

**DAVISON COUNTY  
PROCEDURES FOR FILING, PROCESSING AND RECORDING PLATS**

A plat is a map, or representation on paper of a piece of land subdivided into lots, parcel, tracts or blocks, including streets, commons, and public grounds, if any, all drawn to scale. The original document must be drawn on a mylar type material. The first step is to have a registered surveyor survey the property and draw a plat. The plat must include a certified signature by a registered land surveyor, to include his/her seal certifying that the plat is correct and done in accordance with the wishes of the landowner(s).

**Section 1215 Naming of Additions and Subdivisions (Davison County Zoning Ordinance)**

Every addition or subdivision within Davison County and subject to the Zoning Ordinance shall be uniquely named. Such name shall not duplicate, be the same in spelling, or alike in pronunciation, with or to any existing addition or subdivision in Davison County. Such addition and subdivision names are subject to the approval of the Davison County Register of Deeds whose decision shall be final. Plats which do not comply with this section and the general provisions of SDCL 11-3-7 shall not be entitled to recording.

The landowner(s), or an authorized agent, must also sign the plat. A notary public must witness their signature(s). The owner(s) is certifying that the plat was made at their request and under their direction for the purposes of locating, platting and conveying the land. They also certify that the development of the land shall conform to all existing zoning, subdivision, erosion, sediment control regulations and the water protection pursuant to SDCL 11-3-8.1 and 11-3-8.

**Naming and Addressing Roads for Development**

The naming of dedicated public right-of-ways should be completed during the planning process. With the master plan being submitted for review, any roads that will need to be named should include a requested name that the developer would prefer. The road name would then be reviewed by 911 and the Emergency Response teams. This committee only meets once per month. After the road name has been approved, the approved name can be submitted on the plat.

**THE NEXT PROCESS IS DEPENDENT UPON THE LOCATION OF THE LAND.**

If the parcel is within the Mitchell city limits, the Mitchell City Planning Commission must approve the plat. This is evident by a dated signature of the chairman of the City Planning Commission. In order for the Mitchell City Planning Commission to consider the plat, it shall be submitted to the City Planner no later than the Wednesday before the meeting. The Mitchell City Planning Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 12:00 noon, in the City Hall Council Chambers. Contact the Mitchell City Planning Office, located in City Hall, for further details @ (605) 995-8433.

The City of Mitchell also approves plats within the designated 3 mile area from the corporate limits of Mitchell. However, the County must also approve the plat. The plat must be given to the County Planning and Zoning Administrator, who is located on first floor of the Davison County Courthouse and can be reached @ (605) 995-8615. There is currently a \$30.00 fee for consideration of a plat that needs to be paid prior to placing on the County Planning Commission agenda. The Davison County Planning Commission meets the first Tuesday of the month @ 7:00 P.M. at the Courthouse. The plat shall be presented for consideration by 9:00 A.M. the Thursday preceding the Tuesday Planning Commission meeting. Once approved, the County Board of Commissioners must also approve the plat.

If the parcel is located outside the designated 3-mile area from the corporate limits of Mitchell, it need only be approved by the County Planning Commission and the County Commissioners. This is evident by the dated signature of the County Planning Commission Chairman and the County Commission Chairman, which is attested by the County Auditor. However, the County Commission will not approve the plat without the signature of the County Treasurer who certifies that taxes, special assessments and advanced taxes are paid in full for the current year and past year if applicable.

The plat must be presented to the County Director of Equalization who certifies that a copy of the plat has been filed with the Equalization office. This is evident by the dated signature of the Director.

**11-3-12.1. Approval of access to street or highway prerequisite to filing plat.** The owner of any parcel of land proposing to develop such land for residential or commercial purposes shall obtain written approval of the proposed access to an abutting highway or street from the appropriate highway or street authority. The approval shall be obtained prior to filing of the plat in accordance with this chapter and may not replace the need for any permits required by law.

The last procedure is the recording of the plat with the County Register of Deeds, who will not record the plat unless all the above signatures and seals are attached to the plat and the original mylar document is completed properly. The Register of Deeds retains the original document. Copies are available at the price of \$10.00 for the first page and \$5.00 for any additional pages.

Any question regarding the jurisdiction of the land being platted should be directed to the County Zoning Administrator, Register of Deeds and/or the City Planner. The city or county reserve the right to request any person to take necessary actions in fulfilling their respective requirements.