



MAJOR SUBDIVISION APPLICATION

REVIEW & APPROVAL PROCEDURES

1. Applicants who intend to submit a Preliminary Major Subdivision application must first submit a Utility Feasibility Study Request Form to the Planning Department. The City Engineer will review the information submitted to determine if suitable water, sewer, and electric utilities are located adjacent to the site and if a Utility Feasibility Study will be warranted. The applicant is responsible for the cost associated with the utility feasibility study.
2. The applicant is strongly encouraged to schedule a meeting with the City Planning Director and City Engineer to discuss the project prior to making a formal submission. The applicant must bring copies of a concept plan to the meeting. The concept plan should be a 24" x 36" aerial map at a small enough scale to show the site boundary and individual parcel lines, the property lines of adjoining parcels, the streets fronting or bounding the property and parcels on the opposite side of the streets fronting or bounding the property. Depending on the project, the City may need time to review the proposal prior to providing any guidance.
3. The applicant must obtain a Preliminary Major Subdivision application and checklist from the City Planning Department. The applicant must complete the application and ensure all items on the checklist have been provided as part of the submission. Please note that if the project was required to undergo a PLUS review, the applicant must submit a copy of the PLUS review comments and the applicant's responses to those comments as part of the preliminary submission. The checklist must be signed by the applicant, the property owner, and applicant's surveyor or engineer. When the submission package is complete, the required number of copies are to be submitted to the City for review along with the Preliminary Major Subdivision plan review fee. The Preliminary Major Subdivision review fee is found on the City fee schedule.
4. The City shall review the preliminary plans for compliance with Chapter 230 Zoning, Chapter 200 Subdivision of Land, the City Comprehensive Plan, the City Construction Standards and Specifications, and other City Ordinances. The City Engineer will review the preliminary plans for general compliance with the City's General Construction Standards and Specifications. The City will forward any comments to the applicant. The City will also solicit comments via email from the Development Advisory Committee, which is comprised of various Department staff, State agencies and other relevant entities. These comments will be included in the Preliminary Staff Report and presented to the Planning Commission and City Council.

Note: A preliminary application shall be considered withdrawn if plan review comments are not satisfactorily addressed and preliminary approval is not obtained within twelve (12) months of initial preliminary submission.

5. The applicant must revise the plans accordingly and re-submit the preliminary plans to the City for subsequent review. When the City has no more review comments, they will issue a letter acknowledging such. The application will then be placed on the agenda to be considered by the Planning Commission and City Council. A representative of the applicant must be present at both the Planning Commission and City Council meetings.

Note: Preliminary Major Subdivision approval from City Council is valid for 2 years unless an extension is granted by City Council prior to the expiration.

6. If City Council grants preliminary major subdivision approval, the applicant may obtain the Final Major Subdivision Review application and checklist from the Planning Department. When the application, checklist, and submission package is complete, the plans are to be submitted to the Planning Department for review along with the Final Construction and Record Plan review fee. The Final Construction and Record Plan review fee is found on the City fee schedule. It is during this time that it is recommended that the applicant contact the Electric Division to begin the necessary steps to design the subdivision electrical system. Involving the electric utility early in the planning stages will reduce delays in the construction and building permit process.
7. The City Engineer & City Planning Director will review the final subdivision plans for compliance with the City's Ordinances and the City's General Construction Standards and Specifications. The City will forward any comments they may have to the project point of contact.
8. The applicant must revise the plans accordingly and re-submit to the City for subsequent review. The applicant must submit copies of all applicable agency approvals, final copies of any necessary easements, and a copy of the final Public Works Agreement, where applicable. When the City has no more review comments, the City Engineer will issue a letter acknowledging that the final construction plans are approved as submitted.
9. Upon confirmation from the Planning Director and City Engineer that all agency approvals have been obtained and all plan review comments have been addressed satisfactorily, the application may be administratively approved by the Planning Department. Final Plans must be signed by the City Manager, Planning Director and City Engineer.
10. The applicant must record the plat within 90 days of the date of final approval and provide the Planning Department a receipt of the recordation including the deed book and page number. Failure to record the approved plat within 90 days from the date of City approval shall void the final approval. In order to obtain final approval after it has been voided, the applicant must make application for preliminary approval again.
11. Construction of improvements shown on recorded subdivision plans shall commence within five years of the original recordation date and continue progressing toward completion or the record plan shall be considered expired. Expired subdivision plans shall be deleted from City and County property records.