

## PLATTING PROCEDURE

1. A parcel of land is surveyed and mapped (i.e., platted) by a registered land surveyor.
2. The Preliminary Plat and Application for Planning Review, together with the required fees, are submitted to the Planning Department by the Applicant. The information required on the Application for Planning Review must be complete or the plat may not be accepted by the Planning Department.
3. The Planning Department staff reviews the plat and submits it to the Planning Commission with comments and recommendations. The Planning Commission may require corrections and/or impose conditions prior to approving the plat.
4. The Planning Commission approves the corrected, Final Plat.
5. Following approval by the Planning Commission, the Final Plat is submitted to the Custer County Board of Commissioners for its approval.

Signatures required on the Mylar original of the plat *before* it is submitted to the County Commissioners:

- (1) Owners of the land being platted
- (2) Surveyor
- (3) County Treasurer

6. Following approval by the County Commissioners, the mylar original of the Final Plat is signed by:

- (4) Highway Authority (County Highway Superintendent and/or SD DOT)
- (5) County Commission Chairperson
- (6) County Auditor
- (7) County Director of Equalization

7. The Applicant submits the signed mylar original for legal recording to the:

- (8) County Register of Deeds

### Deadlines for Plat Submission

1. The Planning Commission meets on the first **Tuesday** of every month. At least **three weeks before the scheduled Planning Commission meeting**, the Application for Planning Review, ten (10) paper copies of the preliminary plat sized 15" x 26") and an electronic (digital) copy of the Plat in PDF format must be submitted to the Planning Department in order for the preliminary plat to be

included on the agenda. Fees are due when the plat is submitted to the Planning Department.

2. Following approval of the plat by the Planning Commission, the Mylar original (signed by the owners, surveyor, and Treasurer), one (1) paper copy of the final plat (sized 15" x 26"), an electronic (digital) copy of the **final** Plat in PDF format and an electronic (CAD) DWG format copy of the **final** Plat must be received by the Planning Department at least **six days before the next meeting of the County Commissioners** in order for the final plat to be included on the agenda for that meeting.

3. The Mylar original of the final, approved plat must be submitted for recording to the Register of Deeds within fifteen days of approval by the County Commissioners.