



## COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset  
7055 Leisure Lane, Summerset, SD 57718

Phone: (605) 718-9858

Fax: (605) 718-9883

Web: [www.summerset.us](http://www.summerset.us)

## MINOR PLAT

**The filing fee for a Minor Plat application is \$250.00.**

**Resolution and plat recording fee of \$90.00 must also accompany Minor Plat Application.**

**Actual review costs exceeding the minimum plat fees will be charged to the applicant prior to approval of the City Commission. Covenants being recorded with the plat will be charged a recording fee as per Meade County.**

### Information and submission requirements follow:

1. The purpose of a Minor Plat is to allow, without being subject to the requirements of a Preliminary Plat Review: consolidation of up to three (3) previously platted parcels of land; the adjustment of common lot line between up to three (3) previously platted parcels of land; or the resubdivision of a previously platted parcel into three (3) or fewer lots.
2. No lot created by a Minor Plat shall be included in another subdivision plat for a period of two (2) years from the Register of Deeds filing date of the Minor Plat.
3. Minor Plats shall not be allowed if extension of community water, city sanitary sewer, drainage facilities, or public streets would be required if the Minor Plat is approved.
4. Applicant shall submit a complete Minor Plat application (below) including non-refundable fee more than **three (3) weeks** before a regular meeting of the Planning Commission and shall submit copies as follows:
  - (1) Copies of Minor Plat Application and Minor Plat, prepared by a registered land surveyor, (on fifteen by twenty-six inch (15" x 26") paper)
  - (1) Electronic copy of Minor Plat(submitted by disk, e-mail or other approved electronic media)
  - (1) Copy of Minor Plat on 8 1/2" x 11 paper

### Minor Plat shall include the following:

- Plat title, centered at the top of the page, consisting of the proposed name of the subdivision and a description of the land being subdivided. This should include former description if applicable.
- A scaled map of the proposed subdivision showing the location, dimension and area of the subdivision, lot(s), street(s) and dedicated boundaries. Include subdivisions, lots, and streets of adjoining subdivisions.
- A north arrow, scale, creation date, preparer name, and address legend.
- The location, width, and purpose of all easements and reserve strips.
- The location and dimension of lands to be dedicated or reserved for streets, parks, open space, and other public use.
- The lot and (if needed) block number that clearly identifies each parcel of land.
- A floodplain note addressing if any FEMA-defined Flood Hazard Area is present in the subdivision.
- A note (if there are any major drainage easements shown on the plat) stating that "Major drainage easements shall be kept free of all obstructions, including fences, and that the major drainage easement provides the Summerset Public Works Department, or their designee(s) the rights of entry, construction, and maintenance in order to facilitate drainage through these easements."
- A note stating "An eight foot (8') utility easement is hereby granted on the interior of all lot lines. Removal or modification of any obstruction or impediment to such an easement shall be the financial responsibility of the landowner."
- All certifications and signature lines that are required on the Final Plat (see Subdivision Ordinance 115, Section 4, Paragraph D, for required certifications and signatures).

City of Summerset Ordinance #115 Subdivision Regulations can be found online at:

[http://www.summerset.us/City\\_Ordinances.html](http://www.summerset.us/City_Ordinances.html)

The City of Summerset has adopted the current Rapid City Infrastructure Design Criteria Manual, the Rapid City Stormwater Quality Manual and the Standards and Specifications for Public Works Construction for Rapid City.



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## MINOR PLAT

### Minor Plat Procedures:

1. The Minor Plat Application shall be submitted **three (3) weeks (inclusive)** before a regularly scheduled meeting of the Planning and Zoning Commission. Upon receipt of a complete application and fee the Planning Department will inform the subdivider of the date, time and location of the Planning Commission meeting.
2. The Planning and Zoning Commission shall review the Minor Plat Application and make a recommendation to the City Commission within thirty (30) days of the receipt of a completed Minor Plat Application. **The subdivider shall not submit a mylar original of the Minor Plat to the Planning Department until after the Planning Commission has made its recommendation to the City Commission. The mylar should have all the signatures required in Article 3, Section 3, Paragraph J, when submitted to the City Commission for review.**
3. The City Commission at its next regular meeting after the Planning Commission makes its recommendation and after receipt by the Planning Department of the signed original mylar(s), shall review the Minor Plat Application and the Planning Commission's recommendation and act upon said recommendation. If the Minor Plat is approved by the City Commission, the Planning Department shall, within fifteen (15) days of said approval, submit the signed mylar original(s) of the Minor Plat to the office of the Register of Deeds to be recorded. No building or other applicable permit shall be issued within the newly-platted subdivision until the Register of Deeds has recorded the mylar original(s) of the approved Minor Plat.



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# APPLICATION FOR DEVELOPMENT REVIEW

### REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
  - Designation
  - Initial Plan    Final Plan
  - Major Amendment
  - Minimal Amendment
- Subdivision
  - Layout Plan
  - Preliminary Plat
  - Final Plat
  - Minor Plat
- Rezoning
- Road Name Change

- Conditional Use Permit
  - Major Amendment
  - Minimal Amendment
- Vacation
  - Utility / Drainage Easement
  - R.O.W. / Section Line Highway
  - Access / Non-Access
  - Planting Screen Easement
- OTHER (specify) \_\_\_\_\_

### LEGAL DESCRIPTION (Attach additional sheets as necessary)

<b>EXISTING</b>		
<b>PROPOSED</b>		
<b>LOCATION</b>		
Size of Site—Acres	Square Footage	Proposed Zoning
<b>DESCRIPTION OF REQUEST:</b>		Utilities: Private / Public
		Water
		Sewer

### APPLICANT

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PROJECT PLANNER - AGENT**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OWNER OF RECORD (If different from applicant)**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_      Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_      Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name: \_\_\_\_\_      Print Name: \_\_\_\_\_  
 Title\*: \_\_\_\_\_      Title\*: \_\_\_\_\_

\*required for Corporations, Partnerships, etc.

### FOR STAFF USE ONLY

ZONING
Current
North
South
East
West
Planner
File No.
Comp Plan
Received By:

- Sewer Utility
- Fire Department
- Public Works
- Planning
- Building Inspector
- Engineering
- City Code Enforcement
- Police
- City Attorney
- BHP&L
- Finance Officer
- Register of Deeds
- County - Planning
- SD DOT
- SD DENR
- Auditor - Annexation
- Drainage
- Parks & Recreation
- Diamond D Water
- Black Hills Water
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Planning and Zoning Meeting Date: \_\_\_\_\_      Covenants filing fee? Yes  No   
 Commission Meeting Date: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_      Payment Type: Cash  Check  Credit Card