

PROCEDURE FOR SUBDIVISION APPROVAL

STAGE A. PRE-APPLICATION CONSULTATION

1. The subdivider meets informally with the City Administrator to discuss the sketch plan and proposed improvements.
2. The City Administrator, after checking and reviewing the proposed sketch plan, advises the subdivider as to the adequacy of the proposed plan.

STAGE B. PRELIMINARY PLAT

1. The subdivider prepares a preliminary plat, including preliminary engineering plans and specifications and intended dedication or reservation of public lands. The developer files twenty-five (25) copies of the application and twenty-five (25) copies of the proposed plat.
2. The Planning and Zoning Commission reviews the plat and application and makes a Recommendation to approve or deny the plat to the City Council.
3. The City Council will review the Plan Commission s Recommendation and take action on the preliminary plat.

STAGE C. FINAL PLAT

1. Within twelve (12) months of the date of the approval of the preliminary plat, the subdivider prepares and submits to the City the original and twenty-five (25) copies of the final plat, incorporating all required modifications together with the final engineering plans. The plat is immediately transmitted to the Planning and Zoning Commission and the City Administrator for their review and Recommendations.
2. The Planning and Zoning Commission determines whether or not the final plat is in conformance with the approved preliminary plat and forwards the plat with the Planning and Zoning Commission s Recommendation to the City Council within ninety (90) days of receipt of the documents.
3. The City Council approves or rejects the final plat within sixty (60) days of submissions by the Planning and Zoning Commission if no action is taken by the City Council in that period of time, the final plat shall be deemed to have been rejected.