



COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
12150 Siouxland Road, Summerset, SD 57718
Phone: (605) 718-9858 Fax: (605) 718-9883 Web: www.summerset.us

FINAL PLAT

The filing fee for a Final Plat application is \$750.00.

Resolution and plat recording fee of \$90.00 must also accompany Final 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. Final Plat Application shall be submitted to the Planning Department **more than two (2) week** before a regular meeting of the Planning Commission. This submission shall consist of an original Final Plat Application and an original Final Plat prepared on 15" x 26" mylar.
2. Two (2) mylar originals of the Final Plat may be required if the land being subdivided is located in two (2) counties.
3. The mylar original(s), when submitted, shall include, in permanent black ink, the notarized signatures of the owner(s), and the signatures and seals (if applicable) of the surveyor, the County Treasurer(s), and Official(s) of Equalization or their designees, and the Highway Authority(s).
4. The Application Form (below) must be signed by the subdivider, the landowner(s) (if different than the subdivider), and (if applicable) the subdividers agent. The non-refundable Final Plat Application Fee and recording fees are due and payable at the time of submission of the Application.
5. Additionally the following copies must be submitted for a complete application to be considered:
 - __(1) Copy of Final Plat and application for proposed subdivision in paper format on a 15"x26" by a Registered Land Surveyor
 - __(1) Electronic copy of Final Plat (submitted by disk, e-mail or other approved electronic media)
 - __(1) Copy of Final plat on 8 1/2" x 11 paper



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Final Plat Procedures:

1. Upon receipt of the Final Plat Application, the Planning Department shall review the Final Plat Application and ensure the Final Plat conforms to the approved Preliminary Plat and that the conditions of approval of the Preliminary Plat have been met. The Planning Commission shall forward a recommendation to approve, approve with conditions, or deny approval of the Final 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 frame.
2. The City Commission, at its next regular meeting after the Planning Commission makes its recommendation, shall review the Final Plat Application and the Planning Commission's recommendation and act upon said recommendation. If the Final Plat is approved by the City Commissioners, the Planning Department shall, within fifteen (15) days of said approval, submit the signed mylar original(s) of the approved Final Plat and the approved subdivision covenants (if covenants are to be applied by the subdivider) to the appropriate Register of Deeds. An additional fee of \$30 will apply to Final Plats recorded with covenants of up to 50 pages. For each additional page above 50 the recording fee is \$2 per page. A 52 page document would be charged \$34. Data on the front and back of a page is considered 2 pages.
3. The City Commissioners, upon approval of the Final Plat and upon receipt from the Public Works Official of a Certificate of Final Completion, may accept the dedication of public infrastructure, right of way, and parks from the subdivider.

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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 _____

PROJECT PLANNER - AGENT

Name _____ Phone _____
Address _____ E-mail _____
City, State, Zip _____ Signature _____

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: _____

Planning and Zoning Meeting Date: _____ Covenants filing fee? Yes No

Commission Meeting Date: _____

Date Paid: _____

Payment Type: Cash Check Credit Card