

DAVISON COUNTY
PROCEDURES FOR FILING, PROCESSING AND RECORDING PLATS

A plat is a map, or representation on paper of a piece of land subdivided into lots, parcel, tracts or blocks, including streets, commons, and public grounds, if any, all drawn to scale. The original document must be drawn on a mylar type material.

The first step is to have a registered surveyor survey the property and draw a plat. The plat must be a certified signature by a registered land surveyor and his/her seal must be attached. The surveyor is certifying that the plat is correct and done in accordance with the wishes of the landowner(s).

The landowner(s), or an authorized agent, must also sign the plat. A notary public must witness their signature(s). The owner(s) is certifying that the plat was made at their request and under their direction for the purposes of locating, platting and conveying the land. They also certify that the development of the land shall conform to all existing zoning, subdivision, erosion, sediment control regulations and the water protection pursuant to SDCL 11-3-8.1 and 11-3-8.

Naming and Addressing Roads for Development

The naming of dedicated public right-of-way should be done during the planning process. With the master plan being submitted for review, any roads that will need to be named should include a **requested** name that the developer would prefer. The road name would then be reviewed by 911 and the Emergency Response teams. This committee only meets once a month. After the road name has been approved, the approved name can be submitted on the plat.

THE NEXT PROCESS IS DEPENDENT UPON THE LOCATION OF THE LAND.

If the parcel is within the Mitchell city limits. The Mitchell City Planning Commission must approve the plat. This is evident by a dated signature of the chairman of the City Planning Commission. In order for the Mitchell City Planning Commission to consider the plat, it shall be submitted to the City Planner no later than the Wednesday before the meeting. The Mitchell City Planning Commission meets on the 2nd and 4th Monday of each month at 12:00 noon, in the City Council Chambers, City Hall. Refer to the Mitchell City Planning Office for further details (605) 995-8433 at City Hall.

If the parcel is within the designated 3 mile area from the corporate limits of Mitchell the above procedures must be followed. The County is the next procedure. There is currently a \$30.00 fee for consideration of a plat that needs to be paid prior to placing on the County Planning Commission agenda. The County Board of Commissioners must also approve the plat. However, the County Planning Commission and the County Commission will only consider the plat on the first Tuesday of each month. The plat must be given to the County Planning and Zoning Administrator, which is located in the Director of Equalization office, Davison County Courthouse, (605) 995-8615.

If the parcel is located outside the designated 3-mile area from the corporate limits of Mitchell, it must be approved by the County Planning Commission and the County Commission *exclusively*. This is evident by the dated signature of the County Planning Commission Chairman and the County Commission Chairman, which is attested by the County Auditor. However, the County Commission will not approve the plat without the signature of the County Treasurer who certifies that taxes, special assessments and advanced taxes are paid in full for the current year and past year if applicable.

The plat must be presented to the County Director of Equalization who certifies that a copy of the plat has been filed with the Equalization office. This is evident by the dated signature of the Director.

The last procedure is the recording of the plat with the County Register of Deeds. The Register of Deeds will not record the plat unless all the above signatures and seals are attached to the plat and the original mylar document is completed properly. The Register of Deeds retains the original document. The charge is \$10.00 for the first page and \$5.00 for any additional pages.

Any question regarding the jurisdiction of the land being platted should be directed to the County Zoning Administrator, Register of Deeds and/or the City Planner. The city or county reserve the right to request any person to take necessary actions in fulfilling their respective requirements.