



A STEP BY STEP GUIDE TO THE APPROACH PERMIT PROCESS

- 1) Fill out an application. This can be done in person at the Planning Office on the second floor of the Custer County Courthouse. The application can also be completed on-line; find the link on the custercountysd.com website under the Planning Department tab. Please fill out the application completely. Don't worry, we don't sell or give out any of your information, it is used in-house only to contact you during the process.
- 2) Wait patiently & don't start construction of your approach yet. Several things happen during this step. The Planning Department does several checks including but not limited to: making sure the property is deeded to you, checking to make sure your property has legal access, and checking with the GIS Department for address availability. When those checks are complete, the Highway Superintendent goes to the location you have proposed for your approach. During that on-site visit a determination will be made if the site is acceptable and if a culvert is required or not. After that preliminary site evaluation is made you will be notified.
- 3) You've received notification to proceed with construction of your approach from the Highway Superintendent. This is when the actual construction can start. Please refer to 'Custer County Highway Department Road and Approach Specifications' pages 4-6 for specifics on the construction of your approach. After you or your contractor has completed construction of the approach (including gravel surfacing) contact the Custer County Highway Department to inform them that approach construction is complete.
- 4) Final inspection. After notification of completion, the Highway Superintendent will conduct another on-site inspection. During this inspection the approach will be checked to insure it meets the specifications outlined and a GPS coordinate will be obtained on the approach. If the approach does not meet specs you will be notified to make any corrections required. If the approach meets specs you will be notified of your new address number.

Some tips:

-Plan ahead & don't expect this process to happen "overnight". This system has been put in place to protect you, your neighbors, and the county. A rural address is only the first step in the building process, an address is required for building permits, septic permits, mail delivery, and emergency response.

-An approach permit is only good for one year from the date of application. The permit will expire in one year. If the approach is not completed or the Highway Department has not received notification of completion, you will have to re-apply and pay for another permit.

-Consult with your contractor. Many local contractors are booked out several months. In other words, if the contractor can't get there for six months, consider waiting two or three months to take out the approach permit. It will give you more time for completion delays.

Thanks,

Custer County