



PLATTING PROPERTY IN MINNEHAHA COUNTY

A plat is one of the primary means of describing property. A registered land surveyor will survey the lot and develop an official drawing of the property, a name will be assigned to the plat, and a series of signature blocks will be attached to the plat. An example of a plat name may be Lot 1 of John Doe Subdivision in the SE1/4 of Section 10 in Split Rock Township. 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.

At a minimum, a plat will have signature blocks for the surveyor, property owner, County Auditor, County Director of Equalization, County Planning Director, County Treasurer and County Register of Deeds. Plats within the platting jurisdictions of Sioux Falls, Brandon or Dell Rapids will also have signature blocks for city approval. Any plat within a joint platting area must be submitted first to the appropriate city and, once the plat has gone through that city's approval process, the property owner or their representative will bring the plat to the County Planning Department to begin the county approval process. For all other plats in the rural portions of the county, the plat must be submitted directly to the County Planning Department. Any plat submitted to the county for approval must include the following: the full

size mylar copy of the plat, two full size paper copies of the plat, one 8-1/2x11" copy of the plat drawing, and a completed copy of the plat approval 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.

County approval for a plat takes approximately one week. If a plat is submitted to the County Planning Department by 10:00 a.m. on a Tuesday it will be ready for pickup by 10:00 a.m. the following Tuesday provided no corrections are required on the plat. In addition to obtaining the Planning Director's approval on the plat, the Planning Department will obtain the signatures of the County Auditor and Director of Equalization. Once the Planning Department has completed its work, the property owner or their 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. The Treasurer will sign the plat once the taxes have been paid through the entire current year for both the property being platted and for the full parcel from which the new lot is being divided.

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 \$117.00 and this must be paid at the time the plat is submitted to the Planning Department. The County Highway Department will install the sign.

PLAT SUBMITTAL CHECKLIST

- Completed plat submittal application form

- Copies of Plat
 - One full size mylar (plastic) copy of the full plat large (including any signature sheets)
 - Two full size paper copies of the full plat(including any signature sheets)
 - One 8-1/2x11” paper copy of the plat diagram

- The plat approval fee of \$250 for the plat plus \$25 for each lot shown on the plat (for properties outside of the Sioux Falls or Brandon joint platting areas).



PLAT SUBMITTAL APPLICATION

Minnehaha County Planning Department, 415 N. Dakota Avenue, Sioux Falls, SD 57104, (605)367-4204

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

Plat Name and Legal: _____

Owner Name and Number: _____

Contact Name and Number: _____

Surveyor Name and Number: _____

Current Land Use: _____

Proposed Land Use: _____

Building Site

Existing Farmstead

Transfer of Ownership

Property Line Adjustment

Annexation

Other

Petition No.:	_____
Date:	_____
Filing Fee:	_____
Receipt No.:	_____

**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 \$117 fee for each necessary road sign will also be required.**

FILING FEE IS NON-REFUNDABLE