



CITY OF SPEARFISH

625 Fifth Street, Spearfish, South Dakota 57783

City of Spearfish Final Platting Process Handout for Owner/Developer/Surveyor

1. Surveyor shall review City's plat checklist (see attachment) to confirm plat contains all required information, prior to submitting plat to the City.
2. Submit the following to Building and Development Department, 2nd Floor, City Hall:
 - a. City's plat checklist completed by surveyor
 - b. (1) paper copy of plat (full size and to scale) and (1) paper copy of the plat reduced to 8½" x 11" size or emailed
 - c. Closure calculations for all lots/blocks, right-of-ways and survey ties
 - d. Owner information to include email, address and telephone number
 - e. Surveyor information to include email, address and telephone number
 - f. Closing date on the property, if applicable
3. Various city staff will conduct individual reviews to ensure the proposed plat is in compliance with city/county standards; typical review time is one week per occurrence Comments along with corrections will be sent to the surveyor and/or owner. This process is repeated until City compliance is reached.
4. Surveyor will coordinate with Lawrence County Highway Superintendent and County Commission to obtain formal approval from county authorities for properties abutting County road rights-of-way. Once approved, surveyor will notify surveyor City staff. One of these parties will then be responsible to coordinate with Allan Bonnema, Lawrence County Highway Superintendent, to obtain his signature on the mylar.
5. The Treasurer's Office requires that property taxes be paid in full prior to a plat being recorded. City staff will coordinate with the Lawrence County Treasurer to determine the status of property taxes which might be due on property. If taxes are due, the property owner is to pay the Lawrence County Treasurer's office directly or write out a check to the Lawrence County Treasurer and submit the check to the City for delivery to the County Treasurer when the final plat document is filed with the Register of Deeds.
6. Upon compliance approval, please submit the following items to the City:
 - a. Check in the amount of \$125.00 for plat filing fees payable to the City of Spearfish
 - b. If owner desires City to deliver payment of property taxes, owner shall submit a check payable to the Lawrence County Treasurer for amount of taxes due.
 - c. (1) mylar of plat (11"x17" or 15"x26") (NO ink pens to be used)
 - i. Owners signature, notary signature and seal
 - ii. Surveyor's signature and seal
 - iii. Signature from Lawrence County Highway Superintendent and/or SD DOT, if applicable.
 - iv. Signature from Road District, if applicable.
 - d. (1) paper copy of plat
 - e. Electronic CAD drawing file of the plat emailed to the City
 - f. (1) reduced 11"x17" paper copy of plat if plat is 15"x26"
7. City will record the plat at the Lawrence County Courthouse. Plats are generally delivered to the County offices for recording **twice a week**, every **Monday** and **Thursday** (holidays excluded). Plat submittals are due by end of business Friday, for Monday recordings and by end of business Wednesday, for Thursday recordings.

