

## Minnehaha County Planning & Zoning

### PLAT SUBMITTAL PACKET

A plat is one of the primary means of describing property. Plats are required for property being subdivided in the rural portions of Minnehaha County when there will be any lot(s) of 10 acres or less in size. Plats are also required for any parcel that will have angled or curved boundary lines that cannot be described by standard legal description. Any property divisions within the joint jurisdictional area around Sioux Falls must be platted, regardless of the size of the lot. Area land surveyors are listed in the phone book under surveyor in the yellow pages.

#### GENERAL REQUIREMENTS

A registered land surveyor will survey the lot and develop an official drawing and name of the property. A series of signature blocks will be attached to the plat to include: the surveyor, property owner, road authority, County Auditor, County Director of Equalization, County Planning Director, County Treasurer, and County Register of Deeds. The signature for the surveyor, property owner, and road authority must be signed prior to submittal to the Planning Department for review. Plats within the platting jurisdictions of Sioux Falls, Brandon, Dell Rapids, Hartford, and Crooks will also have signature blocks for city approval. Any plat within a joint platting area must be submitted first to the appropriate city, then to the County Planning Department to begin the county approval process. Each entity required to sign the plat may have additional requirements beyond those of Planning and Zoning Department.

Any plat submitted to the county for approval must include the following:

- The full size original (Mylar) copy of the plat,
- two full size paper copies of the plat,

- one 8-1/2x11" copy of the plat drawing, and
- the plat submittal application form.

Also, for those properties outside the Sioux Falls or Brandon joint platting areas, the County Planning Department will charge a plat review fee of \$250.00 plus \$25.00 for each lot.

#### APPROVAL PROCESS

County approval for a plat takes approximately one week. If a plat is submitted to the County Planning Department by 5:00 p.m. on a Tuesday it will be ready for pickup by 8:00 a.m. the following Tuesday provided no corrections are required on the plat. The Planning Department will obtain the signatures of the Planning Director, County Auditor, and Director of Equalization. Once signatures are obtained, the property owner, or representative, will need to pick up the plat and obtain the County Treasurer's signature and file the completed plat with the Register of Deeds.

#### ADDITIONAL CONSIDERATIONS

When a plat includes any new road, an additional text block is required under the owner's certificate portion of the plat. This certificate must specify who will be responsible for construction and ongoing maintenance on the road. If the township will be accepting responsibility for the road a signature block for the township must also be included on the plat. New roads will also require a street sign. The cost for each sign is \$475 and this must be paid at the time the plat is submitted to the Planning Department. The County Highway Department will install the sign.

Any plat that includes more than 4 lots must complete a Preliminary subdivision plan prior to plat approval by the Planning Department



Administration Building, 3<sup>rd</sup> Floor  
415 N. Dakota Avenue, Sioux Falls, SD 57104

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P: (605)367-4204

F: (605)367-4713

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### PLAT SUBMITTAL CHECKLIST

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- Complete plat submittal application form
- Completed signature blocks for the surveyor, property owner, and road authority.
- (If applicable) Completed signature blocks for the city of joint jurisdiction.
- Copies of Plat:
  - One - full size original (Mylar) copy of the full plat including all signature sheets
  - Two - full size paper copies of the full plat including all signatures sheets
  - One - letter size (8½ x11) paper copy of the plat diagram
- The plat approval fee of \$250 plus \$25 for each lot shown on the plat (for properties outside of Sioux Falls joint platting areas)



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**PLAT SUBMITTAL  
APPLICATION FORM**

Application #:	_____
Date:	_____
Filing Fee:	_____
Receipt #	_____

Plat Name and Legal Description:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Owner Name and Phone Number: \_\_\_\_\_

Contact Name and Phone Number: \_\_\_\_\_

Surveyor Name and Phone Number: \_\_\_\_\_

Current Land Use: \_\_\_\_\_

Current Location of Building Eligibilities: (if any)  
 \_\_\_\_\_  
 \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

- Building Site     
  Existing Farmstead     
  Transfer of Ownership  
 Property Line Adjustment     
  Annexation     
  Other \_\_\_\_\_

Building Eligibilities to Be Placed on: (if any)  
 \_\_\_\_\_  
 \_\_\_\_\_

The plat approval filing fee is \$250 for each plat plus \$25 for each lot shown on the plat.  
 If the plat includes any new roads, a \$475 fee for each necessary road sign will also be required.

**FILING FEE IS NON-REFUNDABLE**



For Office Completion:

Building Eligibility Number(s):  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant Pick up Date: \_\_\_\_\_



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