

CITY OF TEA

600 E. 1st Street • P.O. Box 128
Tea, South Dakota 57064
(605) 498-5191
Fax: (605) 498-5665
E-mail: tea@iw.net

May 8th, 2008

RE: Plat Application & Checklist

Dear Engineers & Surveyors

Effective May 1st, 2008 the City of Tea incorporated a new plat review process consisting of the follow steps:

- ✓ Complete an application online – www.teasd.com.
- ✓ Complete a review checklist online and submit to Tea Planning & Zoning.
- ✓ Plat signed by property owner, Lincoln County offices and notary.
- ✓ Submit the original and five copies of the plat with fee to Tea Planning & Zoning 10 days prior to the schedule meeting.
- ✓ City of Tea files plat with Lincoln County Register of Deeds within 30 days.

Also, I have included the City of Tea Survey Control points for your information. If you have any question, please don't hesitate to call me at 498-5192.

Sincerely,



Kevin Nissen
Tea Planning & Zoning Administrator

Tea Planning & Zoning Department

Application for Final Plat

Legal Description:

Owner's Name:

Name of Contact Person:

Contact Phone:

Land Surveyor:

Surveyor's Phone:

General Location:

Current Land Use(s):

Purpose of Action:

Name of Planned Development: _____
(If Applicable)

Additional Information Required
(Check Appropriate Box)

Twinhome Replat?

YES Building setbacks & utilities shown on plat.

NO

Located in Flood Plain?

YES Flood Plain Line(s) on plat.

NO

Lincoln Co. Rural Water Service?

YES Acceptance Letter Attached.

NO

For Office Use Only

<u>Received</u>	<u>File</u>
<u>Invoice</u>	<u>Fee</u>
<u># of Lots</u>	<u>Size in Acres</u>
<u>Addition Name</u>	
<u>City Quadrant</u>	
<u>County</u>	
<u>Assurance Agreement</u>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>Approval Date</u>	<u>Mayor Signed</u>
<u>PC Date</u>	<u>Date Filed</u>
<u>Zoning District</u>	
<u>Land Use Classification</u>	

Plat applications must be completed and received by 3:00 pm on Friday for administrative review 10 days prior the public hearing date. Plats are required to signed by the appropriate County offices prior to city review. The City of Tea requires a release form signed by the applicant in order to file the plat with Lincoln County.

Tea Planning & Zoning Department
600 E. 1st St. - PO Box 128
Tea, SD 57064
Phone: (605) 498-5192
Fax: (605) 498-5665

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FINAL PLAT CHECKLIST

*The final plat shall be prepared and certified by a registered land surveyor, who shall attach an official seal thereto as specified in SDCL 36-18A-45 as being in all respects current, has completed a survey of the property described on the plat in accordance with Chapter 11-3, has verified all measurements, and monument any unmarked property corners.

* The final plat shall comply with the City of Tea Subdivision Ordinance, Article 4: Final Plans and the Plat.

Before a plat may be submitted to the city for approval, signatures from the Lincoln County Director of Equalization and Lincoln County Treasurer that all taxes have been fully paid.

The Final Plat Must Show:

- _____ 1. Every detail of the plat shall be legible. A poorly-drawn or illegible plat shall be cause for denial.
- _____ 2. A traverse shall not have an error of closure greater than one part in 10,000.
- _____ 3. The boundary lines of the area being subdivided with accurate angles or bearings and distances tying the perimeter boundaries to the nearest section corner, other previously described subdivision, or other recognized permanent monuments which shall be accurately described on the plat. When the plat is bounded by an irregular shore line or a body of water, the bearings and distances of a closing meander traverse should be given and a notation made that the plat includes all land to the water's edge or otherwise.
- _____ 4. If a plat is revised, a copy of the old plat shall be provided for comparison purposes and previous platted lots shown as dashed lines.
- _____ 5. A systematic lot and block numbering pattern corresponding to that existing in the City, lot lines and road names, and the square footage or acreage of all lots.
- _____ 6. Application and fees paid of \$80 shall be made for the first two lots and \$110 for the first two lots on replats; plus a fee of \$10 for each addition lot within the plat.
- _____ 7. For all curves in the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. The curve data shall include the radius, central angle, cord bearing and distance, tangent, and arc length.
- _____ 8. All private roads shall be clearly marked as "private road."
- _____ 9. All roads shall be identified by names approved by the City of Tea.
- _____ 10. All easements shall be designated as such and dimensions given.
- _____ 11. All lands within the boundaries of the subdivision shall be accounted for, either as lots, walkways, roads, or as excepted parcels.
- _____ 12. Bearings and dimensions shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.
- _____ 13. Lengths shall be shown to hundredths of a foot. Angles and bearings shall be shown to seconds of arc.
- _____ 14. Flood Hazard areas delineated.
- _____ 15. Notice form on plat (see wording; "FLOOD HAZARD AREA. THIS AREA HAS BEEN DESIGNATED AS SUBJECT TO INUNDATION BY THE BASE FLOOD.")
- _____ 16. FIRM map reference with panel No. and date.

_____ 17. Private drives and access carry statement of responsibility (see wording: “**ALL MAINTENANCE OF THIS AREA SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION THROUGH THE (name of the subdivision) PROPERTY OWNERS ASSOCIATION.**”)

_____ 18. Assurances as specified in Article Eleven.

_____ 19. Certificates as specified in Article Twelve, including acceptance of any dedicated streets.

_____ 20. The information on the final plat shall include:

(a) the name of the subdivision and location within the municipal city limits, true north arrow and basis thereof, and date;

(b) the owner’s dedication which shall contain the language:

OWNERS DEDICATION AND CONSENT TO RECORD

We, the undersigned do hereby certify that we are the owners of all the land included in the above plat and that said plat has been made at our request and in accordance with our instructions for the purposes of transfer, and that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.

NAME OF SUBDIVISION

We hereby dedicate to the public for public use forever, the streets, roads, alleys, parks and public grounds, if any, as shown on the plat. Including all sewers, culverts, bridges, water distribution lines, sidewalks and other improvements on or under the streets, roads, alleys, parks and public grounds whether such improvements are shown or not. We also hereby grant easements to run with the land of water, drainage, sewer, gas, electric, telephone, cable television, or other public utility lines or services, under, on or over those strips of land designated hereon as easements.

We do hereby certify that this replat will not place any existing lot or building in violation of any applicable ordinance, code, regulation, or law including but not limited to zoning, building subdivision, and flood prevention.

We also certify that ownership and maintenance of streets, roads and alleys, parks and other open space, private drainage easements, drainageways and detention areas, if any, as shown on said plat, and any improvements thereto, shall be provided by the owners, their lessees and assignees, of the property platted as SUBDIVISION except those areas, improvements, or facilities with respect to which an offer of dedication to the public has been accepted by the appropriate public authority. We also hereby grant easements to run with the land for water, drainage, sewer, gas, electric, telephone or other public utility lines or services under, on or over those strips of land designated hereon as easements.

I further grant and certify that the roadway shown as _____ PLACE is a private roadway easement which is hereby reserved as a permanent unobstructed access. Said roadway is for vehicular and pedestrian travel for the purpose of access to the abutting property. It is understood that the owner, their lessees and assignees have the responsibility with respect to maintaining said private street or road. Said grant is to run with land and shall remain in effect until such street or road is accepted for public declaration. The owners, their lessees and assignees, of the property platted as SUBDIVISION, shall at their own cost and expense keep and preserve said private street or road at all times in a good condition of repair and maintenance, and clear of snow and other obstructions and neither erect nor permit erection of any improvements of any kind within said private street or road which might interfere in any way with the proper maintenance, use repair, reconstruction and patrolling of said private roadways.

(c) names of the owner or owners including beneficial owners of record under the signature lines in the owner’s dedication;

(d) square footage of each lot under one acre or the lot acreage if one acre or larger;

(e) township, range, section and quarter section if platted outside municipal city limits;

(f) graphic scale;

(g) type, size and identification of all monuments shall be shown on the plat;

(h) signature blocks for:

(1) any improvement, service and special districts or areas where any part of the platted property is located;

(2) the county treasurer indicating at the time of signing that the property taxes due and owing have been paid in full;

- (3) the recordation of the plat by the Lincoln County Register of Deed's office;
- (4) the city planning commission chair; and
- (5) the mayor with an attest from the City Finance Officer.

Required Plat Materials; Sizes and Copies:

**When the zoning administrator determines that the application is complete and all signatures are on the plat, the application shall be placed on the planning and zoning board agenda. The final plat shall conform in all major respects to the approved design stage plat.

An application shall include:

- _____ 1. An application form with (3) 8 1/2" x 11"
- _____ 2. An original Mylar of the final plat;
- _____ 3. Five copies of the plat for distribution to each planning commission member, and council;
- _____ 4. Assurance agreement for subdivision improvements including a listing of all subdivision improvements and the estimated cost of each improvement;
- _____ 5. An instrument of permanent protection, such as a conservation easement as described in Tea Subdivision Ordinance, section 805 for the open space;
- _____ 6. The application fee along with any unpaid fees owed to the City of Tea for development of land, code enforcement or building permits.
- _____ 7. All signature blocks except for the planning commission's block shall be signed by the appropriate approving authority before the plat is taken to the City Council.
- _____ 8. The preliminary and final plats and construction drawings submitted on a computer disks in a format compatible with DWG or DGN.
- _____ 9. Should the planning commission's decision be to recommend approval of the plat, the chair shall sign the plat.
- _____ 10. The city council shall review the plat and may review the financial guarantee for the subdivision improvements at a public meeting where it can approve or deny the plat. If approved, the plat shall be recorded within one year or it shall be void. A release form signed by the property owner shall be required prior to the city filing the plat.
- _____ 11. Any covenants or deed restrictions shall be attached and filed with the final plat.

City of Tea Survey Control Points

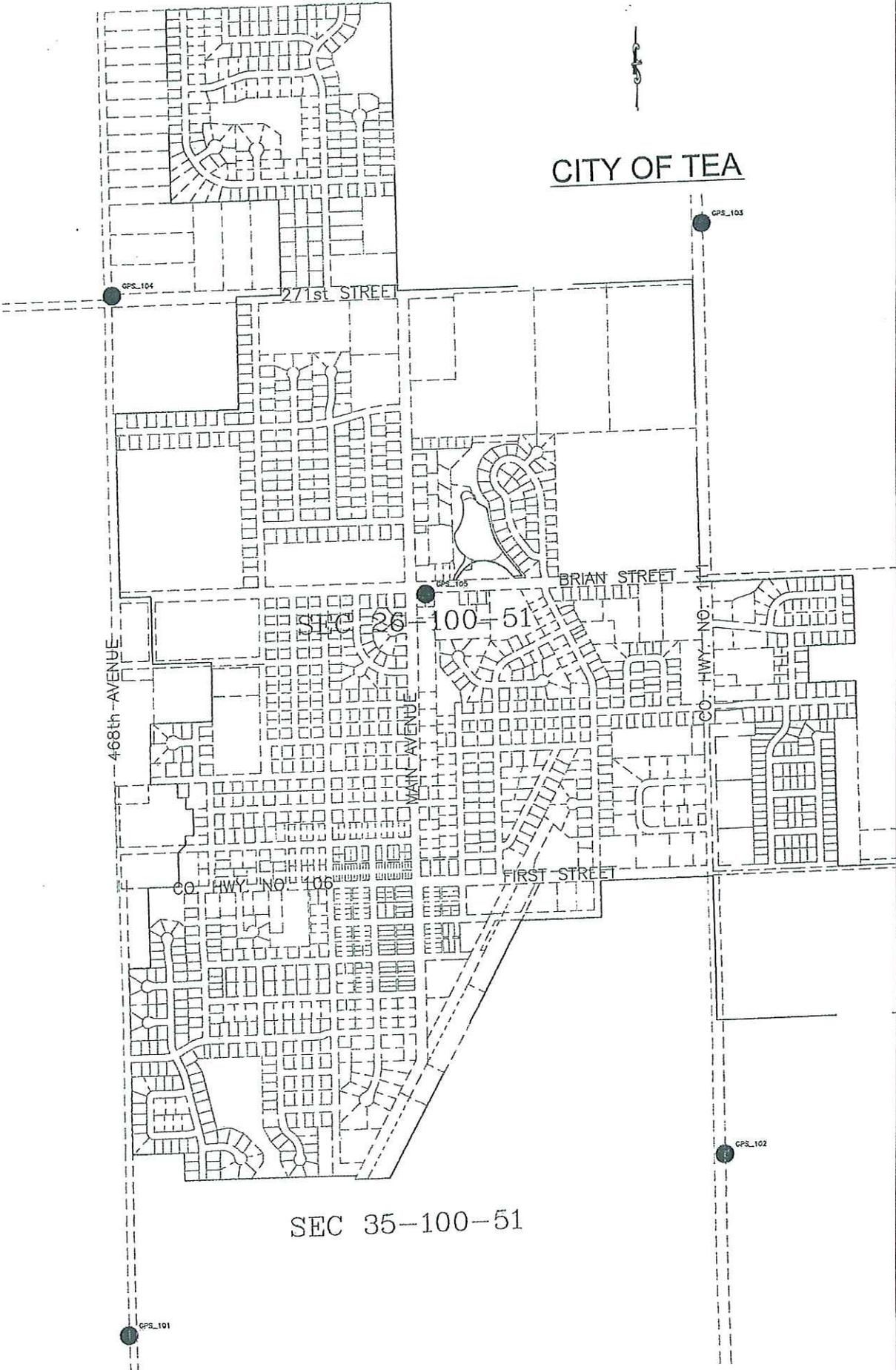
Point Name	Northing	Easting	Elevation	Code	Description
gps_101	15785525.102	2212259.798	1474.667	trista	+/-500' South of W 1/4 Corner of Sec. 35-100-51, at SW Corner of Field Entrance, +/- 35' West of C.L. of 468th Ave, 5/8" Rebar.
gps_102	15787095.315	2217600.253	1478.163	trista	+/-100' North of E 1/4 Corner of Sec. 35-100-51, +/- 50' East of C.L. of Hwy 111, +/- 2' West of R.O.W. Fence, 5/8" Rebar.
gps_103	15795465.339	2217376.700	1501.839	trista	+/-300 North of NE Corner of Sec. 26-100-51, +/- 50' East of C.L. of Hwy 111, +/- 4' West of R.O.W. Fence, +/- 10' North of NE Corner of Field Entrance, 5/8" Rebar.
gps_104	15794867.694	2212090.057	1490.358	trista	+/- 100' North of NW Corner of Sec. 26-100-51, +/- 50' East of C.L. of 468th Ave at Top of Backslope, 5/8" Rebar.
gps_105	15792162.782	2214904.812	1493.382	trista	Southeast of Brian St and Main Ave Intersection, +/- 2' Northeast of Back of Curb at NE Corner of Parking Lot, West of Swimming Pool, +/- 20' W-NW of Tea City Park Sign, 5/8" Rebar.

Coordinates and Elevation Based on Static
Survey by HDR Inc. January 24, 2008 Utilizing
HARN Points OQ0977 and OQ1007

Horizontal Datum - UTM Zone 14 North (Grid)
Vertical Datum - NAVD 88

SEC 23-100-51

CITY OF TEA



SEC 35-100-51