



BUTTE COUNTY EQUALIZATION & PLANNING

117 5TH AVE, BELLE FOURCHE, SD 57717
605-892-3950 – Email: Cristina@buttesd.org

Sketch/ Letter of Intent / Application-Checklist:

Planning Meeting: _____

- B. The Sketch Map shall include the following:**
1. Subdivision name and description.
 2. Maps showing the general location of the property in context with surrounding properties. Nearby landmarks should be clearly defined.
 3. Proposed property boundaries.
 4. Significant natural and man-made features of the proposed subdivision.
 5. Lot and street layout (with acreages to one-half (1/2) acre).

Plat type and Fees:

- _____ Sketch Plan Review- \$100
- _____ Final Plat - \$100 per lot (Due at Preliminary)
- _____ Recording Fee (County) \$60 plat, \$30 for each additional document (disclosure statement, covenants, homeowners' association) additional City fees may apply.
- Per SDCL 11-39-9 & 10-21-20 taxes for the year must be paid in full

A. The Sketch Plan shall consist of the following:

1. Name, address, email, and telephone number of ALL Owner(s) and Subdivider(s) and any existing mortgage holders.
 Name(s) _____
 Address(es) _____
 Email(s) _____
 Telephone #(s) _____
2. Subdivision name and description:

3. Proposed water supply, wastewater disposal system and distribution system. If known, soil types.

4. Present use of land contained with the proposed subdivision and adjacent land:

5. Proposed improvements to be installed or constructed by the developer:

6. Type of structures and density of structures to be contained within the subdivision:

Property Owner

Director of Planning



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After the Planning Commission approves the Sketch Plan and Map, the Preliminary Plan and Plat may be submitted. The Subdivider shall comply with all requirements of Subdivision Ordinance 2022-03 and any contingencies required by the Planning Commission. If no exemptions were granted, a public hearing will be posted and held along with the preliminary meeting. Written notice of the proposed subdivision, in the form of a certified letter with return receipt, shall be mailed out by the Subdivider or their representative to all adjacent landowners a minimum of 10 days prior to the public hearing. Copy of receipts of certified letters need to be submitted to the Planning Director.

Preliminary Plan Checklist: (not limited to)

____ Written reports on water and wastewater systems establishing compliance with the DANR requirements including, but not limited to, those contained in ARSD 74:02:01, 74:04:09, 74:53:01.

____ Letters from utility, water, and sewer/wastewater providers confirming available service, if applicable

____ Proposed improvements to be installed or constructed by the Subdivider including roads, emergency egress, and easements on the plat.

____ Application approval from Highway Department for approach(s) off county road.

____ A draft of covenants shall be provided to be recorded and run with the land. **Please see Subdivision Ordinance 2022-03 for a list of minimum covenant requirements.**

- Any subdivision consisting of three or more lots shall show provision for the creation of a homeowners or landowners association. A copy of the by-laws shall be recorded with the final plat.

____ Disclosure statement shall be recorded with Register of Deeds along with the Final Plat

Preliminary Plat Checklist: (not limited to)

____ Location of the property by legal description, the existing or proposed development, utilities, power lines, easements and rights-of-way within the proposed subdivision and adjacent area.

____ Location of drainage ways and areas subject to flooding clearly depicted including FEMA- designated Special Flood Hazard Areas, within the proposed subdivision and adjacent area.

____ Location, dimension, and area of all proposed and existing lots. All lots and blocks shall be numbered or lettered consecutively.

____ Names, location, and widths of all existing and proposed streets and roads within the proposed subdivision and adjacent area, together with map showing the point of connection and existing federal, state and/or county roads.

____ Location and dimensions of all land proposed to be dedicated or reserved for parks, school, or public uses.

____ If any existing structures or improvements, these must be shown with setbacks indicated. Setbacks for structures shall be at least 50 feet from the front of the lot and at least 25 feet from the sides and rear boundaries of each lot. (Regarding setbacks for water and wastewater systems, refer to ARSD).

PLEASE REFER TO SUBDIVISION ORDINANCE FOR A COMPLETE LIST OF REQUIREMENTS