



MEADE COUNTY PLANNING
 Equalization & Planning Department
 1300 Sherman St. Suite 222, Sturgis, SD 57785
 Phone (605) 347-3818 Fax (605) 347-6830
 Email: doe@meadecounty.org

This application and maps need to be submitted to the Equalization and Planning Department along with copies of certified mail receipts and all other supplemental material **ON OR BEFORE THE AGENDA DEADLINE DATE.** If the information is not submitted by the Agenda Deadline date, you will not be placed on the Planning Board Agenda and therefore will need to wait until the following month.

Return By: _____ Planning Board Meeting Date: _____ at 1 PM.

Name: _____
 (current property owner)
 Address: _____ City/State: _____ Zip: _____

 Phone Numbers: Home: _____ - _____ - _____ Other: _____ - _____ - _____

Name of Registered Land Surveyor and/or Engineer: _____
 Phone Numbers: Office: _____ - _____ - _____ Other: _____ - _____ - _____

Subject Property Information
 LegalDescription:

 Parcel ID No. _____
 Property Address: _____
 I am Requesting:
 - Hardship Variance (with fee) - Preliminary Plat Review
 - Non-Hardship Variance (with fee) - Final Plat Review (with fee)
 - Form of Intent - Other: _____
 Description of request: _____

Is the property included in any of the following?
 - Road District If so, name of district: _____
 - Sanitary District If so, name of district: _____
 - Water District If so, name of district: _____
 - Homeowners Association
 If so, name of association: _____

Checklist of Items submitted for a form of Intent:

- Application
- Location Map
- Site or Plat Map set to scale indicating all pertinent distances

Checklist of Items submitted for preliminary plats:

- Application
- Location Map
- Plat Map set to scale indicating all pertinent information including building envelopes & access roads
- Proof of Notification to all contiguous neighbors by Certified Mail Receipts
- Homeowners Association or any other governing board notification or approval letter highly recommended
- Soil Boring Test for septic system
- Drainage Plan
- Utility Company confirmation letter
- Copy of Covenants
- All supplemental information required by Ordinance No. 20 &/or planning board
If Required: water supply letter, well log and water system plans, road district letter or road plans, flood plain information, fire department letter, school bus letter, post office letter, bond or letter of credit if deemed necessary

Checklist for Final plats:

- The Mylar with all appropriate signatures and all plat & recording fees.
- All improvements must be built or bonded for before final approval
- Agriculture Land platting statement signed if necessary
- Digital PDF file, if available

Checklist of Items submitted for variances:

- Application
- Location Map
- Site or Plat Map set to scale indicating all pertinent distances
- Fee Paid \$300 (hardship & non-hardship)
- Variance Sign obtained with \$100 deposit and properly placed (for non-hardship)
- Proof of Notification to all contiguous neighbors by Certified Mail Receipts
- Homeowners Association or any other governing board notification or approval Letter highly recommended
- Doctor's Letter stating need for onsite care (hardship only)

I herby understand the requirements for the submission of this form and I agree and affirm that all information is true and correct.

Signature: _____ Date: ____/____/_____