



CITY OF BELLE FOURCHE ENGINEERING DEPARTMENT

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

Plats and Mylar

Owners of properties within the city of Belle Fourche or within the 3-mile jurisdiction wishing to subdivide, combine, or otherwise make changes to their property shape or size must go through the Planning and Zoning Commission and City Council.

Advertisements and Signs:

Plats are not required to be advertised in the newspaper and do not require an issued sign from the Engineering Department.

Costs:

Filing fees are determined by the number of lots or tracts involved as well as if there are any accompanying documentation needing to be filed at the Butte County Register of Deeds office.

- Lots/tracts: \$25.00 per lot/tract
- Final Plats: \$100.00 plus cost of lots/tracts
- Administrative Lots: \$100.00 (no additional cost for lots/tracts)
- Preliminary Plan: \$200.00 plus cost of lots/tracts

Requirements:

- All plats must be *within the 3-mile jurisdiction* must go through the City of Belle Fourche Planning & Zoning commission.
- All plats that are in Butte County but are *not* inside city limits must also go through the Butte County Equalization and Planning board. *Butte County Equalization and Planning's phone number is 605-892-3950.*
- Plats must be submitted to the Engineering *before* the plat can be put on the Planning & Zoning agenda.

Plat and Mylar Process:

1. The surveyor/owner sends a digital copy of the plat and owner contact information to the City Engineer (brent@bellefourche.org) and the Engineering Administrative Assistant (hailey@bellefourche.org).
2. The City Engineer will determine the category of the plat (preliminary, final, or administrative) and what corresponding documents need to be filed with the plat (Subdivision Agreement, Waiver of Right to Protest, Covenants, Disclosure Statement, etc.)
3. The Engineering Administrative Assistant will determine and relay the filing fees to the owner(s) of the plat as well as the dates and times of the Planning & Zoning meeting and corresponding City Council meeting. **Owners are not required to attend either meeting, but are encouraged to do so in case of any questions, concerns, or requests of clarification **

4. The owner(s) will pay the filing fees (see below) and the plat will be put on the next available Planning & Zoning agenda (see "Submission Dates" link). **Please note that payments must be submitted before mylar can be recorded.**
5. The City Engineer will create the memo that will accompany the plat on the agenda and send that memo, upon completion, to the surveyor/owner.
6. If the plat passes through Planning & Zoning...
 1. If there are **no** changes needing to be made: it will be put on the next City Council's consent agenda for a final vote.
 2. If there **are** any changes needing to be made, the City Engineer will contact the surveyor regarding changes and conditions. The surveyor will resubmit the corrected plat via email to the City Engineer and Engineering Administrative Assistant. Once the City Engineer ensures all the correct changes were made, the plat will be placed on the next city council agenda.
7. Once the plat passes through City Council, the owner/surveyor has 90 days to submit mylar to the Engineering Department for official recording.
8. **Please also ensure that the taxes on the property are paid up to date.** If you are not sure if the taxes are paid, we encourage you to contact the Butte County Treasurer's office at 605-892-4456.
9. Once the Engineering Department receives the mylar with all the appropriate signatures and stamps noted above, the city officials will sign and stamp in their designated areas. The Engineering Department will then submit the mylar and any corresponding documentation to the Register of Deeds office in the Butte County Courthouse where the plat and corresponding documentation will be officially recorded.

Please Note:

- The owner/surveyor cannot submit mylar to the Register of Deeds office themselves. The Engineering Department must submit all mylar and accompanying documents that are approved by City Planning & Zoning and City Council to ensure the correct plat information, signatures, and stamps.
- All filing fees must be paid before the Engineering Department can submit mylar to the Register of Deeds office for official recording.
- All plats must be approved by both Planning & Zoning and City Council before they can be filed and recorded at the Register of Deeds office. All plats outside of city limits but within three-mile jurisdiction must also be approved by the Butte County Planning Commission.