

# Platting Property

# Minnehaha County

This Planning Information Bulletin (PIB) is designed to provide you information about the platting process in Minnehaha County. Minnehaha County has an adopted Subdivision Plan which details when plats are required and what information must be contained on the plat.

## Plat Requirement

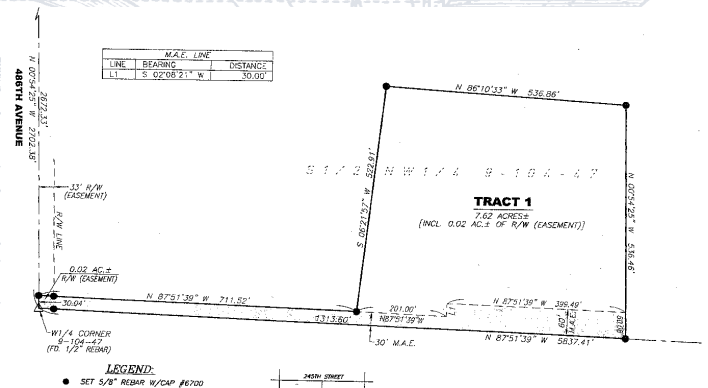
A plat is required for all property being subdivided which is 10 acres or less in size and/or the plat involves a curved or angled line. Properties within the joint jurisdictional area around Sioux Falls are required to be platted, regardless of the size of the lot. A legal description may be used for those properties which are over 10 acres in size and it meets any requirements of the Register of Deeds. The minimum lot size for a residential property is 1 acre, excluding the right-of-way.

## Preliminary Plan Requirement

A subdivision plan involving four or more parcels and/or a new street requires preliminary plan approval before submittal for platting. A preliminary plan has an application fee of \$250. It will be presented to the Planning Commission and the County Commission for approval. Once the preliminary plan is approved, the proposed plat may be submitted for Planning Department review. This process may take approximately two months, depending on the submittal time.

## Surveyors

All plats must be drawn by a licensed surveyor. Area land surveyors are listed in the phone book under 'surveyors' in the yellow pages. The County does not retain a surveyor for hire. The surveyor will charge a fee for their service.



## Plat Fees and Taxes

### Planning Review

The County Planning Department charges a plat review fee of \$250.00 plus \$25.00 per lot. For one lot, the fee is \$275.00. The plat fee is due at the time the plat is submitted for review. Plats within the joint jurisdiction for Sioux Falls will only pay a plat fee to the City of Sioux Falls.

### Register of Deeds

The Register of Deeds charges a plat filing fee of \$60.00 per plat, regardless of number of pages involved. That fee is due when the plat is submitted to their office.

### Taxes

Taxes are due for the entire current year on both the property being platted, and on the parcel of land the new lot is being split from. The Treasurer's signature is required on the plat, and taxes must be paid to obtain the Treasurer's signature. For more information regarding taxes, contact the Treasurer's Office at 367-4216.

### New Roads

If the plat involves new roads an additional fee is required for a street sign. The cost for each sign is \$120 and this must be paid at the time the plat is submitted to the Planning Department. The County Highway Department will install the sign.

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## Plat Review Process

After you receive the plat from the surveyor, it must be reviewed for compliance with the Subdivision Ordinance. This compliance includes required certificates, measurements, legal description, and other required elements. The review will be done by the County Planning & Zoning Department and any municipality that has a joint platting area.

### *Joint Platting Areas*

Joint platting areas exist around the cities of Sioux Falls, Brandon, Hartford, and Dell Rapids. Plats within these areas must be approved by the governing bodies of those cities. The plat should first be submitted to the City for approval, prior to submittal with County Planning and Zoning. State law requires that any plat which is adjacent to a municipal boundary must be approved by both the affected City and the County.

### *Required Materials*

Submitting a plat for review will require the following materials:

- The original 'Mylar' copy
- 2 Full size paper copies
- 1 8.5" x 11" paper copy
- Plat Application

The plat application is available on the County's web site or in the Planning Department.

### *Plat Review Timeline*

Plat review by the Planning Department takes approximately one week. The deadline to submit a plat is any day of the week. The plat will be ready to be picked up the following weekday at 8:00 am. Any corrections needed on a plat could extend the review time.



## New Road Platting

Any new road being platted requires an additional text block under the owner's certificate portion of the plat. This certificate must specify who will maintain the road. Roads may be either be dedicated for public use or designated as private. The name of the road must be shown on the plat. For safety reasons, the new road name may not duplicate an existing street name.

## Additional Information

The platting of new properties involve several ordinances.

- 1993 Revised Subdivision Ordinance
- 1990 Revised Zoning Ordinance for Minnehaha County
- The Joint Zoning Ordinances for Sioux Falls and Dell Rapids.

These Ordinances and others can be found at the 'Planning Ordinances' link on the Planning & Zoning webpage on [minnehahacounty.org](http://minnehahacounty.org)

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