

**Minor Subdivision
Process
Requirements**

Pre-application Meeting

Sketch Plan

Final Plat

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Process
Requirements**

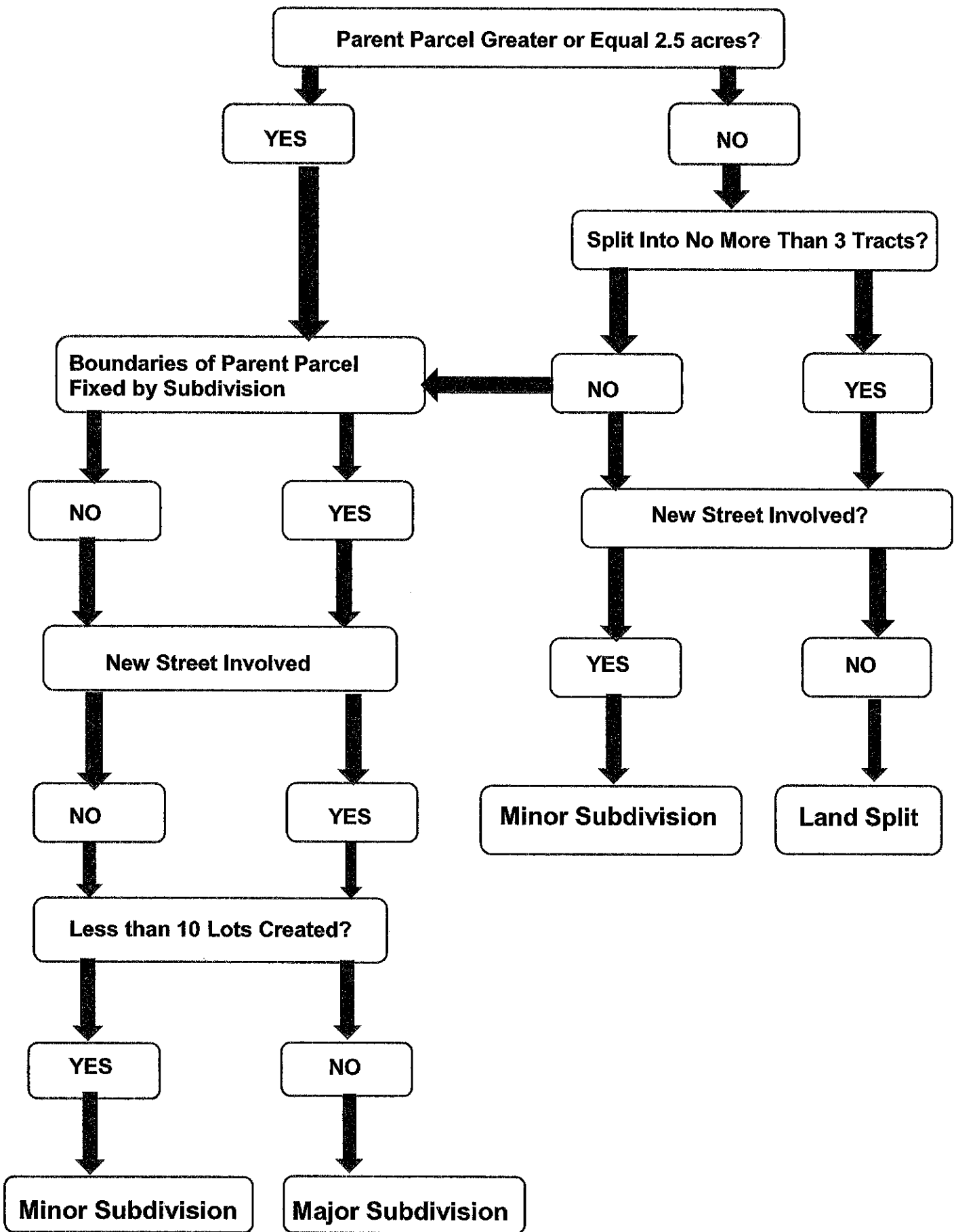
Pre-application Meeting

Sketch Plan

Preliminary Plat

**Citizen Participation Plan
(Subdivisions of 60 acres or more or 40 lots or more)**

Final Plat



Minor Subdivision Flow Description

- Pre-Application Conference
- Sketch Plan Application and Review
 - Submittal of Seven (7) Copies of Application and Sketch Plan and one set in digital format prescribed by the Department.
 - Distribution to Reviewing Agencies
 - Formal Agency Review Meeting and/or Receipt of Agency Comments by Time Established
 - Optional Review by Planning Commission
 - Decision to Approve/Modify/Deny by the Department
 - Appeal of the Department Decision to Planning Commission
 - Appeal of Commission Decision to the Council
- Final Plat Application and Review
 - Submittal of Seven (7) Presentation Copies of Application, Final Plat and Engineering Drawings, and one set in digital format prescribed by the Department, along with filing fee. The Final Plat must be submitted within 12 months of approval of the Preliminary Plat, unless granted up to a 12 month extension by the Department.
 - Distribution to Reviewing Agencies
 - Formal Agency Review Meeting and/or Receipt of Agency Comments by Time Established.
 - Presentation to and Review by Planning Commission followed by P&Z Recommendation to Council.
 - Presentation to and Review by Council.
 - Council Decision to Approve/Modify/Deny – Approval is valid for the subsequent 24 months, unless granted an extension of up to 24 months, during such time the financial security will be put in place and accepted by the Town.
 - Two reproducible sets of the Final Plat and the recording fee are submitted to the department for recording, which include all the necessary signatures prior to the Council considering the Final Plat at a meeting, and approving the Final Plat by signing the two copies for recording
 - Final Plat recorded and a copy of the recorded plat provided to the Town.

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- Citizen Participation Plan and Meeting (Subdivisions of 60 acres or more or 40 lots or more.

- Preliminary Plat Application and Review
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