

PLATTING PROCEDURE

1. A parcel of land is surveyed and mapped (i.e., platted) by a registered surveyor.
2. The preliminary plat and Subdivision Review Application, together with the required fees, are submitted to the Planning Department.
3. The Planning Department staff reviews the plat and submits it to the Planning Commission with comments and recommendations. The Planning Commission may require corrections and/or impose conditions prior to approving the plat.
4. The Planning Commission approves the corrected, final plat.
5. Following approval by the Planning Commission, the final plat is submitted to the Custer County Board of Commissioners.

Signatures required on the mylar original of the plat *before* it is submitted to the County Commissioners:

- (1) Owners of the land being platted
- (2) Surveyor
- (3) County Treasurer
- (4) Highway Authority (county or state)

6. Following approval by the County Commissioners, the mylar original of the final plat is signed by:

- (5) County Commission Chairperson
- (6) County Auditor
- (7) County Director of Equalization

7. The Planning Department submits the signed mylar original for legal recording to the:

- (8) County Register of Deeds

Deadlines for Plat Submission

1. The Planning Commission meets on the first Wednesday of every month. At least three weeks before the Planning Commission meets, the Subdivision Review Application and **ten** (10) copies of the preliminary plat (sized 15" x 26") must be submitted to the Planning Department in order for the preliminary plat to be included on the agenda. Fees are due at this time.
2. Following approval of the plat by the Planning Commission, the mylar original (signed by the owners, surveyor, Treasurer and Highway Authority) and **six** (6) copies of the final plat (sized 15" x 26") must be received by the Planning Department at least six

days before the next meeting of the County Commissioners in order for the final plat to be included on the agenda for that meeting.

3. The mylar original of the final, approved plat must be submitted for recording to the Register of Deeds within fifteen days of approval by the County Commissioners.