

Platting Request Process

Preliminary Plat Process

Applicant submits application, fee of \$100 plus \$5 per lot, preliminary plat, abstractor's certificate, and preliminary checklist by noon on Monday of the week preceding the Planning Commission meeting



City Engineering and Planning Departments review plat and return comments to Engineer or Surveyor



Engineer or Surveyor addresses comments and returns plat prior to Planning Commission Subcommittee Meeting, held the Wednesday of the week preceding the Planning Commission meeting



Preliminary Plat approval or denial at Planning Commission

Final Plat Process

Applicant Submits by noon on Monday of the week preceding the Planning Commission Meeting:

- Completed and signed application
- If applicant is a company or something other than a personal owner, information showing who is able to sign a binding document for the company or group is required (Ex. Operating Agreement)
- Final Plat Drawing
- Final Plat Checklist
- Subdivision Agreement
- Grading and Drainage Plan, if necessary
- Storm Water Agreement, if necessary
- Fee of \$100 plus \$5 per lot
- Abstractor's Certificate with proof of all taxes paid in full
- Consent Statement, if necessary



City Engineering and Planning Departments review plat and all related documents and return comments to Engineer or Surveyor



Engineer or Surveyor addresses comments and returns plat prior to Planning Commission Subcommittee Meeting, held the Wednesday prior to the City Council meeting



Final Plat Recommendation at Planning Commission



Engineer or Surveyor addresses comments and returns related documents prior to Council Agenda Review Meeting, held the Wednesday of the week preceding the City Council meeting



City Clerk must receive signed Plat and related documents prior to City Council Consideration



Final Plat approval or denial at City Council