

Code Change Discussion – July 25, 2023

11-4: Review and Plat Requirements

Pre-Application: Meet with DRC (comprised of Mayor, Zone Administer, Public Works, City Engineer, P&Z chair) to get scope of what developer wants to do. If meeting results approved, then Zone Administer gives Ok to proceed with Concept application.

Concept: Fills out application and pays fee. Presents a digital copy on concept plan that includes the following:

1. Name of subdivision
2. Map with property boundaries
3. Approximate number of lots and street layout
4. Approximate number of acres
5. Zoning
6. Approximate location of nearest utilities and those propose to service the subdivision.
7. A written statement of sufficient detail that the intent of the developer is made clear to the Planning commission who review the proposal, including information on phased development and associated timelines.

Preliminary Plat: If the Planning and zoning approves the concept plan then the next step would for the developer to submit a preliminary plat application for the City to review. The preliminary plan shall be submitted in digital format and shall include all the information that we presently require in both the site analysis and the preliminary plat section of our present codes. (Be listed here)