

**PLAT INFORMATION
(City & 3-Mile Area)**

Planning & Inspections Office
239 Wisconsin SW
(605) 353-8512

Submitting a Preliminary or Final Plat - This information will assist you through this process.

Visit:

Please visit with the Planning & Inspections Office at your earliest convenience. The Planning Office will review the appropriate ordinances and plat process.

Ordinance Requirements:

24.12.010 Compliance with regulations. Unless approved as a final plat as provided herein, no subdivision shall be entitled to be recorded in the county register of deeds office or have any validity, and the building inspector shall not issue building permits for any structure on a lot in a proposed subdivision. The governing body shall not permit any public improvements to be installed unless the preliminary plat is approved and shall not permit any service until the final plat has been officially approved and recorded as provided in this chapter.

24.12.020 Preliminary plats. (a) Filing. Before dividing any tract of land into two or more parcels the owner or sub-divider shall file with the zoning administrator:

(1) One plain paper copy of the preliminary plat at least ten working days before a regular monthly meeting of the planning commission;

(2) A cash filing fee shall be paid at the time of filing. The filing fee for a minor plat (including three lots or less) shall be \$25.00. The filing fee for a major plat (including four lots or more) shall be \$50.00.

(b) Preliminary Re-plats. From time to time a developer may re-plat a piece of property.

(1) A developer re-platting a parcel shall provide the City Planner a copy of the new plat and a filing fee as noted in subsection (a) of this section.

(2) The filing fee for a minor re-plat (a parcel with three lots or less) shall be \$25.00. The filing fee for a major re-plat (a parcel with four or more lots) shall be \$50.00.

(c) If a plat is filed in the planning office and goes to the city/joint planning commission and city/county commission with no changes, then no final filing fee will be required. If the plat must be addressed at two or more planning commission meetings before it can be finalized, then both preliminary and final plat filing fees will be required.

24.12.030 Final plat. (a) Filing. The owner or his agent shall file one reproducible and one plain paper copy of the final plat with zoning administrator at least ten working days before a regular monthly planning commission meeting date. The final plat must conform substantially to the preliminary plat as approved. Any deviations from the approved preliminary plat must be specifically described in a separate report with such filing.

(b) A cash filing fee shall be paid at the time of filing. The filing fee for a minor plat (including three lots or less) shall be \$25.00. The filing fee for a major plat (including four lots or more) shall be \$50.00.

(c) Final Re-plats: From time to time a developer may re-plat a piece of property. The filing fee for a minor re-plat (a parcel with three lots or less) shall be \$25.00. The filing fee for a major re-plat (a parcel with four or more lots) shall be \$50.00.

(d) If a plat is filed in the planning office and goes to the city/joint planning commission and city/county commission with no changes, then no final filing fee will be required. If the plat must be addressed at two or more planning commission meetings before it can be finalized, then both preliminary and final plat filing fees will be required.

(e) After approval by the city/county governing boards, final plats must be filed at the Beadle County Register of Deeds Office by the owner/developer at their own expense. A copy of the filed copy showing the Register of deeds filing annotation shall be provided to the City Planner at no cost to the city.

Notice & Hearings:

The Planning Commission meets the second Wednesday of each month @ 7:00 p.m., Municipal Building, Commission Room. The plat must be in the Planning Office 10 working days (2 weeks) before the meeting.

City Commission: Monday following the Planning Commission Meeting, 5:30 pm, Municipal Building, Commission Room.

If plat approval needed for the 3-Mile Area:

Joint Planning Commission meets: Second Wednesday of the Month, 7:00 pm, Municipal Building, Commission Room.

Beadle County Commission: Tuesday following Joint Commission Meeting.

City Commission: Monday following the Planning Commission Meeting, 5:30 pm, Municipal Building, Commission Room.

If you have questions, please call the Office of Planning & Inspections at 353-8512.