

APPENDIX B

SUMMARY OF SUBDIVISION APPROVAL PROCESS

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- 1. Owner attends informal meeting with Planning and Zoning Commission (PZC) to explain project. (This step is optional)**
- 2. Owner submits copies of application for preliminary plan to City Engineer (CE). CE transmits copies of application material to PZC and others as appropriate.**
- 3. CE submits comments on application to PZC.**
- 4. PZC reviews comments and acts to *approve, disapprove* or *modify* the application for the preliminary plan.**
- 5. If preliminary plan is approved, owner may prepare application for final plat.**
- 6. Owner submits seven (7) copies of Construction and Grading Plans and Specifications and cost estimates for subdivision to CE and PZC.**
- 7. CE submits comments on plans, specifications and estimates to PZC.**
- 9. After approval of plans, Owner submits application for final plat approval to CE. CE transmits such application to PZC for consideration at next meeting.**
- 10. PZC approves, disapproves or approves with modification the final plat.**
- 11. Owner/Developer must submit approved performance bond, applicable fees and development agreement to CE prior to recording plat.**
- 12. If final plat is approved, recording of plat must occur within sixty (60) days from date of approval.**