

EXISTING AND PROPOSED PLATTING PROCESS

3/3/2011	Existing LAYOUT PLAT	PROPOSED LAYOUT	Existing PRELIMINARY PLAT	PROPOSED PRELIMINARY SUBDIVISION PLAN (Step I)	PROPOSED DEVELOPMENT ENGINEERING PLANS (Step II)	Existing FINAL PLAT	PROPOSED FINAL PLAT (Step III)	Existing MINOR PLAT	PROPOSED MINOR PLAT	PROPOSED LOT LINE ADJUSTMENT or CONSOLIDATION
Platting Procedures and Options	May be combined with Preliminary Plat approval	(Optional)	Approved Layout and Preliminary Plat Required	Initiates the Platting Process	Approved Preliminary Subdivision Plan Required	Submitted after all Preliminary Plat approved and all requirements met	Approved Preliminary Subdivision Plan and Development Engineering Plans Required	Platting Option When No Development Improvements Are Required 5 Lot Maximum 1 application per property per calendar year	Platting Option When No Development Improvements Are Required 12 Lot Maximum 1 application per lot(s) per calendar year	Platting Option When No Increase in Lot Density is Proposed 3 Lot Maximum 1 application per lot(s) per calendar year
General Purpose		To determine potential development requirements. May be utilized by any developer, but may be particularly helpful for less experienced developers that are unfamiliar with the platting processes and improvement requirements.		To allow the developer to establish their development concept, determine development requirements, address subdivision variances and/or design exceptions. The more detailed plan and information will facilitate the remaining platting processes.	The developer proceeds with the design plans and plat documents according to the approved Preliminary Subdivision Plan. At the conclusion of this step, the signed and sealed design plans (amended as required) are provided by the applicant for approval by Public Works.		The developer delivers the signed plat document (mylar) for final approval and recording.	To be used in instances where all required subdivision improvements are in place, no additional right-of-way is necessary, and no additional design, improvements, or surety are required.	To be used in instances where all required subdivision improvements are in place and no additional design, improvements, or surety is required.	To be used in instances where there is a consolidation of existing platted lots, or an adjustment of existing platted lot lines – with no increase in overall lot density. * Subdivision improvements are not required in this process.
Submittal	Signed Application Vicinity Map Topography - 5' Site Plan Lot Configurations Street Layout Master Plan	Signed Application Vicinity Map Topography – 5' Site Plan Lot Configurations Street Layout	Signed Application Vicinity Map Topography – 5' Site Plan (to scale) Lot Configurations Land Uses Street Layout Sidewalks/Walkways General Utility Layout Grading Plan Drainage Report Master Plan Phasing Plan Plat Document – Including Lot Configurations, Areas, Easements & Signature Blocks Street Plans & Profile Utility Design (Water & Sewer) Utility Distribution Plan Drainage Report Storm Drainage Plans Flood Zones Sidewalks/Walkways Improvements Estimate	Signed Application Vicinity Map Topography – 5' Site Plan (to scale) Lot Configurations Land Uses Street Layout Sidewalks/Walkways General Utility Layout Initial Grading Plan Drainage Areas Master Plan Phasing Plan	Signed Application Fees Plat Document – Including Lot Configurations, Areas, Easements & Signature Blocks Street Plans & Profile Utility Design (Water & Sewer) Utility Distribution Plan Drainage Report Storm Drainage Plans Flood Zones Sidewalks/Walkways Improvements Estimate *other permits as required	Signed Application Signed Mylar (Plat Document) Surety for Subdivision Improvements Inspection Fees	Signed Application Signed Mylar (Plat Document) Surety For Subdivision Improvements Inspection Fees	Signed Application Fees Vicinity Map Topography – 5' contours Site Plan (to scale) Signed Mylar (Plat Document incl. Lot Configurations and Areas Easement Locations: Standard, Required Previously Platted	Signed Application Fees Vicinity Map Topography – 5' contours Site Plan (to scale) Signed Mylar (Plat Document including Lot Configurations and Areas Easement Locations: Standard, Required and Previously Platted	Signed Application Fees Vicinity Map Site Plan (to scale) Signed Mylar (Plat Document including Lot Configurations and Areas) Easement Locations: Standard, Required and Previously Platted
Subdivision Variances and/or Design Exceptions		May be included with application, but separate hearings may be required.	May be included with application, but separate hearings may be required.	May be included with application, but separate hearings may be required.	Application review will be suspended for additional variances or exceptions.	No	No	No	No	No
Administrative Review & Meeting Agendas	No Yes	15 (working) Day Review/ Approval None	No Yes	15 (working) Day Review only (no admin approval) Following the 15 day review, staff will report their recommendations to the applicant and place the application on the next available Planning Commission agenda – to be followed by placement on the City Council agenda	15 (working) Day Review/ Approval None	13 (working) Day Review/Approval None	10 (working) Day Review/Approval None	13 (working) Day Review/Approval None	13 (working) Day None	13 (working) Day None
Planning Commission	Yes	No	Yes	Yes	No	No	No	No	No	No
Council	Yes	No	Yes	Yes	No	No	No	No	No	No

Suspended Timelines & Re-Engaged Applications:

The review timeline is suspended for incomplete submittals. When the required information is submitted, the timeline is re-engaged with an additional 3 days for staff review. Applications suspended for more than 90 consecutive days shall be denied. Applicants may appeal to City Council for additional extensions.

Appeals:

- 1 When the applicant does not concur with staff regarding required information, exceptions and variances the applicant can request an appeal to the next available Public Works Committee or Planning Commission Meeting (as appropriate) and City Council meeting.
- 2 In the case of a Preliminary Subdivision Plan, the Planning Commission and/or City Council can approve or deny the plan in its entirety, upon the applicant's request, with consideration being given to the disputed item(s).