



**BUTTE COUNTY EQUALIZATION & PLANNING**

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

**Sketch/ Letter of Intent / Application-Submission Requirements:**

Subdivider \_\_\_\_\_ Planning Director/ Planner \_\_\_\_\_

Approval \_\_\_\_\_ Denial \_\_\_\_\_ Reason for Denial \_\_\_\_\_

Planning meeting \_\_\_\_\_

**Please fill form out completely or it will be denied.**

**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

**A. The Sketch Plan shall consist of the following:**

- 1. Subdivision name and description:

\_\_\_\_\_

- 2. Name(s), address(es), email, and telephone number(s) of owner(s) and Subdivider(s) and any existing mortgage holders.

Name(s) \_\_\_\_\_

Address(es) \_\_\_\_\_

Email(s) \_\_\_\_\_

Telephone #(s) \_\_\_\_\_ cell(s) \_\_\_\_\_

- 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 improvement to be installed or constructed by the developer:

\_\_\_\_\_

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

\_\_\_\_\_

**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).



## BUTTE COUNTY EQUALIZATION & PLANNING

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

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 with certified letters mailed out by the Subdivider to all adjacent property owners is required and will be held along with the Preliminary Hearing. Copy of receipts of certified letters send to planner.

### **Preliminary Plat & 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.
- Any subdivision consisting of three or more lots shall show provision for the creation of a homeowners or landowners association.

\_\_\_\_ Date, north arrow, and graphic scale

\_\_\_\_ 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 eater and wastewater systems, refer to ARSD).

\_\_\_\_ Disclosure Statement, and Covenants

**PLEASE REFER TO SUBDIVISION  
ORDINANCE FOR A COMPLETE LIST  
OF REQUIREMENTS**