

## **PRELIMINARY SUBDIVISION PLAN PACKET**

---

A preliminary subdivision plan lays the basic design for a subdivision and serves as the model on which the final plan or plat is based. Approval of the subdivision plan is required for all proposed plats that contain more than four lots, or when a subdivision is considered by the developer. The preliminary plan must be approved by both the Minnehaha County Planning Commission and the Minnehaha County Commission. The cities of Sioux Falls and Dell Rapids must approve plans of subdivisions within joint jurisdictional areas.

### **APPLICATION REQUIREMENTS**

All platted land in the rural area of the county must comply with the 1993 Revised Subdivision Ordinance of Minnehaha County. Preliminary plans must be submitted according to the requirements in Article 4 of the Subdivision Ordinance. A list of required elements is located on the next page, Preliminary Plan Application Checklist. If a proposed subdivision is located within the joint platting jurisdiction areas of Sioux Falls, Dell Rapids, Brandon, Hartford, and Crooks, then the plat may be subject to additional requirements. The County Zoning Ordinance and Joint Zoning Ordinances may have lot requirements depending on the zoning district. Lot requirements generally relate to minimum size and street frontage of a proposed parcel.

### **APPROVAL PROCESS**

The application form and required materials for a preliminary subdivision plan should be submitted to the Minnehaha County Planning and zoning. Planning staff will review and present the plan to the Planning Commission for a recommendation of the proposal. Following a decision by the Planning Commission, the plan is presented for a final decision by the County Commission. The complete application shall include the application form (attached), all materials required by the Subdivision Ordinance, and the \$250 non-refundable application fee.

### **ADDITIONAL CONSIDERATIONS**

Approval of a preliminary subdivision plan indicates approval of only the development concept and no zoning or building permits can be issued based on an approval of this plan. The approval of a preliminary plan shall be effective for a period of three years, at the end of which time approval of the final subdivision plat or a portion thereof must have been obtained from the County. If the final plat has not been approved, the approval of the preliminary plan will expire and the developer will be required to resubmit a new preliminary plan for approval.



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

**Strong Foundation. Strong Future.**

Equal Opportunity Employer and Service Provider

P: (605)367-4204

F: (605)367-4713

[minnehahacounty.org](http://minnehahacounty.org)



## Minnehaha County Planning & Zoning

# PRELIMINARY SUBDIVISION PLAN APPLICATION CHECKLIST

---

- Complete application form
  
- Three Copies of the preliminary plan with the following information
  - The name of the proposed subdivision and location by quarter section, section, township and range. Subdivision names shall not duplicate, be the same spelling, or alike in pronunciation with any existing subdivision located in the same section, unless it is an extension of or adjoining an existing subdivision. All subdivision names shall be subject to approval by the Planning Director.
  - The names of all adjacent subdivisions and their platting pattern. Adjoining unplatted land shall be labeled as such.
  - The correct legal description. Notations stating acreage, scale, and north arrow.
  - The owner, developer, and surveyor's names and telephone numbers.
  - Vicinity map, showing locations of the preliminary plan and surrounding property for at least one mile in every direction.
  - Exterior boundaries of the proposed subdivision referenced to a corner marker of the U.S. Public Land Survey, and the total acreage encompassed thereby.
  - The location and width of all proposed and existing road rights-of-way, existing structures, easements, railroad rights-of-way, streams and water courses, lakes, wetlands, rock outcroppings, wooded areas, and other similar significant features.
  - The boundary lines of flood hazard areas.
  - Existing contours at vertical intervals not greater than five feet. A lesser interval may be required in those cases where the character or topography of the land is difficult to determine.
  - A systematic lot and block numbering pattern, lot lines and road names.
  - Approximate dimensions and acreage of all lots.
  - Certificates of approval for endorsement by the Planning Commission and County Commission.
  
- Preliminary Drainage and Grading Plan
  
- Erosion Control Plan
  
- \$250 permit application fee.



Administration Building, 3<sup>rd</sup> Floor  
415 N. Dakota Avenue, Sioux Falls, SD 57104  
**Strong Foundation. Strong Future.**  
Equal Opportunity Employer and Service Provider

P: (605)367-4204  
F: (605)367-4713  
[minnehahacounty.org](http://minnehahacounty.org)



**Minnehaha County Planning & Zoning**

**PRELIMINARY SUBDIVISION PLAN  
APPLICATION FORM**

Application #:	_____
Date:	_____
Filing Fee:	\$250 _____
Receipt #	_____

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

Current Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_

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

Description of Proposed Use: (attach additional pages as needed)  
 \_\_\_\_\_  
 \_\_\_\_\_

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

*By submitting this preliminary plan for approval the property owner authorizes representatives of Minnehaha County to enter the property now and in the future for inspection purposes.*

Applicant: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: (not required) \_\_\_\_\_

.....

Owner: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Use only
Planning Commission Meeting Date:
_____
County Commission Meeting Date:
_____

FILING FEE IS NON-REFUNDABLE



Administration Building, 3<sup>rd</sup> Floor  
 415 N. Dakota Avenue, Sioux Falls, SD 57104  
**Strong Foundation. Strong Future.**  
 Equal Opportunity Employer and Service Provider

P: (605)367-4204  
 F: (605)367-4713  
 minnehahacounty.org

