

## TIMELINE SUBDIVISIONS

**STEP ONE** – Person/Company/Agency, inquires about a new Subdivision.

Review BMC Section 17.12 (Preliminary Plat). Discuss the importance of having as much information as possible in the initial paperwork; that there will be a requirement of a performance agreement/bond; that there will need to be a title report; drainage plan; street plan (circulation, materials to be used); etc.

**STEP TWO** – Applicant Submits Preliminary Plat

Review it for completeness. Must conform to all requirements of BMC 17.12.

- Original and at least \_\_\_\_\_ copies of Preliminary Plat which has all of the items listed In BMC 17.12.030B
- Certificate of Ownership – Need a title commitment with copies of all recorded easements which lie within the property (dated no earlier than 30 days prior to submittal)
- A list of the names and addresses of the owners of record of all property contiguous to and across a public right-of-way from the proposed subdivision
- Applications for any waivers, variances, or special permissions (if applicable)
- The names of proposed and existing streets in and adjacent to the proposed subdivision.
- A vicinity map showing streets and other general development of the surrounding area at a scale of no less than one (1) inch equals one thousand five hundred (1,500) feet.
- A copy of the current plat or U.S. Survey that creates the parcels subject to the proposed subdivision.
- A copy of the current plats and U.S. Surveys of the land that abuts the boundaries of the proposed subdivision.
- Application Fee

***Upon receipt:***

- Review for completeness. If anything at all is missing, immediately issue written notice to the Applicant advising of the incomplete status and listing that is missing.
- If it appears complete, send written notice to the Applicant stating that the application was received on (date received) and that it is being reviewed for completeness.

Within 2 business days of receipt of an application that initially appears to be complete, the application and all documents submitted must be forwarded to the Engineer for review. The Engineer needs to be advised that they have no more than thirty (30) days to review and provide all feedback to your office.

Within 2 business days of receipt of an application that initially appears to be complete, forward a copy of the application and all documents submitted to the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Streets and Roads Foreman | <input type="checkbox"/> Public Works Director |
| <input type="checkbox"/> Fire Chief                | <input type="checkbox"/> AVEC                  |
| <input type="checkbox"/> Police Chief              | <input type="checkbox"/> GCI                   |
| <input type="checkbox"/> City Manager              | <input type="checkbox"/> Unicom                |
| <input type="checkbox"/> City Attorney             |  |

**STEP THREE** - Upon receipt of review by City Engineer, review Engineer findings with:

- |  |  |
|--|--|
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Public Works Director |
| <input type="checkbox"/> City Manager  |  |

If no issues found – Written notification to Applicant that all complete; advise of date scheduled before the Planning Commission (w/i 60 days)

If issues found – Written notification to Applicant advising of issues and advising Application not considered complete until the issues have been resolved.

**STEP FOUR – PRELIMINARY PLAT (Application and Plat itself) COMPLETE:**

- Schedule hearing before the Planning Commission
- Prepare Planner’s Report (make sure Applicant has copy at least 10 days prior to Hearing)  
Planner Report MUST include recommendation for Subdivision Agreement
- Comply with all Notice Requirements set out in BMC 17.04.025

**STEP FIVE – PRELIMINARY PLAT HEARING (Planning Commission):**

Planning Commission hears all of the information, hears from the Planner, the Applicant, and interested citizens. Reviews the entire application.

Planning Commission issues a written decision:

- Approve
- Deny
- Approve with Conditions (such as Subdivision Agreement)

**STEP SIX – PRELIMINARY PLAT APPROVED:** (with condition of Subdivision Agreement)

- Calendar the Subdivision for 15 months out and 17 months out (for Notices)

- Provide Applicant with City's Application for Subdivision Agreement [Must be completed before a Subdivision Agreement will be drafted by the City]

**STEP SEVEN – RECEIPT OF APPLICATION FOR SUBDIVISION AGREEMENT**

- Review for completeness.
  - If any of the required attachment are missing, provide written notice of incompleteness.
  
  - If the Application appears complete (appears to have all of the attachments), forward copies to:
    - Public Works Director (for review and comment)
    - Streets and Roads Foreman
    - City Manager
    - City Attorney (to develop draft Subdivision Agreement [to be completed within 10 business days])

- NOTE** – The matter is NOT reviewed unless the Applicant submits the required deposit.

**STEP EIGHT – ENGINEER REVIEW**

Upon receipt of draft Subdivision Agreement from City Attorney, as well as any comments from Public Works Director, Streets and Roads Foreman and/or City Manager, forward draft Subdivision Agreement, Application for Subdivision Agreement and all documents submitted along with Application to Engineer for Review. Advise Engineer they have only 30 days to review and respond.

**STEP NINE – SUBDIVISION AGREEMENT**

- Engineer Request for Additional Information: if the Engineer finds the Application deficient, the Planner will notify the Applicant in writing of the deficiencies. Once corrected, the corrections will be forwarded to the Engineer for additional review.
  
- Tentative Approval from Engineer: Once the Engineer has deemed the Application and Draft Subdivision Agreement complete and satisfactory, a copy of the Draft Subdivision Agreement will be forwarded to the Applicant along with notice of the Planning Commission's review of the Subdivision Agreement.
  
- The Planning Commission reviews the Subdivision Agreement AS THE CITY WROTE IT. The Applicant has the right to request amendments from the Planning Commission but not from the City. *It is a good idea to have the Engineer present* to explain to the Commission why or why not on the requested amendments.
  
- The Planning Commission may either  Recommend Approval or  Recommend Denial of the Subdivision Agreement. The recommendation must be put in writing and must state the basis for the recommendation.

The Planning Commission's Recommendation has to be placed before the City Council to either  Approve or  Deny.

\*\* Don't forget to calendar the 15 and 17 month mark at Step Six (time is critical)

**STEP TEN – CONSTRUCTION TO BEGIN**

Before the first site plan permit can be issued and before ANY construction can occur at the site, the Developer is required to submit the remainder of the Deposit (Guaranty) to the City.

**STEP ELEVEN – CONSTRUCTION UNDERWAY**

Progress needs to be checked by:

- |                          |                       |                          |                  |
|--------------------------|-----------------------|--------------------------|------------------|
| <input type="checkbox"/> | Streets and Roads     | <input type="checkbox"/> | Cable Company    |
| <input type="checkbox"/> | Planner               | <input type="checkbox"/> | Electric Company |
| <input type="checkbox"/> | Public Works Director | <input type="checkbox"/> | Phone Company    |
| <input type="checkbox"/> | Engineer              | <input type="checkbox"/> | Fire Department  |

\*\* Stay on top of any notices of deficiency.

**STEP TWELVE – FIFTEEN MONTH MARK**

Ninety (90) days prior to completion deadline (15 months after the Preliminary Plat was recorded), the Planner shall notify the Developer, in writing, via certified mail, that the 18 month completion date for all public improvements is approaching.

The Developer may request an Extension within thirty (30) days by submitting a written Extension request or may ask for a final inspection.

Extension requests CANNOT be accepted after the 18 month mark.

**STEP THIRTEEN – SEVENTEEN MONTH MARK**

At this point, if the Developer has not yet requested either (a) an Extension or (b) a Final Inspection, the Developer shall be reminded, in writing, via certified mail, of the upcoming deadline. The notice shall remind the Developer that if all improvements are not completed within thirty (30) days, the Subdivision will be considered in Default.

**STEP FOURTEEN – EIGHTEEN (18) MONTH MARK**

At this stage only two (2) things are possible:

The Subdivision is completed with a Final Plat Submitted for approval [see separate process for Final Plat)

OR

The Subdivision is not completed and the Developer is in Default [see separate process for Default]