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## Preliminary Plan Procedure

Application fee of \$250 plus \$25 per lot.

A preliminary subdivision plan is a tentative plan of a proposed subdivision requiring the installation of public improvements. Approval of a preliminary subdivision plan by the Planning Commission and City Council is required before an applicant can proceed with development engineering plans and a final plat application for all or part of the area within the preliminary subdivision plan application.

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### Information and Materials Required:

1. A completed application signed by the property owner(s) or their designee;
2. Vicinity Map;
3. Master Plan of the development (if applicable);
4. Development layout to scale with lot configurations with lot areas in square feet;
5. Proposed land uses;
6. Street and sidewalk/path layout;
7. General utility layout;
8. A topographic map with contour intervals of not more than five (5) feet
9. General grading plan;
10. Drainage areas and drainage ways layout;
11. Flood Hazard area delineated;
12. Phasing plan (if applicable);
13. One 8.5" X 11" copy of the plan(s) and a PDF file of the plan(s); and,
14. Three (3) full sized copies of the plan(s).

### Procedure:

1. Application shall be submitted to the City per the approved submittal schedule.
2. After Planning staff has documented that a complete submittal has been file with the City, Planning Department staff will route the information to all effected departments, and agencies.
3. Planning staff will place the application on the next regular scheduled Planning Commission meeting for review and recommendation to City Council. The Planning Commission has a minimum of thirty (30), but not more than forty-five days form the date of distribution, to review, prepare and submit its recommendation to the City Council;
4. The City Council will act on the "Preliminary Plan" at the next regular scheduled meeting

### Suspended Timelines:

If the Planning Director determines that the application for the preliminary plan 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 for the preliminary plan 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 plan in its entirety.

### Expiration of Approval of Preliminary Plan:

Approval of the preliminary plan shall be effective for twelve (12) months from the date of approval by the City Council. Extensions beyond the twelve (12) months shall not to exceed six (6) months provided upon agreement between the City Council and the developer. If "work" (Physical effort to achieve the end resolve) has not commenced within the time set forth herein, then the above review and approval shall be void and the process shall begin anew, unless an extension is agreed to by City Council.



**Planning Department**  
 420 Villa Drive, Box Elder, SD 57719  
 Phone: 605-923-1404 Fax: 605-923-4264  
 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 (attached additional pages if necessary):		

### Petitioner/Agent Information

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

### Property Owner Information

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**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:		Invoice #:	
PC Date:		RC Publication Date:	
PC Action:		Signs Placed:	
Council Action:			