

Jerauld County Director of Equalization and Zoning Office

PO Box 444, Wessington Springs, SD 57382

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GUIDELINES FOR PLATTING PROPERTY

1. Request that surveyor mail or email a preliminary copy of plat to Director of Equalization so it can be reviewed (Register of Deeds and abstractor can review it also)
2. The original (mylar) and all copies must be signed by the surveyor and signed and notarized by landowner(s)
3. Bring the original (mylar) and all copies to the Treasurer's Office for their signature – Treasurer signs to verify that taxes are paid up to date (full year) on the existing legal description that the plat is contained in.
4. Contact the Highway Authority for their signature verifying there are no issues with them. If plat abuts a State Highway plat is signed by State Engineer. If plat abuts a County Road plat is signed by County Highway Supervisor. If plat abuts a Township Road plat is signed by that Township President.
5. Bring original (mylar) and all copies to the Director of Equalization for signature verifying that a copy of the plat is on file in our office (plat can be left here until Planning Commission meeting)

Plats within the city limits do not go before the Planning Commission or County Commissioners, they go before the city government

6. Planning Commission will meet to approve plat at date and time specified by Zoning Administrator. Plat is signed by Planning Commission President.
7. After approval by Planning Commission, the Zoning Administrator will give to Auditor to go before the County Commissioners for their approval (regular meetings are the first Tuesday of the month)
8. After approval by the County Commissioners, the Zoning Administrator will contact the owner and let them know the plat is ready to be signed and recorded by the Register of Deeds. Appropriate recording fees will be paid by owner at the time of recording. The Register of Deeds will keep the original (mylar) copy on file in her office; one paper copy will be filed in the Director of Equalization Office; one paper copy will be filed in the abstractor's office; remaining copies will go to the owner of newly platted parcel and owner of parcel the plat is in (if different owner)
9. If newly platted parcel is being transferred to a new owner, a deed must be filed in the Register of Deeds Office

CHECK LIST FOR FILING A PLAT

1. Name and address of person filing Plat _____
_____ Phone: _____

2. Title of Plat with Legal _____

3. Town or Township Plat is in _____

4. **Are all legals correct?** _____ YES _____ NO

5. **Are there 5 copies?** Mylar copy _____ 4 - Additional Copies _____

6. **Are the following on Plat?**

a. Owner's name correct, check in assessment book? _____

b. Plat signed by owners and notarized? _____

c. Signed by surveyor? _____

d. Place for signatures for the following:

Treasurer _____ Highway _____ DOE _____ Planning _____ Commissioners _____ ROD _____

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7. Access approval for (street or highway) _____ YES _____ NO _____

8. **9-1-1 Address:** _____

9. Reason for Plat _____

10. Are there any buildings included in the plat? _____ YES _____ NO If yes, list them:

11. Are the taxes paid? _____ YES (Check with Treasurer to see if **WHOLE YEAR** is paid)

12. Signed by County Treasurer _____

13. Signed by Highway Authority _____

14. Signed by Director of Equalization _____

15. Planning Commission/Board of Adjustment Meeting Date: _____

16. Approved and Signed by Planning Commission President _____

17. Approved by County Commission _____

18. Signed by President of County Commissioner _____

19. Signed by Register of Deeds _____

20. Filed with Register of Deeds _____ Date filed _____