

**Lawrence County Planning & Zoning Department**

**Plat Process & Application**

90 Sherman Street, Deadwood, SD 57732

Ph: 605-578-3871 Fax: 605-722-6221

Web: [www.lawrence.sd.us](http://www.lawrence.sd.us)

**INSTRUCTIONS FOR PLAT REVIEW, COUNTY DUTIES & FINAL SUBMITTAL :**

- All plats are due for review 22 days prior to the regularly scheduled P & Z Meeting. At this time all fees must be paid; surveyors must submit the plat checklists; application; (1) paper copy of plat at full size and to scale & (1) at 8 ½” x 11” and emailed copy.
- County performs compliance review of plat; typical review time is 1 week per review. Any County review comments will be sent to surveyor. County will work with other County Departments during the review process. This item is repeated until County compliance is reached.
- After compliance is determined the surveyors must submit (1) mylar of plat (11”x17” or 15”x 26”); (1) paper copy of plat; Electronic CAD drawing file of the plat emailed to the County with closure calculations for all lots/blocks, right-of-ways and survey ties ; and with required signatures in **Permanent Sharpie Black Pen ONLY**
  - Owners signature, notary signature and seal
  - Surveyor’s signature and seal
  - Signature from Road District if applicable
  - All other signatures will be obtained by the Planning Department
- The Lawrence County Treasurer requires that taxes be paid in full prior to a plat being recorded. Make sure your clients do this or the plat can not be recorded.
- Plats will be recorded the day after the approval date if all signatures are collected and taxes have been paid. Remind your clients if they have a closing on a lot do not have closing scheduled for the same day as recording.

**PLAT TYPE and FEES:**

- Layout \$100
- Preliminary \$350 plus \$25 for each lot
- Boundary \$100 unless submitted with Preliminary
- Final \$100
- Recording Fee \$60 (for each final plat)

**LEGAL DESCRIPTION:**

**Owner’s Name:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Surveyor Name:** \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**The OWNER, SURVEYOR, OR AUTHORIZED AGENT, ACKNOWLEDGES: That he/she has read that he / she has read and understands the requirements set forth in the Lawrence County Subdivision Regulations and this application form; that he/she authorizes the Lawrence County Planning Department staff and designees to enter onto and inspect the above-described property; and that he/she has been advised of the fee requirements and they have been paid.**

**X** \_\_\_\_\_  
Signature of Property Owner/Agent      Date

**FOR STAFF USE ONLY:**  Plat Checklist     Plat Application     Paper Copies & Digital Format  
**TOTAL FEES:** \_\_\_\_\_ **CASH:** \_\_\_\_\_ **or CH:** \_\_\_\_\_