

Preliminary Plat Checklist

Preliminary Plat Approval

General procedure for review and approval of a subdivision plat shall consist of three separate steps, in sequence: (1) an informal advisory meeting with staff and/or the Planning and Zoning Commission; (2) preparation, and submission of a preliminary plat of the proposed subdivision; and (3) preparation and submission of final plat of the subdivision.

Before filing a preliminary plat, the applicant shall consult with staff for advice regarding general requirements, minimum standards of design and requirement improvement as set forth in this ordinance. A sketch of the proposal shall be submitted. The applicant shall also submit a location map showing the relationship of the proposed subdivision to existing or platted streets and existing community facilities. This informal review should prevent unnecessary costly revisions in the layout and development of the subdivision/plat. The informal advisory meeting does not require formal application, fee, or filing of plat with the County Development Office.

Procedure

General. After meeting information with staff, the applicant shall cause to be prepared a preliminary plat prior to the making of any street improvements or the installation of utilities.

1. Provide 11 hard copies and one electronic version (PDF, SHP, DWG or other Applicable file type) of the preliminary plats and the required supplemental material shall be filed with the County Development Office who shall transmit them to the Brookings County Planning and Zoning Commission. Such filing shall take place by 5 PM on the 2nd Tuesday of any month in order to be placed on the following month's agenda. A preliminary plat application shall not be considered officially submitted unless and until ALL required information is included or written justification for the omission of such information is submitted.
2. The staff/P&Z Commission shall study the said preliminary plat to see if it is consistent with the standards set forth in the Brookings County Subdivision Ordinance. Staff shall make recommendation to the P&Z Commission based upon its review of the submitted preliminary plat.
3. Following a hearing, staff recommendation, and due consideration of the preliminary plat, the P&Z Commission shall approve, disapprove, or modify the proposed preliminary plat and shall impose those requirements or grant those variances in conformance with the Brookings County Subdivision Ordinance deemed necessary and appropriate. The action of the P&Z Commission; together with all modifications, requirements, variances, and reasons thereof, shall be noted on all copies of the preliminary plat application. A copy shall be returned to the applicant and one copy retained by the County Development Office.
4. Approval of the preliminary plat by the P&Z Commission shall not constitute acceptance of the final plat, based thereon, and is submitted within 2-years from the date of such approval. An extension of time may be applied for by the applicant granted by the P&Z Commission.

Required Information on Plat

- Names of subdivision, names and addresses of the owners, the engineer or surveyor, and the owners of adjacent property
- Date, north point and scale. Scale shall not be less than 1-inch = 100-feet

- Location of property lines, roads, existing utilities with size of lines, and other underground installations
- Acreage of land to be subdivided/platted
- Proposed utility system
- Contours at an interval of not great than 10-feet; also the locations of water courses, bridges, wooded areas, and such other topographic features as may be pertinent to the subdivision/plat
- Lot lines, lot numbers and minimum building setback lines
- Location of proposed culverts and other drainage provision
- Proposed improvements and grading
- Proposed easements, dedication, and reservations of land to be considered for sale or dedication to public use
- Names of new/existing streets
- Copies of proposed deed restriction, if any shall be attached to the preliminary plat

Plat Review Fee

A fee shall be levied for the examination and approval or disapproval of every plat reviewed by the P&Z Commission. At the time preliminary plats are filed with the County Development Office, the applicant shall pay a fee set by the Brookings County Board of County Commissioners.