



# CITY OF BELLE FOURCHE ENGINEERING DEPARTMENT

511 6<sup>th</sup> Avenue  
Belle Fourche, SD 57717  
Phone: 605-892-3006  
Office Hours:  
7:00 am – 4:00 PM  
Monday - Friday  
[www.bellefourche.org](http://www.bellefourche.org)

## BEWARE OF SCAM EMAIL

We have been notified of a scam email impersonating the City of Belle Fourche, specifically the Planning & Zoning Commission. These emails request that the citizen wire money following their Planning & Zoning application, historically the week of the designated Planning & Zoning meeting. We ask that you do not interact with these emails.

So far, the following email addresses have been identified as being a part of the scam:

- [Planningdept.CityOfBelleFourche@usa.com](mailto:Planningdept.CityOfBelleFourche@usa.com)
- [planning-zoning.bellefourche.org@usa.com](mailto:planning-zoning.bellefourche.org@usa.com)
- [planning-dept.bellefourche@usa.com](mailto:planning-dept.bellefourche@usa.com)

These email addresses may not be the only ones used in this scam, the scammer's pattern so far appears to include some combination of the words planning, zoning, department, and Belle Fourche in their email addresses in order to appear legitimate. We ask that you be vigilant of any emails you receive appearing to be a Belle Fourche city employee.

Below are things to check when receiving emails from the city:

- The City of Belle Fourche will **NEVER** request payment via money wire or gift cards
- All legitimate Belle Fourche city email addresses end in "@bellefourche.org"
- City of Belle Fourche department letterheads, email signatures, and invoices include a phone number

We ask that you contact us either in person or over the phone if you receive any suspicious emails claiming to be any personnel from the City of Belle Fourche. Contact information is below and we are on the second floor of City Hall at 511 6<sup>th</sup> Avenue.

The individuals below are the only city personnel who interact with applicants directly regarding Planning & Zoning matters:

- Brent Hardy, City Engineer
  - Email Address: [brent@bellefourche.org](mailto:brent@bellefourche.org)
  - Direct Office Phone: 605-723-9348
  - Work Cell Phone: 605-920-8037
- Steve Nafus, Assistant City Engineer
  - Email Address: [snafus@bellefourche.org](mailto:snafus@bellefourche.org)
  - Direct Office Phone: 605-723-9341
  - Work Cell Phone: 605-210-1175
- Hailey Hanzlik, Engineering Administrative Assistant
  - Email Address: [hailey@bellefourche.org](mailto:hailey@bellefourche.org)
  - Direct Office Phone: 605-723-9370
  - Hailey does not have a work cell phone



CITY OF  
**BELLE FOURCHE**  
ENGINEERING DEPARTMENT

511 6<sup>th</sup> Avenue  
Belle Fourche, SD 57717  
Phone: 605-892-3006  
Office Hours:  
7:00 am – 4:00 PM  
Monday - Friday  
www.bellefourche.org

**ANNEXATION APPLICATION**

(Belle Fourche City Ordinance 17.28)

Annexation Fee: \$150.00

**APPLICANT INFORMATION**

1. Name of Applicant/Property Owner: \_\_\_\_\_

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

Phone number and optional email address: \_\_\_\_\_

If Property Owner is **not** the Applicant (if same, leave blank):

Name of Property Owner: \_\_\_\_\_

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

Phone number and optional email address: \_\_\_\_\_

2. Legal description of lot(s) for requested annexation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Parcel number(s) of lot(s): \_\_\_\_\_

\_\_\_\_\_

4. Requested zoning district: \_\_\_\_\_

5. Reason/intended use for requested annexation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Engineering Department will use the information provided on this application to draft an annexation petition, map, and resolution which will be presented to the City Planning & Zoning Commission and City Council for approval.

If approved, there will be a twenty (20) day referral period beginning the day the City Council minutes are posted in the Black Hills Pioneer newspaper. After the twenty days have passed, the annexation map and resolution will be filed at the Butte Register of Deeds office, and the annexation will go into effect.

The Engineering Department will provide the applicant/owner dates and times of the Planning & Zoning and City Council meetings once the City Engineers discuss the request with the applicant. Applicants/owners are not required to attend either meeting but are encouraged to attend in case of any questions or discussion.

## **Signature Blocks and Acknowledgements for Annexation Request**

**By signing below, the applicant and owner ensure that all information provided is accurate to the best of their knowledge. Any incorrect or missing information may lead to delays in approval.**

The City reserves the right to request additional information.  
*(if applicant is property owner, sign and date both lines)*

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

## **Application Submission**

Once signed and dated, please submit application to the Engineering Department via one of the following ways:

1. In person = we are on the second floor of City Hall. Office hours are 7:00 am to 4:00 pm, Monday through Friday (not including council-approved holidays).
2. Email = please email applications to the Engineering Administrative Assistant at [hailey@bellefourche.org](mailto:hailey@bellefourche.org)
3. Mail = please mail applications to “*Engineering Department, 511 6<sup>th</sup> Avenue, Belle Fourche, SD 57717*”

**Please do not send any payment with your application.**

The City Engineers must discuss your application with you prior to accepting any payments.

**Engineering Department Use Only**

Date application was submitted: \_\_\_\_\_

Annexation fee: \_\_\_\_\_

Date fee paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

**Annexation Checklist:**

- \_\_\_ Fee paid (\$150.00)
- \_\_\_ Memo drafted
- \_\_\_ Memo completed/in packet
- \_\_\_ Petition drafted
- \_\_\_ Petition signed
- \_\_\_ Map drafted
- \_\_\_ Map signed/notarized
- \_\_\_ Resolution drafted
- \_\_\_ Recommendations sent to Council agenda
- \_\_\_ Resolution signed/notarized
- \_\_\_ 20-day grace period is complete: \_\_\_\_\_
- \_\_\_ Map and resolution taken to Register of Deeds office
- \_\_\_ Map and resolution filed in Engineering Office
- \_\_\_ AutoCAD map is updated
- \_\_\_ ArcGIS map is updated

**Meeting Dates:**

Planning & Zoning meeting: \_\_\_\_\_

Action taken: \_\_\_\_\_

City Council meeting: \_\_\_\_\_

Action taken: \_\_\_\_\_

City Council minutes published in Black Hills Pioneer: \_\_\_\_\_

20-day grace period end-date following publication / annexation official: \_\_\_\_\_

Annexation map and resolution taken to Register of Deeds office: \_\_\_\_\_

**Annexation Designations:**

Legal Description (with Addition): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Ward: \_\_\_\_\_

Precinct: \_\_\_\_\_