordinance. A list of required elements is located on the next page: Preliminary Plan 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.

APPROVAL PROCESS

The application form and required materials for a Preliminary Plan should be submitted to the Pennington County Planning and Zoning Department. Planning staff will review and present the plan to the Planning Commission for a recommendation of the proposal. Following a decision by the Planning Commission, the plan is presented for a final decision by the County Commission. A complete application shall include the application form (attached), all materials required by the Subdivision Regulations Ordinance, and the non-refundable application fee.

ADDITIONAL CONSIDERATIONS

Approval of a Preliminary Plan indicates approval of only the development concept and no zoning or Building Permits can be issued based on an approval of this plan. The approval of a Preliminary Plan shall be effective for a period of two years, at the end of which time approval of the Final Subdivision Plat or a portion thereof must have been obtained from the County. If the Final Plat has not been approved, the approval of the Preliminary Plan will expire and the developer will be required to resubmit a new Preliminary Plan for approval.



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PRELIMINARY PLAN APPLICATION CHECKLIST

- Pre-Meeting Date with Planning Staff is scheduled on:_____.
 - Completed Application Form
 - Three (3) copies of the Preliminary Plan, 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. Adjoining unplatted land shall be labeled as such.
 - 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 Preliminary Plan 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 proposed and 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.
 - Approximate 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).
 - Certificates of approval for endorsement by the Planning Commission and County Commission.
 - Preliminary Drainage and Grading Plan
 - Erosion Control Plan
 - Water and Sewer Plan
 - Utility Plan
 - Permit Application Fee
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Tax ID: _____ Submittal Date _____

PRELIMINARY PLAN APPLICATION FORM

PC Mtg. _____ BOC Mtg. _____

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