

SUBDIVISION 4-STEP APPROVAL PROCESS

1. CONCEPTUAL PLAN

1) Developer Submission

- Conceptual Plan is submitted by Developer.

2) Zoning Department

- Reviews Conceptual Plan for submittal compliance.
- Upon submittal compliance, sets Conceptual Plan meeting at least 30 days thereafter.

3) Notice

- Meeting date is posted on City Website.

4) Planning & Zoning Commission

- Reviews Conceptual Plan for Chapter 200.6 Review Criteria.
- Identifies potential problems or concerns.
- Makes informal recommendations for Preliminary Plat.

Public Participation

- **The meeting is open to the public.**
- **Discussion is limited to the Planning and Zoning Commission.**
- **Public can submit questions or thoughts in writing to the Commission.**

2. PRELIMINARY PLAT

1) Developer Submission

- Preliminary Plat is submitted by Developer.

2) Zoning Department

- Reviews Preliminary Plat for submittal compliance.
- Upon submittal compliance, sets Preliminary Plat Public Hearing at least 30 days thereafter.
- Provides staff report with recommendations.

3) Notice

- Public hearing notice is published, mailed, posted on property and posted on City Website 14-days prior to Public Hearing.

4) Planning & Zoning Commission

- Reviews Preliminary Plat for Chapter 200.7 Review Criteria.
- Reviews Preliminary Plat for code and subdivision compliance.
- Reviews preliminary improvement plans.
- Recommends as submitted, recommends with modifications or sets the matter for further consideration.

Public Participation

- **The Public Hearing is open to public questions and concerns.**

3. FINAL PLAT

1) Developer Submission

- Final Plat is submitted by Developer.

2) Zoning Department

- Reviews Final Plat for submittal compliance.
- Upon submittal compliance, sets Final Plat Public Hearing at least 30 days thereafter.
- Provides staff report with recommendations.

3) Notice

- Public Hearing notice is published, mailed, posted on property and posted on City Website 14-days prior to Public Hearing.

4) Planning & Zoning Commission

- Reviews Final Plat for Chapter 200.8 Review Criteria.
- Reviews Final Plat for code and subdivision compliance.
- Reviews final improvement plans.
- Recommends as submitted, recommends with modifications or sets the matter for further consideration.

Public Participation

- **The Public Hearing is open to public questions and concerns.**

4. CITY COUNCIL

1) Developer Submission

- None

2) Public Hearing

- A Public Hearing before City Council is scheduled within 30-days of the Planning & Zoning Commission recommendation

3) Notice

- Public Hearing notice is published, mailed, and posted on City Website prior to Public Hearing.

4) Ordinance

- At the conclusion of the Public Hearing or within 90 days thereafter, the City Council shall either adopt, adopt with modifications, or deny the recommendations of the Planning and Zoning Commission.

Public Participation

- **The Public Hearing is open to public questions and concerns.**