



PLATTING PROPERTY IN LAKE COUNTY

WHEN IS A PLAT REQUIRED?

A plat is required for all property under 20 acres or if the property over 20 acres cannot be described because of its odd shape. Properties within the county must follow the Comprehensive Land Use Map for minimum acres allowed and the Subdivision Ordinance.

WHAT DO I DO FIRST?

1. Contact a survey company.
2. Have the surveyor contact the Planning & Zoning Dept. for any questions on local subdivision requirements.
3. The survey company will need to send an electronic copy of the plat to the Planning and Zoning Dept. for its review process and approval.
4. Once it has been reviewed and approved the final plat is ready to be printed on Mylar.

HOW LONG DOES THE PLANNING & ZONING REVIEW PROCESS TAKE?

Process may take as little as 24 hours or as long as a week. Is subject to staff availability and extensiveness of the property being platted.

WHAT DO I SUBMIT TO THE PLANNING & ZONING DEPARTMENT?

- An electronic copy of the reviewed and approved plat from surveyor
- Mylar plat with the applicable signatures (Owner and Road Authority)
 - * If the property being platted is in a Trust, LLC or is being signed by a Personal Representative etc. the owner must provide an original supporting document for authorization to sign the Owners Certificate.
- One full size copy
- Taxes
- Fees (checks or cash only)

HOW DO I FIND A SURVEYOR?

Area land surveyors are listed in the phone book under surveyor in the yellow pages. The County does not retain a surveyor for hire.

HOW MUCH DOES A PLAT COST?

The surveyor will charge a fee for their service. The Planning & Zoning Dept. charges a review fee of \$25.00 per plat. The Register of Deeds charges a filing fee of \$60.00 per plat.

WHAT DO I OWE FOR TAXES?

Taxes are due for the entire current year on both the property being platted, and on the parcel of land the new lot is being split from. For more information contact the Treasures Office at 256-7618.

WHERE DO I SUBMIT THE PLAT IN THE COUNTY?

The Planning & Zoning Dept. located on the 2rd floor of the Lake County Courthouse. Please call to make an appointment 605-256-7610.

An application will need to be filled out with the Planning & Zoning Official at the time of submission.

HOW LONG DOES IT TAKE TO HAVE A PLAT APPROVED?

Check the Lake County Planning Calendar found on our website for deadline and meeting dates.

The deadline date refers to the final plat, copy, signatures, fees and taxes paid and application submitted.

The plat must make the deadline date to be taken to the Planning Commission Meeting for their recommendation and then onto the Lake County Board of Commissioners for their final approval.

EXTRA INFORMATION

In the event of multiple landowners being involved in subdividing land, the platting process does not transfer ownership and will require additional deed work to be filed for the transfer of property.