

Plat Process

F:\MGMT\ExecAssist\CofM-Original Forms\Planning\[Preliminary and Final Plat Process.xls]Sheet1

Steps/ Actions	Time - Deadlines
Preliminary Plat	
<i>Concept plan submittals - Reviews</i>	
Submittal Date to City Manager Application Fees Paid Submittal Review - all requirements checked- complete	Must be submitted 4 weeks prior to PC Mtg.
Submittal Accepted <i>Submittal denied</i> <i>Re-submittal</i>	
Staff Review - DAP	
Planning Commission meeting Reviewed not later than 90 days after submittal May add special requirements Plat with reasons of approval/ denial Confirm Consistency w/ Prelim. Plat	Must take Action w/i 30 days of 'submittal acceptance'
<i>If approved</i> <i>If denied</i> May appeal to the City Council within 30 days Council may approve (or deny with Conditions)	
City Council review (1st Event) City Council review (2nd Event-If needed) Council may add special requirements	<i>(Once the project goes before the City Council, it must be approved or denied within 30 days)</i>
(NOTE: There is no time requirement to put the project on the City Council agenda)	
NOTE: The City Council's approval /Prelim Plat expires after one year.	<i>12 months after CC approval Date</i>
Final Plat	
Submittal - all requirements reviewed Plat Map Improvement Plans Improvement agreement Letters of Credit	
Submittal Accepted <i>If denied</i> <i>Re-submittal</i>	
Staff Review - DAP	
Planning Commission meeting May add special requirements Plat with reasons of approval/ denial Confirm Consistency w/ Prelim. Plat	Must be reviewed not later than 90 days after submittal
<i>If denied</i> May appeal to the City Council within 30 days Council may approve (or deny with Conditions)	
<i>If approved</i>	

Final Improvement Plans done/ accepted (Improvement Agreement)

Resolution with conditions

Approval by City Council

Improvements Made

City Manager certification of completion

City Attorney letter of dedication of land and improvements completed

Mayor signs Final Plat (2 sets)

Applicant must file plat at County Recorder's Office within 10 days

City Clerk records agreement of dedication (with legal documentation as needed)

Work completed (in phases or as a whole)

33% completion - Bond Release of 25%

66% completion - Bond Release of 25%

100% completion - Bond Release of 25%

Remaining 25% balance stays in place for _____ months as a Maintenance Bond

Professional Bonds secured at 120%