

Simple Subdivision (within 1 mile of City Limits) Checklist

Estimated completion time for simple subdivision process: 2-3 months

- 1) County or Developer forwards Simple Subdivision review request to City
 - 2) Ten (10) copies for staff distributed
 - a) Preliminary simple subdivision agreement immediately worked out between developer/staff
 - b) Applicant, Applicant's Engineer and staff review proposal and agreement
 - c) Report, correct drawing/s (preliminary subdivision) submitted to city for P & Z meeting
 - d) Review by Development Review Committee
 - e) Preliminary reviewed by P & Z (Staff and applicant attend)
- **Note: Agreement to be worked out , reviewed and SIGNED by developer prior to forwarding both agreement and plat to Council for approval. Unsigned agreements will not be accepted by the Clerk for forwarding to Council.**
- 3) Applicant's sketch plan/plat (along with P & Z recommendation and any agreement) submit for Council consideration
 - 4) Submittal of Resolution for approval of Simple Subdivision