**Plat approval checklist: Hand County**

1. When a parcel has been platted by the Surveyor, a copy should be emailed to the Hand County Register of Deeds for review at [s.wernsmann@handcountysd.gov](mailto:s.wernsmann@handcountysd.gov) with **at least 2 weeks notice**. The preliminary plat copy will also be emailed to the State’s Attorney, Highway Department, Auditor, Assessor & Title Company for review.
2. The Surveyor or owners will need to contact the Hand County Auditor at [d.deboer@handcountysd.gov](mailto:d.deboer@handcountysd.gov) or (605) 853- 2182 to get on the agenda to present the plat to the Commissioners. Seven (7) days advanced notice is needed as the commissioners only meet once a month.
3. If it is in the City Limits or in a one (1) mile radius of the city, it must be approved and signed by the city prior to being brought to the Commissioners.
4. The Owner(s) will need to see the Treasurer to make sure the Taxes are paid and pay the Register of Deeds a recording fee ($60.00 check/cash) – this may be done prior to the commissioners meeting. Both of these are required before the plat will be recorded.
5. The Surveyor stamp and signature is required on the Plat. When the owners of the property receive the plat, they will need to sign the plat in **front of a notary** – Mylar will need use of a **permanent fine tip marker.**  The other copies need to be signed with an ink pen (blue/black). *Hand County requests 2 signed paper copies along with the Mylar.*
6. A point of Access is required on the plat. A Township and/or County signature is required to sign off on that point of access.
7. The Township chairman signature is required for sign off. This is to make sure the township is aware of the parcel platting in case any referral is needed and any question arises in the future.
8. A parcel platted with a state highway included requires approval & signature by the State Highway Department.
9. Once the commissioners have approved the plat, the Auditor will then send the plat to the offices of: Assessor- Treasurer - Register of Deeds.

\*\* G.P.S. data file may become a requirement in the near future. \*\*

**\*\*\*Signatures required PRIOR to commission meeting: Surveyor, Owner(s)**

***(If applicable)* - City of Miller, Township Chairman, State Highway\*\*\***