



## Subdivision Application Process

<u>Action</u>	<u>Timing</u>	<u>Date Completed</u>
<b>Pre-Application Meeting</b> - discuss proposed project, identify areas of concern to be addressed in application packet	at Applicant's discretion, but a minimum of 2 weeks prior to application	_____
<b>Submit Application and Preliminary Plat Package</b> - Preliminary Plat - Preliminary Utility Plan - Preliminary Street Design - Preliminary Grading & Drainage Plan - Preliminary Stormwater Management Plan - Traffic Analysis (if required – at discretion of Staff)	Wednesday 4 weeks prior to Planning Commission meeting	_____
<b>Advertise for Public Hearings</b> - publish for 2 weeks (publication date Wednesdays)	Monday following application	_____
<b>Staff Review and Reports to Planning Commission</b>	Monday prior to Planning Commission meeting	_____
<b>Planning Commission Meeting and Public Hearing</b>	Wednesday prior to City Commission meeting	_____
<b>City Commission Meeting and Public Hearing</b>	3 <sup>rd</sup> Monday of month (may vary due to holidays, confirm with Staff)	_____
<b>Submit Final Plat Package</b> - Final Plat - Final Utility, Street, and Grading & Drainage Plans - Final Stormwater Management Plan	Monday 3 weeks prior to Planning Commission meeting	_____
<b>Staff Review and Reports to Planning Commission</b>	Monday prior to Planning Commission meeting	_____
<b>Planning Commission Meeting</b>	Wednesday prior to City Commission meeting	_____
<b>City Commission Meeting</b>	3 <sup>rd</sup> Monday of month (may vary due to holidays, confirm with Staff)	_____
<b>Applicant addresses comments, records final plat, enters into Development Agreements</b>	As available	_____