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## Minor Plat Checklist

A Minor Plat allows platting of five (5) or fewer previously platted parcels and/or the subdivision of a previously platted parcel into five (5) or fewer lots where there is no requirement for right-of-way improvements and/or public infrastructure improvements. A Minor Plat may also be used for the adjustment of a common lot line between (10) or fewer parcels of land. When filed with the County Register of Deeds, the plat becomes a legal instrument whereby the location and boundaries of separate land parcels are identified. Each Minor Plat requires a separate application and review process.

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### **Required:** Upload .pdf documents

- ☐ **Information:** *Be able to answer the following questions:*
  - Location of the proposed plat (address or parcel number assigned by the county):
  - Number of lots being created: \_\_\_\_\_
  - Total acres involved: \_\_\_\_\_
  - Is the property located in a flood zone: (yes or no) – if you do not know, there is a link to the FEMA flood map service that you can use to answer the question in the application.
  - The name of the subdivision: \_\_\_\_\_
- ☐ **Plat Document** - document created by a registered land surveyor including both the plat map and all required plat signature blocks. Separate plat documents for each county must be included if applicable.
- ☐ **Letter of Intent** - letter describing the purpose of the request and if applicable the intended zoning, proposed land use(s), and any proposed development or structure demolition or removal.
- ☐ **Application Fee** - \$250 may be paid on-line with a credit card or e-check or at City Hall with the invoice number by cash, check, money order, or credit card.
- ☐ **Civic Access Account** – login to the on-line system with your existing credentials or register an account with a valid email address and password. Please see the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at [www.boxeldersd.gov](http://www.boxeldersd.gov) to get started.

### **Optional:** Upload .pdf documents

- ☐ **Pre-Application Meeting** – if you have questions you would like answered before applying, login to the on-line system with your existing credentials or register an account with a valid email address and password using the link on the “Applications and Permits” page under the “Planning and Zoning” Department page on our website at [www.boxeldersd.gov](http://www.boxeldersd.gov) and apply for a pre-application meeting.
- ☐ **Vicinity Map** – map of project and surrounding area (we may ask for this if location is unclear).
- ☐ **Other Plan Documents** – use this category if there are other materials you want to upload.



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## Minor Plat Process

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**Pre-Application Meeting (Highly Encouraged)**

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**Submit Application**

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**Application Completeness Reviewed**

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**Review Schedule Distributed**

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**In-depth Staff Review of Plat & Creation of Staff Report**

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**Request to Review Redline of Plat and Staff Report**

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**Planning Commission Review and Recommendation**

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**Submit Revised Plat Document if Applicable**

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**Public Works and Planning and Zoning Council Committee Review & Recommendation**

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**Submit Mylar of Revised Plat for City Signatures**

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**City Council Determination**

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**City Signatures on Mylar Obtained**

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**Mylar Released Back to Applicant for Filing**

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**Applicant Takes Plat Mylar with City Signatures, Obtains Highway or Street Authority Signature from Appropriate Authority if City Did Not Have Jurisdiction, Then Obtains County Signatures and Files Plat with the Register of Deeds Office. A Mylar Needs to Go to Three County Departments Before It Can Be Filed: Equalization/ Treasurer's Office (taxes of the parent parcel must be paid before they will sign the plat)/ Register of Deeds In That Order.**