

## **Tentative subdivision checklist**

**Completion time for subdivision process: 2-3 months**

- 1) Ten (10) copies for staff distribution**
- 2) Preliminary subdivision agreement to be worked out between developer, staff and attorney**
- 3) Preliminary plat reviewed by Development Review Committee**
- 4) Preliminary plat reviewed by P & Z**
- 5) Detailed construction drawings submitted for engineer's review**
- 6) Final plat for Council approval**
- 7) Subdivision Agreement to be complete & ready for signature by developer  
\*\*\*Subdivision Agreement to be signed by developer and final plats to be signed by developer and P & Z prior to submittal to Clerk for placement on agenda for Council approval**
- 8) Developer submits signed final plats (3 mylar copies plus 1 electronic format) and signed Subdivision Agreement to City Clerk**