

Preliminary & Final Plat



A Preliminary Plat and Final Plat are required for any division of property for purposes of sale. The plat provides a survey of the new boundaries and provides for corner pins to denote the new boundary. The minimum time for a preliminary plat from application to City Council approval is 30-40 days. To meet the minimum timeframe necessitates making revisions in the allotted time and having complete sets of plans.

Submit Preliminary Plat application

See **plat checklist** for a general list of item to be included. The application deadlines are contained in the document titled 2007 P&Z deadlines. All applications must be complete and include all required fees. Staff will distribute the plat for review by other departments and the Engineering Consultant.

Development Review Meeting

Written comments will be disseminated prior to the meeting with comments. The meeting permits discussion with and review of the comments. Its is necessary that the developer and/or his engineering consultants be present.

Planning & Zoning Commission

The Planning & Zoning Commission is required to review and make a recommendation regarding the preliminary plat. The CDD staff will make a recommendation to the P&Z. The P&Z may deny, approve, or approve with conditions.

City Council action on the Preliminary Plat

The CDD will prepare a staff report and pass on the recommendation of the P&Z to the City Council.

Construction plans must be submitted for the public improvements. The proposed public improvements must correspond with those shown on the approved Preliminary Plat.

Construction Plans

To proceed, the customary procedure is the preparation of construction plans. The plans should be submitted to the CDD. They will be distributed for review by other departments and the City's Engineering Consultant.

Development Review Meeting

Written comments will be disseminated prior to the meeting with comments. The meeting permits discussion with and review of the comments. Its is necessary that the developer and/or his engineering consultants be present.

City Council action on the Preliminary Plat

When the construction plans meet all the requirements of the preliminary plat, the city's standard specifications, and other applicable requirements, the plans will be forwarded to the City Council for their approval.

See continuation for Final Plat & Minor Subdivision

Note:

The common procedure is that construction is virtually completed before the final plat is submitted for approval. The final plat cannot be approved until construction is completed or a subdivision bond is provided as surety that the improvements will be completed.

Submit Final Plat application

See plat checklist for a general list of item to be included. The application deadlines are contained in the document titled 2007 P&Z deadlines. All applications must be complete and include all required fees. Staff will distribute the plat for review by other departments and the Engineering Consultant.

Development Review Meeting

Written comments will be disseminated prior to the meeting with comments. The meeting permits discussion with and review of the comments. Its is necessary that the developer and/or his engineering consultants be present.

If you intend to record the plat immediately after City Council approval, please check the dates for filing legal documents with the department. Those have to be reviewed also.

Planning & Zoning Commission

The Planning & Zoning Commission is required to review and make a recommendation regarding the preliminary plat. The CDD staff will make a recommendation to the P&Z. The P&Z may deny, approve, or approve with conditions.

City Council action on the Final Plat

The CDD will prepare a staff report and pass on the recommendation of the P&Z to the City Council.

Recordation

Note
regarding minor subdivision