



## **SUBDIVISION PLAT PROCESS AND TIMELINE**

### **SKETCH PLAN**

1. Must be submitted a minimum of thirty (30) days prior to the Planning Commission Meeting at which the Sketch Plan is to be considered. Planning Commission meets the 1<sup>st</sup> Monday of the Month.
2. The Technical Review Team will complete a preliminary review and provide the applicant with comments within fifteen (15) days of the date of submittal.
3. The applicant must address any comments and resubmit within seven (7) days of receipt of the comments.
4. The Technical Review Team will provide a written recommendation to the Planning Commission seven (7) days prior to the regular meeting.

### **PRELIMINARY PLAT**

1. Must be submitted a minimum of sixty (60) days prior to the Planning Commission Meeting at which the Preliminary Plat is to be considered. Planning Commission meets the 1<sup>st</sup> Monday of the Month.
2. The Technical Review Team will complete a preliminary review and provide the applicant with comments within fifteen (15) days of the date of submittal.
3. The applicant must address any comments and resubmit within fifteen (15) days of receipt of the comments.
4. The Technical Review Team will complete a review of the first resubmittal (if necessary) within fifteen (15) days of resubmittal.
5. The applicant must address any comments and resubmit within seven (7) days of receipt of the comments.
6. If a 3<sup>rd</sup> resubmittal is necessary, the plat will be deferred to the next month's regular Planning Commission meeting.
7. The Technical Review Team will provide a written recommendation to the Planning Commission seven (7) days prior to the regular meeting.

### **FINAL PLAT**

1. Must be submitted a minimum of forty-five (45) days prior to the Planning Commission Meeting at which the Preliminary Plat is to be considered. Planning Commission meets the 1<sup>st</sup> Monday of the Month.
2. The Technical Review Team will complete a preliminary review and provide the applicant with comments within fifteen (15) days of the date of submittal.

March 9, 2018

3. The applicant must address any comments and resubmit within seven (7) days of receipt of the comments.
4. The Technical Review Team will complete a review of the first resubmittal (if necessary) within seven (7) days of resubmittal.
5. The applicant must address any comments and resubmit within seven (7) days of receipt of the comments.
6. If a 3<sup>rd</sup> resubmittal is necessary, the plat will be deferred to the next month's regular Planning Commission meeting.
7. The Technical Review Team will provide a written recommendation to the Planning Commission seven (7) days prior to the regular meeting.