

# City of Tea

## Developer & Contractors Handbook

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Drafted by:  
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315 S. Phillips Avenue  
Sioux Falls, SD 57104  
(605) 336-3075

**PRE-ANNEXATION AGREEMENT BETWEEN THE CITY OF TEA AND  
OWNER/DEVELOPER**

THIS AGREEMENT is made pursuant to South Dakota Codified Law 9-4-1.1 and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the City of Tea, South Dakota Municipal Corporation (“City”), and \_\_\_\_\_ (“Owner/Developer”).

WHEREAS, the Owner/Developer has requested that the City of Tea annex the property subject to this agreement, legal title to which is vested in the Owner, legally described on the attached Exhibit A, shown on the map attached as Exhibit B for illustrative purposes, and Owner/Developer has plans and intentions of developing the annexed property hereafter referred to as the “Subject Property”; and

WHEREAS, the Subject Property is located in the unincorporated portion of Lincoln County, South Dakota and is contiguous with the City of Tea on its \_\_\_\_\_ and \_\_\_\_\_ boundaries. Subject Property contains approximately \_\_\_\_\_ acres; and

WHEREAS, City has by execution of this Agreement manifested its intention to annex the Subject Property pursuant to the terms and conditions of this Agreement and SDCL 9-4-1.1 and by resolution of the City, the City shall after execution of this Agreement have the Subject Property annexed to the City; and

WHEREAS, the parties intend to fully comply with all relevant statutes of the State of South Dakota and ordinances of the City of Tea with respect to the annexation, zoning and subdivision regulations. The City of Tea has or will give proper notice and conduct all hearings necessary to effectuate the annexation, rezoning or any other necessary issues including hearing

by the Planning Commission, and the Council of the City of Tea, to effectuate this agreement in the annexation of the Subject Property; and

**In consideration of this agreement, the City and Owner/Developer further mutually covenant and agree to the following terms and conditions:**

1. **Completion of the Annexation Process.** Owner/Developer will file with the City all documents necessary to complete the annexation process.
2. **Zoning.** The Subject Property, upon annexation, application and proper consideration shall complete the process for change of zoning district to reflect residential and commercial zoning classification or planned development district as defined and permitted by the zoning ordinances of the City of Tea as well as the Official Zoning Map. The Subject Property shall be developed in accordance with the plan marked Exhibit C which attached here and made a part of this Agreement.
3. **Comprehensive Plan.** The Owner/Developer shall make all efforts necessary to comply with the current Comprehensive Plan for Community Development for the City of Tea and the execution of this Agreement as well as completion of the annexation process will serve as acknowledgement of compliance with the comprehensive plan.
4. **Subdivision Regulations.** The Owner/Developer will follow and adhere to the requirements of the Subdivision Regulations which in turn requires compliance with the Comprehensive Plan, Zoning Regulations, Official Zoning Map, Engineering Design Standards and other applicable plans or regulations, such as nuisance ordinances. Subdivision Regulations are attached and made a part of this Agreement as Exhibit C.
5. **Park Development.** Owner/Developer agrees to comply with the City of Tea Ordinance 192, Section 805, Public Open Space.
6. **Utility and Street Contribution.** In recognition and appreciation of the value the Subject Property and its respective residents will receive from the City, including water, sewer, road access, fire and police protection and all other related City protections and benefits, the Owner/Developer acknowledge their obligation and that of their successors and assigns to make payment to the City in the following amounts:

**Water Improvements.** Owner/Developer agrees to pay or provide for payment to the City of \$400.00 per acre based on \_\_\_\_\_ net acres.

**Sewer Improvements.** Owner/Developer agrees to pay or provide for payment to the City of 400.00 per acre based on \_\_\_\_\_ net acres.

**Payment Due.** Payment by Owner/Developer shall be due to the City upon completion of Petition to Annex. Payment will be held until annexation has been approved by the Tea City Council.

**Conveyance or Dedication.** Owner/Developer shall convey or dedicate all necessary easements to the City for the extension of water, sewer or other utilities or for other public improvements which may serve not only the Subject Property but other properties. These easements or right-of-way shall be located as to cause a minimum of inconvenience in the development of the Subject Property. Owner/Developer shall provide access to each street for the construction of streets. Any street right-of-way not dedicated at the time of annexation shall be dedicated in the final plats and the City shall accept the dedication of any such right-of-way.

7. **Development Plans.** Before Final Development Plans on Subject Property are approved by the City of Tea, Owner/Developer agrees to sign a Developer Assurance agreement as required by the Tea Subdivision Ordinance #157.
8. **Agreement Binding on Successors.** This Agreement shall be a covenant running with the land, the Subject Property, and shall be binding upon and inure to the benefit of the parties, successor owners of record of the Subject Property, assignees, and lessees.
9. **Recordation.** This Agreement shall be recorded in the Lincoln County Register of Deeds Office to give notice to the public and all interested parties of the obligations herein.

**CITY OF TEA, SOUTH DAKOTA**

\_\_\_\_\_  
John M. Lawler, Mayor

ATTEST:

\_\_\_\_\_  
Dawn R. Murphy, Finance Officer

[CITY SEAL]

**(NAME OF OWNER/DEVELOPER)**

By \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT A**

**(legal description)**

**EXHIBIT B**

**(map of annexed area)**

**EXHIBIT C**

**(Tea Subdivision Regulations)**

Drafted by Todd Meierhenry  
City Attorney  
Danforth & Meierhenry, LLP  
315 S. Phillips Ave.  
Sioux Falls, SD 57104  
(605) 336-3075

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***Developer Assurance Agreement  
(Platting Jurisdiction)***

This Agreement, made and entered into on \_\_\_\_\_, by and between the City of Tea, a municipal corporation, in the State of South Dakota (*the "City"*) by and through its Mayor and Members of the City Common Council (the "Governing Body") and

\_\_\_\_\_, of  
\_\_\_\_\_[Address]

("Owner") and \_\_\_\_\_

of \_\_\_\_\_[Address], (*the "Developer"*).

For and in consideration of the mutual covenants contained herein, it is agreed as follows:

1. **Definitions.** The following words shall have the meaning set forth hereafter, unless the context clearly indicates otherwise:

- (a) **Act** means South Dakota Codified Laws Title 9 and Chapter 11-5.
- (b) **City** means the City of Tea;
- (c) **Developer** means the person listed above;
- (d) **Owner** means the person or persons listed above;
- (e) **Person** means an individual, partnership, corporation or other legal entity;
- (f) **Development** means the property listed on Exhibit A attached hereto which the Owner and Developer wish to plat and develop.
- (g) **Homeowner Association** means the agreement attached hereto that is responsible for the maintenance of streets, water, sewer and property.

2. **Contract Restrictions on Use of Land.** This Agreement is made pursuant to and in accordance with the provisions of SDCL §§11-5-1 and 11-5-2. Pursuant to Act provisions, the Owner contractually regulates and restricts the construction or use of the land as provided herein.
3. **Purpose of this Agreement.** That a purpose of this Agreement is to provide assurances and conditions upon which the Developer can develop the land and public improvements in accordance with the subdivision ordinances of the City. A copy of the Zoning and Subdivision Ordinances are on file in the Planning and Zoning Office or can be found online at [www.teasd.com](http://www.teasd.com).
4. The Developer and Owner have or intend to file with the City a Plat. A Plat application and checklist can be found on the City website. The Lincoln County Treasurer and Director of Equalization must sign the plat prior to City approval.
5. It is agreed and understood by the Developer as follows:
  - (a) That the Developer will follow all design standards of the City. A hard copy is on file in the Planning & Zoning Office or the City website;
  - (b) That the Developer will cooperate and communicate with the City engineer;
  - (c) The Developer agrees to provide for the maintenance of all public streets, public common open space, public recreational facilities, storm water and drainage system, including retention ponds and detention areas, sanitary sewer and water main in the development until such time as the City accepts the public improvement by resolution or ordinance;
  - (d) The Developer agrees to provide for the maintenance of all private streets, private common open space, private recreational facilities, storm water and drainage system, including retention ponds and detention areas, sanitary sewer and water main, and private rights-of-way in the development. The Developer also agrees to provide a sample Home Owners Association Agreement and is recorded with the plat;
  - (e) That the Developer will pay all expenses with respect to the Development;
  - (f) The Developer agrees to maintain streets, lots, detention and public open spaces free of debris and weeds throughout the development until a building permit is issued on that lot or the City accepts the public improvement; and
  - (g) The Developer agrees to provide a Letter of Credit or escrow for the final lift of asphalt.
    1. The final lift shall not exceed 18 months or 50% of the residential lots developed, whichever comes first, from the time the first lift of asphalt is completed. A two year warranty on the street is effective from the time of acceptance by the City. No additional phases or plats will be approved until all development construction requirements are met.
    2. No final lift of asphalt will be installed within the first year without City Council approval.

**Improvements Required and Method of Payment** (Owner/Developer--D, Special Assessment--SA, Not Required--NR):

TABLE INSET:

Improvements Required	Responsibility of Payment	Comments
<b>STREETS</b>		
Grading and Graveling	_____	_____
Curb and Gutter	_____	_____
Paving	_____	_____
Other	_____	_____
<b>UTILITIES</b>		
Street Lighting	_____	_____
Water System	_____	_____
Sanitary Sewer System	_____	_____
<b>DRAINAGE</b>		
Storm Sewer	_____	_____
Drainageways	_____	_____
Lot Grading	_____	_____
<b>Other</b>	_____	_____
Park Grading	_____	_____

6. It is agreed and understood that if there is a failure to follow the City's Design Standards, Ordinances or subdivision regulations, that the City can deny building permits for the Development until such failures or violations are cured.
7. Any portion of the development which might be considered a public type improvement, if the property had been subdivided and the streets dedicated to the City, shall conform to minimum specifications as called for in the Subdivision Ordinance of the Municipal Code of the City of Tea, as to size, quality of materials, height, and strength of improvements. For the purpose of the foregoing, the following shall be considered a "public type" improvement: roadways, sidewalks, curbs and gutters, storm sewer systems, water lines, fire hydrants, and sanitary sewers. Roadways, sidewalks and curb and gutters shall be located in Development. In the event private streets, sidewalks, or other private utilities are employed in developing the Development, in addition to such improvements conforming to the City Ordinances as provided in the preceding sentence, the Developer shall not permit occupancy and the City shall not issue occupancy permits for any buildings or portions thereof until such private improvements are fully completed to serve the developed area; provided, however, that the City may waive this provision in its entirety or as to portions of the improvements upon the Developer delivering to the City in a form and content agreeable to the City one of the following placing the City in an assured position to complete the improvements: a cash escrow, an irrevocable letter of credit issued by a financial institution, or a performance bond with an acceptable licensed insurance company as surety.
8. This Agreement shall be binding upon the parties to it, their respective grantees, successors, assigns or lessees for a full term of years commencing, as of the date of this Agreement, provided by statute and to the extent permitted thereby and for such further term as may subsequently be authorized by law. It is here agreed that if the Premises is annexed to the City of and if any of the terms of this Agreement are challenged in any court proceeding, then the period of time during which such litigation is pending shall not be included in the calculation of said year term.
9. Upon a breach of this Agreement, any of the parties in any court of competent jurisdiction, by action or proceeding at law or in equity, may secure the specific performance of the covenants and agreements herein contained, may be awarded damages for failure of performance of both, or may obtain rescission, disconnection, and damages for repudiation or material failure of performance. Before any failure of any party to this Agreement to perform its obligations under this Agreement, the party claiming such failure shall notify, in writing, the party alleged to have failed to perform of the alleged failure and shall demand performance. No breach of this Agreement may be found to have occurred if performance has commenced to the satisfaction of the complaining party within 5 days of the receipt of such notice.
10. The parties agree that this Agreement and any exhibits attached to it may be amended only by the mutual consent of the parties in writing.

CITY OF TEA

OWNER

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Name

ATTEST:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Name

DEVELOPER

\_\_\_\_\_  
Name & Title

STATE OF SOUTH DAKOTA,  
COUNTY OF LINCOLN, ss.:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ personally appeared before me

\_\_\_\_\_,  
to me known to be the person(s) described in and who executed the within and foregoing  
instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for  
the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of South Dakota.

My commission expires \_\_\_\_\_.

ATTACHMENTS:

1. Home Owners Association Agreement
2. Letter of Credit
3. Weed & Debris Ordinances
4. Developer & Contractors Handbook
5. Roadway Acceptance Checklist
6. Street Warranty

EXHIBIT A

FINAL APPROVED DEVELOPMENT PLAN

## Tea Subdivision Ordinance - Amendments

### Section 805. Public Open Space (Ord. 192)

Where increased demands on schools, parks or recreation areas will occur as a result of the applicant's proposed subdivision, the City may require a minimum reservation of 5% of the land within the proposed subdivision for open space for park, recreation or school purposes. The land that is proposed by the applicant for reservation must be suitable and acceptable to the City for the use or activity that is identified. The City may exclude commercial and industrial zoned property from the 5% reservation. In lieu of the minimum reservation of land within the proposed subdivision for public open space, the applicant may pay the following amount: one hundred dollars (\$100) multiplied by the total area in square feet of the subdivision divided by the required minimum single-family detached lot area in square feet of the zoning district in which it is located. Any commercial or industrial zoned area, or land reserved for public open space on the plat may be removed from the calculation of the total area of the subdivision. Such money in lieu of reservation shall be paid prior to plat approval and will be used to allow the City to purchase public open space to benefit the subdivision.

Where a proposed park, recreation or other public area which is shown on the Comprehensive Plan is located in whole or in part in a residential subdivision, the City Council may require the dedication or reservation of such area within the proposed subdivision for public purposes.

Escrow Examples:

#### **R1 – Residential Zoning:**

**80 acre parcel:**  $80 \text{ ac} \times 43,560 \text{ sq. ft./ac} = 3,484,800/6500(\text{R2 min. lot size}) = 536.12 \times \$100 = \mathbf{\$53,612}$

#### **R2 – Residential Zoning:**

**80 acre parcel:**  $80 \text{ ac} \times 43,560 = 3,484,800/7500(\text{R1 min. lot size}) = 464.64 \times \$100 = \mathbf{\$69,696}$

### Section 1102 Arterial and Collector Street development. (Ord. 174)

In order to maintain the traffic carrying capacity of the arterial streets by limiting access to it from individual lots, and in order to protect the residents of property adjacent to arterial streets for the high traffic volumes associated with the street, property along such streets shall be subdivided in the manner set forth below:

1. **Double frontage lots.** Where double frontage lots are used, an extra lot depth or width shall be required to provide for an extra setback to offset the impact of high traffic volume. When double frontage lots are proposed, the developer shall be required to pay a sufficient amount of money for the assessments on the arterial or collector street or shall finance and complete construction of the arterial or collector street to city specifications prior to plat approval. City specifications include the construction of sidewalks and bike paths.
2. Whenever an arterial or collector street, including sidewalks, has been constructed for which the cost has not been apportioned against the property located outside the city limits, but which abuts an arterial or collector street constructed with City funds or by special assessments and which benefits the property located outside the city limits, the property shall pay its proportionate share of the cost of such

construction, without interest, according to the benefits to accrue to such property before may be served by the street. Costs shall be apportioned and administered pursuant to the following:

- a. If the owner dedicates for public use all right-of-way and easements required by the city for construction of the arterial or collector, and receives no direct access to the street, no costs will be due.
  - b. Recovery costs required by this subsection shall be paid prior to platting or replatting for development.
  - c. The recovered costs shall be deposited in a city street fund and shall be used only for new street construction.
  - d. The arterial and collector cost recovery shall be reviewed annually and adjusted as necessary to reflect the actual costs of arterial street construction.
3. Corner lots, the developer shall be required to pay a sufficient amount of money for the assessments on the undeveloped portion.
  4. The City Engineer, based on current rates shall determine the amount to be paid.

#### Section 1103 Half-Street

If, in the discretion of the City of Tea, half-streets shall be permitted;

- a. Whenever an existing half-street is adjacent to a tract being subdivided, the other half of the street may be platted within said subdivision.
- b. A preliminary plan of a subdivision may show half a street along adjoining property which has not been subdivided. No lot abutting such half street shall have a building permit issued for it until such time as the half street is dedicated and curb and gutter is installed.

# City of Tea

## Planning Process & Submittal Deadlines

- **Preliminary Plans** are to be submitted to the Planning and Zoning Administrator along with \$250.00 at least ten (10) days prior to the Planning Commission meeting at which the Preliminary Plans are to be considered (*completed*). The Planning Commission shall approve or disapprove the Preliminary Plan within thirty (30) days. **Preliminary Plans are to be comprised of three separate plans: (1) Preliminary Subdivision Plan, (2) Preliminary Drainage and Grading Plan, (3) Preliminary Utility Plan.**
- Upon approval of the Preliminary Plan three (3) copies of the **Final Plan** including; Utility, Drainage, Grading, and if required, Erosion Control Plan are to be submitted to the Zoning Administrator along with \$250.00 plus \$10.00 for each lot ten (10) days prior to the Planning Commission meeting at which consideration is requested for plan approval.
- **Construction Plans** including utility, drainage, grading, and erosion control for the entire parcel are to be submitted along with \$250.00 and approved by the City prior to approval of the plat of which the developer wishes to develop.
- *Note all plans which require more than one submittal will be charge an additional \$125 per review. All subdivision plans require review by the City Engineer, Planning and Zoning, and City Council. A letter of approval shall be required prior to Planning and Zoning Board review.*
- **Plats** require three (3) signed copies and one reproducible mylar of the Plat, signed by Owners, shall be submitted to the ten (10) days prior to the Planning Commission Meeting. A Charge of \$80.00 for the first two lots, plus \$10.00 for each additional lot shall be made for a final plat. Re-Plats are charged \$110.00 for the first two lots, plus \$10.00
- **Site Plan Review** on a commercial/industrial site will require approval by the City Engineer and Planning and Zoning prior to construction. A review charge of \$150 for site plans within the city limits and \$75 within our platting jurisdictional area as outlined by the Comprehensive Plan. (See Site Plan Checklist)
- No work shall be done on the subdivision including making of any street improvements or installation of any utilities, and no lots are to be sold before the final plat is approved and recorded.

**Note:** Any person violating any provision of these regulations shall be subject to a fine in an amount not to exceed \$200.00. Each day the violation shall constitute a separate offense.

# City of Tea Fee Schedule

## **A. General regulations.**

The fees set forth in this chapter shall apply to this title. Under no conditions shall any fee required hereunder be refunded after said application has been heard by the planning commission or board of adjustment.

## **B. Zoning**

### **1. Change of zone.**

A charge of \$350.00 shall be made for filing an application to change to any zoning district except the planned development district. Applications which require exhibits will be charged an additional \$125.00.

### **2. Planned development district.**

A charge of \$350.00 shall be made for filing an application to change to the planned development district. Applications which require exhibits will be charged an additional \$125.00.

### **3. Major amendment.**

A charge of \$350.00 shall be made for filing an application for a major amendment to a planned development district. Applications which require exhibits will be charged an additional \$125.00.

### **4. Minor amendment.**

A charge of \$150.00 shall be made for filing an application for a minor amendment to a planned development district.

### **5. Minimal amendment.**

A charge of \$60.00 shall be made for filing an application for a minimal amendment to a planned development district.

### **6. Conditional use.**

A charge of \$200.00 shall be made for filing an application for a conditional use.

### **7. Variance.**

A charge of \$50 shall be made for filing an application for a Variance.

### **8. Board of adjustment.**

A charge of \$75.00 shall be made for filing an application for an appeal to the board of adjustment.

### **9. Exemption for city filing on its own behalf.**

No fee shall be required when any action is recommended by the city council on its own motion or by any person or group officially designated to participate in the administration of this title.

### **10. Zoning permit.**

(1) A fee of \$25.00 shall be paid for all zoning permits not requiring a building permit fee,

(2) A fee of \$25.00 shall be paid for all fence permits; however, a double fee may be charged when fences are erected prior to obtaining a fence permit.

**11. Fees for zoning verification letters.**

A fee of \$50.00 shall be charged for any property compliance letter where the legal description is the same as the legal description on the certificate of occupancy on file for that property. A fee of \$100.00 shall be charged for any property compliance letter where the legal description cannot be matched to a certificate of occupancy on file.

**12. Future land use plan amendments.**

A charge of \$250.00 shall be made for filing an application for a comprehensive plan amendment.

**13. Conditional Use.**

A fee of \$200 shall be charged for filing an Conditional Use application.

**14. Special Meetings.**

A fee of \$250 shall be charged for a request to hold a Special Meeting.

**C. Land Development**

**1. Annexations.**

A charge of \$250.00 shall be made for filing an application for a petitioned annexation. An impact fee of \$400 for water and \$400 for sewer per acre shall be filed with the petition to annex.

**2. Engineer Design review.**

**Sketch Plan:** No charge.

**Preliminary Plan:** A charge of \$250 shall be made for filing Preliminary. Preliminary Subdivision Plans which require more than one submittal will be charged an additional \$125.00 per review.

**Final Plan:** A charge of \$250 shall be made for filing Preliminary; plus a fee of \$10 for each lot. Final Plans which require more than one submittal will be charged an additional \$125.00 per review.

**Construction Plan:** A charge of \$250 shall be made for filing Preliminary. Construction Plans which require more than one submittal will be charged an additional \$125.00 per review.

All subdivision plans require review by the City Engineer, Planning and Zoning and City Council. A letter of approval shall be required prior Planning Board review.

**3. Plats.**

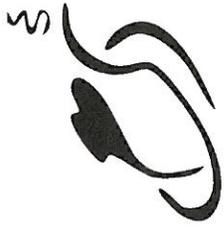
A charge of \$80.00 shall be made for the first two lots on final plats and \$110.00 for the first two lots on replats; plus a fee of \$10.00 for each additional lot within a plat and \$10.00 for each additional lot within a replat.

**4. Site Plan Review.**

A charge of \$150.00 shall be made for filing a site plan for commercial and industrial development. Approval by Engineering and Planning Departments are required prior to construction.

**Outside the City limits:**

A charge of \$75.00 shall be made for filing a site plan outside in the platting jurisdictional area as outline by the Comprehensive Plan and Major Street Plan.



# City of Tea

## Land Development Review Costs

Plan Type	Fee	Planning & Zoning Approved	City Council Approved	Engineering Review 1st submittal no cost, 2nd submittal \$125.00 each				
				Water	Sanitary Sewer	Drainage	Erosion Control	Streets
Sketch	\$0	X		X				X
Preliminary Collected by Planning Dept.	\$250	X	X	X	X	X	X	X
Final	\$250 Plus \$10 for each lot	X	X	X	X	X	X	X
Construction	\$250.00	X	X	X	X	X	X	X
Plat Collected by Planning Dept.	\$80 for 1st two lots Plus \$10 for each additional lot	X	X					
Replat	\$110.00 first two lots plus \$10.00 for additional lots	X	X					
Site Plan Review	\$150.00	X	X	X	X	X	X	X
Site Plan Review Outside City Limits	\$75.00	X	X					
Annexations	\$250 plus Hookup fees—\$800 per Acre For Water & Sewer		X					

**Please note:** All plans which require more than one submittal will be charged an additional \$125.00 per review. All subdivision plans require review by the City Engineer, Planning & Zoning and City Council. A letter of approval shall be required prior to Planning & Zoning Board.

# City of Tea

## Site Plan Submittal Check List

- Proposed name of site
- Property lines and all easements, and right-of-ways
- Vicinity Map
- Owner, developer and surveyor's names and telephone numbers
- Legal Description
- Notations stating acreages, scale, north arrow, and date of survey
- Setback lines lot lines, dimensions and street names
- Zoning on and adjacent to the property
- Location and size of existing drainage easements culverts, and storm sewers adjacent to the site
- Show drainage route from site to drainageway/stormsewer
- Note any improvements to the drainage way that may be required to facilitate development
- Show nearest available sewer, storm sewer, and water connections
- Show existing and proposed contours
- Show proposed curb grades and break-in grades (ridge points and valleys)
- If more than one acre is to be disturbed indicate method and location of proposed erosion protection
- List ground elevations at building corners and corners of lot and at the low and high points along the property lines
- Location and elevations of Bench Marks
- List runoff, from 5-yr and 100-yr storm events, leaving site and show outlet locations
- Location and size of potential wetlands
- Show sewer system layout, indicating manhole locations, depth, pipe invert elevations, grade and size
- Show water system layout, indicating valve locations and proposed pipe sizes
- Landscaping and screening locations
- Dumpster locations
- Show parking area striping with dimensions
- List square footage of lot and buildings

## EXCAVATION AND GRADING PERMIT

**Expires December 31  
of current year**  
Fee \$50.00

Date Received \_\_\_\_\_

PROPERTY INFORMATION		REQUIRED INFORMATION	
Property Address		The plans shall include the following information: 1. General vicinity of the proposed site.  2. Property limits and accurate contours of existing ground and details of terrain and area drainage.  3. Limiting dimensions, elevations, or finish contours to be achieved by the grading, and proposed drainage channels and related construction.  4. Details plans of all surface and subsurface drainage devices, walls, cribbing, dams, and other protective devices to be constructed with, or as part of, the proposed work together with a map showing the drainage area and the estimated runoff of the area served by any drains.  5. Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners which are within 15 feet of the property or which may be affected by the proposed grading operations.	
Owner's Name			
Legal Description			
APPLICANT (Print)			
Name	Phone		
Address			
City	State	Zip	
CONTRACTOR		NOTE	
Name	Phone	If this area contains wetlands, approval from the U.S. Army Corps of engineers must be acquired before this permit will be valid.	
Address			
City	State		
DESCRIPTION OF WORK (include estimated quantity)			
<input type="checkbox"/> Site Plan Attached			
I, the undersigned, do hereby affirm the above statements are true and correct and agree to comply with the provisions of the ordinances of the City of Tea and the approved plans and specifications accompanying this permit. The proposed work is authorized by the Owner and authorization to enter the property for inspection purposes is hereby given to authorized representatives of the City of Tea.			
<input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Owner's Representative			
Signature _____		Date _____	
Approved by (City of Tea) _____		Date _____	

***2011 Planning & Zoning Meeting Dates***

**2<sup>nd</sup> Tuesdays Months**

January 11

October 11

February 8

November 8

March 8

December 13

**2<sup>nd</sup> and 4<sup>th</sup> Tuesdays Months**

April 12 & 26

July 12 & 26

May 10 & 24

August 9 & 23

June 14 & 28

September 13 & 27

***Tea City Council Meetings:***

- First and Third Mondays of every month.

PROPERTY INFORMATION				SITE PLAN																																				
Building Address <u>1000 N. CITY RD.</u>				<div style="text-align: right;"><input checked="" type="checkbox"/> Attached</div> <div style="border: 2px solid black; padding: 10px; font-size: 2em; font-weight: bold; margin: 10px auto;">COPY</div>																																				
Owner or Business Name _____																																								
Lot/Section <u>1</u>		Block/Township <u>1</u>																																						
Addition/Range <u>City Addition</u>																																								
Zoning District <u>R1</u>	Conditional Use # _____	Board B or Z # _____																																						
Overlay District _____	Required Parking _____	Flood Plain Development Permit <input type="checkbox"/> Yes <input type="checkbox"/> No																																						
TYPE OF IMPROVEMENT																																								
<input type="checkbox"/> Remodel	<input type="checkbox"/> Foundation Only	<input checked="" type="checkbox"/> Raze DU # _____ Historic Preservation																																						
<input type="checkbox"/> Addition	<input type="checkbox"/> Change in Use/OC	<input checked="" type="checkbox"/> Moved On/Relocated Historic Preservation																																						
<input checked="" type="checkbox"/> New Bldg. B.R. _____	<input type="checkbox"/> Other _____	Initial _____																																						
<input type="checkbox"/> Repair/Replace	<input type="checkbox"/> Non-conforming certificate of occupancy																																							
Use _____		Land Use Code _____																																						
Occ. Class _____	Const Rqrd _____	Sld Plans _____	Plan # _____	Sidewalk Rqrd <input type="checkbox"/> Yes <input type="checkbox"/> No																																				
Water Service/Meter _____	Sewer Cap # _____	Smoke Detectors _____	Waste Water Permit # _____																																					
Will the public R.O.W. be used to store material or park equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>CONTRACTORS/DESIGNERS</b>																																				
APPLICANT (PRINT)																																								
Name <u>John Doe</u>		Phone _____		General <u>Same</u>	Sidewalk _____																																			
Address _____				Electrical <u>Name</u>	Plumbing <u>Name</u>																																			
City _____		Zip _____		Architect _____	HVAC <u>Name</u>																																			
BUILDING PERMIT																																								
THIS IS YOUR PERMIT AND RECEIPT WHEN PROPERLY VALIDATED.							NO.																																	
<b>DESCRIPTION OF WORK AND USE:</b> <u>NEW HOME</u> <u>1724 sq ft. Ranch</u> <u>Unfinished Basement</u>							<u>#10-06</u> New Home Unfinished Basement																																	
							<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;">SQ FOOT</th> <th style="text-align: right;">VALUE</th> </tr> </thead> <tbody> <tr> <td>MAIN</td> <td style="text-align: center;">1,726</td> <td style="text-align: right;">110,464.00</td> </tr> <tr> <td>BASEMENT</td> <td style="text-align: center;">1,726</td> <td style="text-align: right;">31,068.00</td> </tr> <tr> <td>GARAGE</td> <td style="text-align: center;">1,164</td> <td style="text-align: right;">23,280.00</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right; border-top: 1px solid black;">164,812.00</td> </tr> <tr> <td>PERMIT FEE</td> <td></td> <td style="text-align: right;">593.00</td> </tr> <tr> <td>WATER HOOKUP</td> <td></td> <td style="text-align: right;">750.00</td> </tr> <tr> <td>SEWER HOOKUP</td> <td></td> <td style="text-align: right;">750.00</td> </tr> <tr> <td>ADMIN FEE</td> <td></td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>WATER meter</td> <td></td> <td style="text-align: right;">277.50</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right; border-top: 1px solid black;">2,570.50</td> </tr> </tbody> </table>		SQ FOOT	VALUE	MAIN	1,726	110,464.00	BASEMENT	1,726	31,068.00	GARAGE	1,164	23,280.00			164,812.00	PERMIT FEE		593.00	WATER HOOKUP		750.00	SEWER HOOKUP		750.00	ADMIN FEE		200.00	WATER meter		277.50			2,570.50
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<p>I, THE UNDERSIGNED, DO HEREBY AFFIRM; THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND AGREE TO COMPLY WITH THE PROVISIONS OF THE ORDINANCES OF THE CITY OF TEA AND THE APPROVED PLANS AND SPECIFICATIONS ACCOMPANYING THIS APPLICATION. THE PROPOSED WORK IS AUTHORIZED BY THE OWNER AND AUTHORIZATION TO ENTER THE PROPERTY FOR INSPECTION PURPOSES IS HEREBY GIVEN TO AUTHORIZED REPRESENTATIVES OF THE CITY OF TEA. I ALSO UNDERSTAND THAT I MUST OBTAIN SEPARATE ELECTRICAL AND PLUMBING HOMEOWNERS PERMITS OR CONTRACT WITH A LICENSED CONTRACTOR FOR ALL ELECTRICAL AND PLUMBING WORK. I HEREBY ACCEPT RESPONSIBILITY FOR THE WORK AND REQUIRED INSPECTIONS.</p>																																								
<p><b>FOR INSPECTIONS PLEASE CALL:</b> _____</p> <p><b>ZONING BOARD:</b> _____</p> <p><input type="checkbox"/> Owner    <input type="checkbox"/> Contractor    <input type="checkbox"/> Owner's Representative</p>																																								
SIGNATURE _____ Address: _____				Business/Owner ZONING OFFICER _____ INSPECTOR _____ DATE ISSUED _____																																				

Cash    Check    Money Order  
*\* will take Credit Cards.*

## Tea Building Permit Fees

**R108.2 Schedule of permit fees.** On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as required, in accordance with the schedule as established by the city.

The fee for each residential building permit shall be set forth in Table 1-A and other inspections and fees shall be in accordance with Table 1-C.

**Table No. 1-A. Residential Building Permit Fees**

<i>Total Valuation</i>	<i>Fee</i>
\$1.00 to \$1,100.00	\$20.00
\$1,101.00 to \$2,000.00	For valuations in excess of \$1,100.00, \$20.00 for the first \$500.00, plus \$1.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$32.50 for the first \$2,000.00, plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$170.50 for the first \$25,000.00, plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$283.00 for the first \$50,000.00, plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,000.00 and up	\$433.00 for the first \$100,000.00 plus \$2.50 for each additional \$1,000.00 or fraction thereof

**Table No. 1-C. Other Inspections and Fees**

1. Inspection outside of normal business hours, per hour\* (minimum charge—one hour) . . . \$70.00
2. Reinspection fees, per hour . . . 70.00
3. Inspections for which no fee is specifically indicated, per hour\* (minimum charge—one-half hour) . . . 70.00
4. Additional plan review required by changes, additions, or revisions to approved plans, per hour\* (minimum charge—one-half hour) . . . 70.00

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

5. Wrecking permit fees . . . 25.00
6. Swimming pool fence enclosures . . . 25.00
7. Residential reshingle . . . 25.00
8. Residential resides . . . 25.00
9. Residential window replacements with no structural modifications (Group R and U occupancies) . . . 25.00

10. Board of appeals fees: Before any action is taken by the board, the party or parties requesting such hearing shall deposit with the secretary of the board or his authorized agent, the sum of \$65.00 to cover the approximate cost of the procedure. Under no condition shall said sum or any part thereof be refunded for failure of said request to be approved.

*Exception:* Appeals referred to the board from the code for abatement of dangerous buildings.

11. A mileage fee based on the current rate per mile as established by the finance department shall be charged for any inspection occurring outside city limits.

**Table No. 1-D. Building Permit Valuation/Fee Schedule**

The base valuation to determine permit fees for residential buildings and additions are based on a dollar per square foot schedule per the following. The bid price must be quoted for renovations or remodels.

<u>Dwellings – Single-family, duplexes, townhouses</u>	<u>Fee</u>
Finished Habitable Space.....	\$64.00 per square foot
Finished Basements (New Construction & Existing).....	\$21.00 per square foot
Unfinished Space (New Construction – basement & upper levels)....	\$18.00 per square foot
Attached Garages .....	\$20.00 per square foot
Detached Garages .....	\$18.00 per square foot
 <u>Apartments – A building containing three or more dwellings units</u>	
Apartment Valuation .....	\$53.00 per square foot
Basement Garages – Type I construction .....	\$36.00 per square foot
Attached Garages – Type V construction – Wood framed .....	\$20.00 per square foot
Detached Garages – Type V construction .....	\$18.00 per square foot

\*Apartments conforming to a type of construction higher than a Type V and motels must be quoted the bid price of actual construction consistent with commercial evaluations.

**Additional City Building Permit Fees:**

Water Hookup Fee -	\$750
Sewer Hookup Fee -	\$750
Admin. Fee -	\$200
¾” Water Meter -	Cost + 25% (installed by the City)

# City of Tea

## Building Inspections

The City of Tea works very hard to enforce building codes and has adopted the **2009 International Building Codes (IBC) and International Residential Codes (IRC)** with the City of Sioux Falls amendments. To assure the projects are constructed to these standards, Tea requires the following inspections:

### NEW CONSTRUCTION

1. **Excavation Completed** – PRIOR TO PLACING CONCRETE
2. **Foundation Complete & damp-proofed** – PRIOR TO BACK FILLING
3. **Framing complete** – PRIOR TO SHEETROCKING
4. **Final Inspection - Construction Complete & Final Inspection Checklist** completed by contractor: – **PRIOR TO OCCUPANCY**
5. **Commercial Site Plan Inspection** (*Site plan approved by City*) – Dumpster screening, Parking, Signage, Grading & Landscaping. – **PRIOR TO OPENING**  
\*Grading, Landscaping & sidewalks complete (weather permitting)

*Note: A \$200 fine will be issued if NO final inspection is completed prior to occupancy.*

*\* Please keep your job site and streets free of debris. Mud, gravel and rock in the streets will need to be removed and streets cleaned at the end of the day. Thank You!*

### GARAGE ADDITIONS

1. Footings excavated – PRIOR TO PLACING CONCRETE
2. Framing complete – PRIOR TO SHEETROCKING (this can be eliminated if not sheetrocking)
3. Final Inspection - Construction complete.

### DECKS

1. When project has been completed.

### FENCES & SMALL STORAGE SHEDS

1. No inspections required.

Please notify Sterling Kloster at least 24 hours in advance of your desired inspection to allow adequate scheduling time. You may contact City Planning & Zoning at 498-5192 if you are advised by the answering service that the inspector is unavailable on a particular day and other arrangements will be provided.

#### City Building Inspections:

Sterling Kloster  
605-361-0197 cell 366-1902

#### State Plumbing Inspections:

Robert Smith  
605-773-3429

#### State Electrical Inspections:

Glen Janssen  
800-233-7765

\* Water & Sewer Line Inspections are to be done prior to backfill. For this inspection and water meter installations please contact:

#### Water & Sewer Line Inspections/Meter Installation

City of Tea Utility Superintendent  
Thad Konrad  
605-940-8504

If you have any questions, please feel free to contact me:

#### Planning & Zoning Administrator

Kevin Nissen  
605-498-5192

# Tea Final Inspection Checklist

This checklist is intended to prepare for a final building inspection. This is only a general list and is not intended to address all possible conditions. References are to the 2006 International Residential Code.

**Please verify all of the following before calling for a Building Final inspection.**

## **PERMITS AND PLANS**

(Rxxx) refers to 2006 International Residential Code Section

- Permit and approved plans and specifications for any engineered systems are on site and accessible to the inspector. Approved plans may be copied and used on job-site for inspections.
- Permit information is correct (address, permit number, description of work, etc.)
- All other Finals are scheduled or approved.

## **BUILDING EXTERIOR**

- House numbers plainly visible and legible from the street or road fronting the property; minimum 3" and of contrasting color. (R321)
- All exterior windows, penetrations, and openings are caulked. (R703.1)
- Chimney terminations are 2' above any roof/structure within 10', and not less than 3' above the highest point where the chimney passes through the roof.
- There is min. 6" clearance from soil to siding/trim.
- The grade at the foundation falls away from the building a minimum of 6 in. within the first 10 feet.

## **EXTERIOR DECKS, STAIRS, AND WALKWAYS**

- Verify that deck placement, setback, size and materials are per Code.
- Deck is constructed to meet requirements of Residential Code or Appendix M.
- All deck material is treated or of materials naturally resistant to decay.
- Fasteners and hardware for pressure preservative and fire-retardant treated wood are of hot-dipped galvanized steel, stainless steel, silicon bronze, or copper. (R319.3 and manufacturers requirements)
- Ledger for decks bolted or lagged to structure with minimum 5/8" bolts. See Appendix M for details. Cantilevers blocked at bearing line. (Table R502.2.1)
- Footings are minimum 12" below grade to bottom of footings for freeze protection. (R403.1.4)
- Guard rails are installed where deck walking surface is more than 30" above adjacent grade. (R312.1)
- Stair nosing 3/4" – 1 1/4" required when solid risers are installed. Exception: When the tread depth is 11" minimum or when the stairs have a total rise of 30" or less above the floor or grade below. (R311.5.3.3)
- Open risers don't allow passage of 4" sphere.
- Radius of curvature at the leading edge of the tread is not over 9/16". (R311.5.3.3)
- The greatest nosing projection doesn't exceed the smallest by more than 3/8". (R311.5.3.3)
- Stair riser maximum 8 1/4" treads minimum 9" when measured horizontally from the vertical plane of adjacent stair nosing. (R311.5.3.1)
- Stair riser/tread maximum dimension doesn't exceed smallest by more than 3/8". (R311.5.3.1)
- Winders, spiral and/or circular stairs meet the requirements of the Residential Code.

## **INTERIOR STAIRS**

- All stairs are provided with illumination. (R303.6 & R311.5.7)
- Stair nosing 3/4" – 1 1/4" required when solid risers are installed. Exception: When the tread depth is 11" minimum or when the stairs have a total rise of 30" or less above the floor or grade below. (R311.5.3.3)
- Open risers don't allow passage of 4" sphere.

- Radius of curvature at the leading edge of the tread is not over 9/16". (R311.5.3.3)
- The greatest nosing projection doesn't exceed the smallest by more than 3/8." (R311.5.3.3)
- Stair riser maximum 8 1/4" and treads minimum 9" when measured horizontally from the vertical plane of adjacent stair nosing. (R311.5.3.1 &2)
- Stair riser/tread maximum dimension doesn't exceed smallest by more than 3/8". (R311.5.3.1)
- 6'8" minimum head room at stairways measured from the nose of the treads, landings, or platforms. (R311.5.6.1)
- Winders, spiral and/or circular stairs meet the requirements of the Residential Code.
- Guards don't allow passage of a 6" sphere. (R312.2)
- Triangle formed by riser, tread, and bottom element of guard doesn't allow passage of a 6" sphere. (R312.2)
- Guards adjacent to floor surfaces over 30" from adjacent floor or grade below have guards minimum 36" height to the top of guard. (R311.5.6)
- Handrails are required at stairs with 4 or more risers. (R315)
- Handrails and guards are capable of withstanding 200 lbs. applied in any direction at any point along the wall.
- Handrail height is a minimum 30" to 38" maximum above nose of tread to top of handrail. (R315.1)
- Handrail cross section is a minimum 1 1/4" to a maximum 2 5/8" with a minimum 1 1/2" clearance to wall. Handrails on exterior stairs may have a cross section of up to 3 1/2 inches. (R311.5.6.3)
- Handrails return to wall or terminate at a newell post. (R311.5.6.2)
- Glazing at stairs/walkways is safety glazing when located within 36" horizontally and 60" vertically from walking surface. (R308)
- Glazing adjacent to stairways within 60" horizontal of the bottom tread of the stairway in the direction of travel when the exposed surface of the glass is less than 60" above the nose of the tread is safety glazing.
- Exterior doors have landings, minimum 36"X36", or per size of door opening. The floor landing at the exit door is not more than 1.5" lower than the top of the threshold. The exit door may step down 8 1/4" below the door opening unless the door swings over the landing (R311.4)

### **BUILDING INTERIOR**

- Single-family garages are separated from the residence and its attic area by not less than 1/2" gypsum board applied to the garage side . Structures supporting a floor/ceiling assembly are protected by minimum 1/2" gypsum board or equal. (R309.1, 309.2)
- Garage door to house is weatherstripped.
- Sheet rock joints and fasteners taped at walls and ceilings adjacent to conditioned spaces.
- Ducts in garages which penetrate the walls or ceilings separating the dwelling from the garage are constructed of a minimum No. 26 gage sheet metal and have no openings into the garage, (R309.1.1)
- 1 3/8" solid door or 20 minute rated door separates the house and garage. (R309.1)
- Pull down stairs are protected or non-combustible.

### **ATTICS**

- Attic accesses required for areas exceeding 100 square feet and which have a vertical height or 60" or greater. (R807)
- Accesses are located in hallways or other readily accessible locations. (R807)
- Ceiling attic access is unobstructed 22" X 30" . Access door is insulated and gasketed at insulated ceilings and surrounding curb is minimum 12" height.
- Proper type and thickness of insulation is installed.
- Blown-in insulation has not filled or blocked baffles; 1" air space has been maintained between sheathing and insulation.

### **CRAWL SPACE**

- The crawl space access is minimum 18" X 24", or large enough to be able to remove largest piece of mechanical equipment located in the crawl space.
- Crawl space vents are not blocked by insulation.
- Venting for crawl space provided with an opening within 3' of each corner and minimum venting area of 1 sq .ft. /150 sq.ft. of crawl space area, 1 sq. ft./1500 when ground is covered with vapor barrier. (R408.1)
- 6 mil poly or equivalent vapor barrier installed. (R408.2)
- R-19 insulation is installed against bottom of floor and secured in place.
- All debris has been removed from the crawl space.

### **SMOKE ALARMS**

- Smoke alarms required when interior alterations, repairs, or additions requiring a building permit occur. (R313.1.1)
- Alarms are interconnected and hard wired unless the area of work does not result in the removal of interior wall or ceiling finishes exposing the structure unless there is an attic, crawl space, or basement available which could provide access for the hard wiring. (R313.1.1)
- Smoke alarms are installed at every floor level, top of stairs, in each bedroom, and in hallway serving bedrooms. If doors separate stairways/hallways, smoke alarm is placed at each side of door. When ceiling levels vary >24" between hallways and adjacent rooms, a smoke alarm is placed at both ceilings. (R313.1)
- Smoke alarms are listed and installed in accordance with the provisions of the Code and the manufacturers instructions.

### **WINDOWS AND GLAZING**

- Bedroom window sills are not more than 44" above the floor. Emergency egress windows have a minimum net clear opening of 4.0 sq. ft., a minimum net clear opening height of 22" and a minimum net clear opening width of 20". The total glass area must not be less than 5.0 sq.ft. for a ground floor window and 5.7 sq.ft. for an upper story window. (R310.1.1)
- Safety glazing is installed in all hazardous locations and is identified by permanent labeling. (R308.4)

To: Contractors and Property Owners

Subject: Keeping Streets and Undeveloped Lots Clean in Tea

In an effort to reduce soil, mud and debris off public streets and undeveloped lots, the City of Tea is asking all home builders, home builder subcontractors and property owners to practice good housekeeping by limiting vehicle access onto paved surfaces and pick up construction material on your lot and neighboring lots. Contractors should make every effort to minimize the tracking of mud or provide the means necessary to keep streets and lots clean by following methods.

- Keep vehicles on the streets or driveways to the greatest extent possible.
- Streets should be cleaned after large wheeled vehicles unload materials.
- Vehicles used for construction operations (forklifts, etc.) should remain in muddy or dirt areas to the greatest extent possible so as not to deposit mud in the streets.
- Streets should be cleaned after heavy equipment is loaded for removal for the job site.
- Delivery truck drivers should clean/clear mud and debris from tires and shovel behind the back of the curb prior to departing the delivery area.
- Wind blown construction debris should be picked up daily along fences, drainage easements, and neighboring properties.
- Construction debris (concrete, wood pallets, etc.) hauled away.

Please remember, failure to keep streets and lots cleaned is a violation of the following City Ordinances:

**Ordinance 198 – Chapter 3, Nuisances (see website for complete ordinance)**

**Section 3.1.3(a)(vi)**

It shall be unlawful for any person to throw or let fall on or permit to remain on any street, alley, or public ground any soil, earth, mud, clay, rock, or combination thereof while engaged in handling, working with, working in or removing any substance.

**Section 3.1.3(a)(i)**

It shall be unlawful for any person to deposit, maintain, or accumulate upon any public or private property, any garbage, refuse, rubbish or construction debris or any other waste material which constitutes or tends to create a danger to public health, safety, and welfare. (SDCL 9-32-10, SDCL 34A-7-9)

**Section 3.2.3(d) Noxious Weeds, Grasses and Vegetation Nuisance**

No person or persons, owner, occupant or person in charge of any lot or premise shall permit all weeds and grasses to grow taller than twelve (12) inches on undeveloped lots and no taller than six (6) inches on developed lots. THIS COULD BE YOUR ONLY NOTICE. Once the property is declared a nuisance, the City will mow and assess the cost.

Note: Once an Occupancy Permit is issued, the property becomes a developed lot.

Those individuals failing to comply are subject to a fine not exceeding One Hundred Dollars (\$200.00) or by imprisonment for a period not exceeding thirty (30) days or by both such fine and imprisonment. Not complying will initiate abatement of the property, administrative costs and/or legal action. Cost to resolve these items will be assessed to the owner of the property. Thank you for your help.

Kevin Nissen  
Planning & Zoning Administrator