



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

### LAYOUT (CONCEPT) PLAN PACKET

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A Layout Plan lays the basic design for a subdivision and serves as the model on which the Preliminary Plan, Minor Plat, or Lot Line Adjustment Plat is based. Approval of the Layout Plan is required for all proposed plats. The Layout Plan is approved administratively by the Planning Director, the Floodplain Administrator, the Fire Administrator, and the Highway Superintendent.

#### **APPLICATION REQUIREMENTS**

\*\*A pre-meeting with Planning Staff is required prior to submittal of a Layout Plan. Layout Plans must be submitted according to the requirements in Section 400 of the Subdivision Ordinance. A list of required elements is located on the next page: Layout 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 Layout Plan should be submitted to the Pennington County Planning and Zoning Department. Planning staff will review and present the plan to the Planning Director, the Floodplain Administrator, the Fire Administrator, and the County Highway Superintendent for recommendations. A complete application shall include the application form (attached), all materials required by the Subdivision Ordinance, and the non-refundable application fee. County approval for a plat can take up to 30 days.

#### **ADDITIONAL CONSIDERATIONS**

Approval of a Layout Plan indicates approval of only the concept and no zoning or Building Permits can be issued based on an approval of this plan.



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

**LAYOUT PLAN APPLICATION CHECKLIST**

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- Pre-Meeting Date with Planning Staff is scheduled on: \_\_\_\_\_.
  - Completed Application Form
  - One (1) copy of the Layout (Concept) Plan, including a .pdf copy of the plan, to the Planning Department with the following information:
    - The general layout of the roads.
    - A to-scale site plan (includes existing buildings, driveways, utilities and setbacks).
    - Any reservations of land (drainage easements, common areas, etc.).
    - All existing roads or access.
    - General drainage patterns.
    - Floodplain boundaries.
    - Utility services availability.
    - A vicinity map, drawn to scale, which shows the locations of the Layout (Concept) Plan and other parcels, lots or tracts of land for at least 500 feet in every direction.
    - Documentation or narrative on the conformance with the Comprehensive Plan and goals.
    - The address, e-mail, and telephone number of the applicant, developer, and owner.
  - Permit Application Fee  
Application fee - \$100.00
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## Pennington County Planning & Zoning Pennington County, South Dakota

Tax ID: \_\_\_\_\_

### LAYOUT PLAN 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:

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_