



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

MINOR PRELIMINARY
PLAT

The Filing Fee for a Preliminary Plat Application is \$1000.00 Information and submission requirements follow:

1. Prior to submitting it to the Planning Department any plat application applicant may schedule an optional Layout Plan meeting with the City of Summerset.
2. Applicant shall submit a complete Preliminary Plat application (below) with non-refundable fee and shall submit copies as follows:
 - (1) Copies of Original Preliminary Plat Application and Preliminary Plat for proposed subdivision on 15"x26" paper by a registered land surveyor
 - (1) Electronic copy of Preliminary Plat (submitted by disk, e-mail or other approved electronic media)
 - (1) Copy of Preliminary Plat on 8 1/2" x 11" paper
 - A copy of any covenants for the proposed subdivision
3. **Preliminary 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 151.053 (D), for required certifications and signatures).

The following supplemental information shall be included in the Preliminary Plat Application unless waived by the Planning Commission during Layout Plan review. Submission identified below to include paper originals plus one (1) electronic copy:

(2) Copies of Soil Erosion and Sediment Control Plan including:

- Scaled topographic survey map showing proposed lot lines and two-foot (2') contours
- Locations and areas of anticipated soil disturbance
- Proposed erosion control structures and practices
- Seeding and planting plan for any screening strips or other landscaped areas required by the City Commissioners
- Evidence of acceptance of the subdivider's application onto the State NPDES Permit by DENR
- Soils Engineering Report (if required by the City Commissioners)

(4) Copies of Water Distribution Plan-(2) copies will be used by city staff (2) copies to be submitted to DENR by the subdividers engineer. Plans to include:

- Scaled plan and profile showing the proposed location and size of the water distribution system including all pipes, appurtenances, and methods proposed for connection to the existing water system
- Location and size of service tap for each lot
- Letter of plan approval from water utility company



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The following supplemental information shall be included in the Preliminary Plat Application unless waived by the Planning Commission during Layout Plan review. Submission identified below to include paper originals plus one (1) electronic copy:

(4) Copies of Sanitary Sewer Plan-(2) for city staff and (2) copies to be submitted to DENR by subdividers engineer. Copies to include:

- Scaled plan and profile showing the location and size of the proposed and existing sanitary sewer system and methods proposed for connection to the existing sanitary sewer system
- Direction of flow of each sewer main, location and type of manholes and other appurtenances
- Location and size of the service tap and method of connection for each lot

(2) Copies of Stormwater Management Plan-designed to a (100)-year, (24) hour, design storm including:

- Scaled plan and profile of the existing and proposed drainage ways, detention structures, streams, and water features in and adjacent to the subdivision showing the direction of flow through the subdivision
- Location of easements and rights-of-way for drainage ways, and maintenance access thereof
- Location, size, and invert elevations of proposed drainage structures (culverts, pipes, drop inlets, etc.)
- A report on pre- and post-development runoff within and through the subdivision
- Area of land contributing runoff to each drainage structure
- A report on the capacity of downstream drainage structures and channels and the effects of the proposed subdivision's development on downstream capacities

(2) Copies of Utility (gas, electric, cable and telephone) Distribution Plan including:

- Scaled plan and profile drawing showing the location of gas mains, streetlights, electric lines, telephone lines, cable television lines and facilities as necessary to serve each lot within the subdivision
- Scaled map showing required easements, including anchor easements for guy wires

(2) Copies of Street Plan including:

- Scaled plan and profile drawing of the location and names of all streets in and adjacent to the proposed subdivision
- Widths and areas of existing and proposed rights-of-way
- Locations, dimensions, and areas of required sidewalks, curbs and gutters, drop inlets, mailboxes and signage
- Letter of approval from applicable Fire District
- Notation of any major street that is identified in the Major Street Plan
- Existing and proposed topography of the subdivision at two-foot (2') contours (unless a smaller interval is requested by the City Engineer)

(2)Copies of a Street Maintenance Plan: for all plats within the extraterritorial platting jurisdiction of the City. Each copy shall include one of the following:

- An agreement with Meade County indicating that the proposed street will be accepted by Meade County for road maintenance and snow removal.
- Evidence that a road district has been established in accordance with SDCL 31-12A.
- An agreement to be approved by the City Commission which guarantees sufficient financial commitment to provide these services.
- A written request to be approved by the City Commission for a waiver based upon one or more of the following:
 - a) Proposed subdivision includes (4) or fewer lots and re-subdivision is unlikely under existing zoning or covenants
 - b) Unusual topographic restraints which would prevent acceptance of the street for public maintenance; or
 - c) Other unique circumstances proposed to the City Commission.

City of Summerset Ordinance #115, Subdivision Regulations can be found online at http://www.summerset.us/City_Ordinances.html

The City of Summerset has adopted the most current Rapid City Infrastructure Design Criteria Manual, Stormwater Quality Manual as well as the most current Rapid City Standards and Specifications for Public Works Construction to govern all planned development improvements. Please ensure all submissions meet these standards and specifications.



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PLAT

Preliminary Plat Procedures:

1. The Preliminary 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 Preliminary Plat Application and a Submission Checklist the Planning Department will inform the subdivider of the date, time and location of the Planning Commission meeting at which the Application will be received and reviewed.
2. The Planning and Zoning Commission shall review the Preliminary Plat Application and forward a recommendation to approve, approve with conditions, or deny approval of the Preliminary Plat to the City Commission within thirty (30) days of the receipt of the application, unless the subdivider agrees to an extension of this time limit. The subdivider may request that the Final Plat Application be reviewed immediately after completion of the review of the Preliminary Plat Application by the Planning and Zoning Commission.
3. The City Commission shall review the Preliminary Plat Application and the Planning and Zoning Commission's recommendation at the following regularly scheduled meeting.
4. Approval of a Preliminary Plat by the City Commission shall be effective for two (2) years from the date of approval. An extension beyond the two (2) year period for a period not to exceed one (1) year may be granted by the City Commission.
5. Upon approval of the Preliminary Plat by the City Commission, the sub-divider may proceed with the construction of streets and installation of other approved improvements.
6. The subdivider, upon inspection and approval of streets and other required improvements by the Planning Official, Public Works Official, and/or the City Engineer, shall submit a Final Plat Application to the Planning Department based upon the approved Preliminary Plat. The subdivider may be requested to provide surety sufficient to construct or install the improvements plus fifteen percent (15%) administration reserve in lieu of immediate construction.



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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)

EXISTING		
PROPOSED		
LOCATION		
Size of Site—Acres	Square Footage	Proposed Zoning
DESCRIPTION OF REQUEST:		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
- Quaal Road District
- Other: _
- Other: _
- Other: _
- Other: _
-

Planning and Zoning Meeting Date: _
 Commission Meeting Date: _
 Date Paid: _

Payment Type: Cash Check Credit Card