



Minor Plat Procedure

Non-refundable application fee of \$250

A Minor Plat provides a permanent and accurate record of the exact size and location of the lots, blocks, streets, drainage areas, easements, and other parcels of land within a subdivision. When filed with the County Register of Deeds, a Minor Plat becomes a legal instrument whereby the location and boundaries of separate land parcels within the subdivision are identified. Each Minor Plat requires a separate application and review process.

Information and Materials Required:

1. A completed application signed by the property owner(s) or their designee;
2. A plat document, prepared by a licensed surveyor, of the proposed lot(s) showing the location, scaled dimensions, and area of the lot(s) created. The plat document must contain the required plat certificates and the following information: Name of the Subdivision, a title showing the former legal description, and the proposed legal description of the new parcel(s), The boundary lines of the subdivision, including distances and angles or bearings and all section lines, the names of adjoining subdivisions or a description of the unplatted areas and their street layout, street names, reservations, easements, reserve strips, areas dedicated to public use, flood hazard areas, an eight (8') foot utility easement and minor drainage easement around the interior of all lot lines. All dimensions shall be shown in feet and decimals of a foot to one decimal place, the boundaries of the property
3. One Mylar copy of the plat document with any required corrections, signed by the property owner(s), must be submitted to the Planning Department prior to the City Council meeting the item is scheduled to appear on. **NOTE:** If the plat lies within both Meade and Pennington Counties, two (2) Mylar's are required to be submitted, one to be filed in each county. All plats shall comply with SDCL 11-3-10.

Procedure:

1. Upon receipt of the required application and supporting information, the Planning Office staff will route the information to all affected departments, utility companies and agencies.
2. The "Minor Plat Application" will be placed per the adopted submission deadline calendar on the next regular scheduled Planning

Commission meeting for review and recommendation to City Council.

3. The "Minor Plat Application" will advance to the next City Council's Public Works and Planning and Zoning Committee meeting for review and advancement to the full City Council.
4. The Mylar of the plat document with the property owner's signatures needs to be submitted prior to the full City Council meeting the item is scheduled to go before.
5. The City Council will act on the "Minor Plat" and appropriate Resolution at the next regular scheduled meeting.
6. The petitioner will be notified of the action of the City Council and a time for which the approved plat may be picked up with the required signatures from city officials.
7. The petitioner shall then acquire the remaining County signatures and file the approved plat with the County Register of Deeds.

Suspended Timelines:

If the Planning Director determines that the application for the plat does not contain the specified and required information, the review timeline shall be suspended, and the owner and/or designated agent shall be notified of the deficiency. When complete and sufficient information is provided by the owner and/or designated agent, the review timeline shall be re-engaged, with an additional five (5) working days added to the remaining balance of the review timeline. Applications suspended for more than ninety (90) consecutive days shall be denied by the Planning Director.

When the owner and/or designated agent do not concur with the City regarding the information required and/or a suspended timeline, the applicant may request an appeal in consideration of the disputed item(s) be filed to the Planning Commission. The Planning Commission may uphold or approve of the Planning Directors decision, overrule the decision, and/or deny the application in its entirety.



Planning Department
 206 Frontage Road, Box Elder, SD 57719
 Phone: 605-923-1408 Email: planning@boxelder.us
 This institution is an equal opportunity provider

Application for Planning and Zoning Action

I/We, the undersigned, do hereby submit an application to the City of Box Elder, to take such actions as may be required by the Ordinances of the City of Box Elder, South Dakota to allow the proposed development or action for the property described below:

Application Type:		
Zoning/Land Use	Subdivision	Planned Development
Rezoning	Layout Plan	Initial Plan
Conditional Use Permit	Preliminary Subdivision Plan	Final Plan
Zoning Variance	Minor Plat	Major Amendment
Floodplain Development Permit	Final Plat	Minor Amendment
Grading Permit	Subdivision Variance	
Other:	Vacation of Easement	
	Vacation of ROW/Section Line	
Legal Description:		
Location:		Size:
Request Proposed (attach additional pages if necessary):		

Petitioner/Agent Information

Company: _____
 Name: _____ Phone: _____
 Address: _____ E-Mail: _____
 City, State, Zip: _____

Property Owner Information

Company: _____
 Name: _____ Phone: _____
 Address: _____ E-Mail: _____
 City, State, Zip: _____

Acknowledgement – I/We hereby acknowledge that I/we have familiarized ourselves with the rules and regulations to the preparation of this application and the information is true and complete to the best of our knowledge.

Owner

Signature: _____
 Date: _____
 Title: _____
 (Required for Corporations, Partnerships, LLC & Other)

Petitioner/Agent

Signature: _____
 Date: _____
 Title: _____
 (Required for Corporations, Partnerships, LLC & Other)

Office Use Only			
Date Filed:		Project #:	
PC Date:		RC Publication Date:	
PWPC Date:		Signs Placed:	
Council Action:			