

	LAYOUT	PRELIMINARY SUBDIVISION PLAN	DEVELOPMENT ENGINEERING PLANS	FINAL PLAT	MINOR PLAT	LOT LINE ADJUSTMENT or CONSOLIDATION
Platting Procedures and Options	(Optional)	(Step I) Initiates the Platting Process	(Step II) Approved Preliminary Subdivision Plan Required	(Step III) Approved Preliminary Subdivision Plan and Development Engineering Plans Required	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 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 preliminary plat process.	The developer proceeds with the design plans and plat documents according to the approved Master Development 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 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 Requirements	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 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 <i>*other permits as required</i>	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) To include: 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 To include: Lot Configurations and Areas Easement Locations: Standard, Required and Previously Platted
Subdivision Variances and/or Design Exceptions	May be included with application	May be included with application	Application review will be suspended for additional variances or exceptions.	No	No	No
Administrative Review & Approval	15 (working) Day Review/Approval	15 (working) Day Review only (no admin approval)	15 (working) Day Review/Approval	10 (working) Day Review/Approval	13 (working) Day Review/Approval	13 (working) Day Review/Approval
Meeting Agendas <i>NOTE: A minimum of 10 days notice is required to place an item on the next meeting agenda.</i>	None	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	None	None	None	None
Planning Comm. Approval	No	Yes	No	No	No	No
Council Approval	No	Yes	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).