



Residential Subdivision Review Process

Pre-Application Conference

A meeting with city staff to determine the feasibility of a project idea, compliance with the current zoning requirements and city ordinances, and other issues that may be surrounding the site.



Sketch Plat / Master Plan

After the Pre-Application Conference, an initial sketch plat or master plan will be created. This sketch plat will then follow the documented process of staff review, a planning and zoning commission meeting, and approval during a city council meeting.



MyPermitNow & Staff Review

1

A plan or a plat submission is submitted using mygovernmentonline.org, and will be reviewed by city staff in 30 days or less. If the review is negative, or extensive revisions are needed, city staff will have 30 days to review the subsequent draft



Planning & Zoning Commission

2

Once a favorable staff review has been completed, the submission will go to a planning and zoning commission meeting. Materials must be submitted 7 days prior to the hearing, including any responses to staff comments made during the initial submission.



City Council Meeting

3

After the Planning and Zoning Commission gives its recommendation, the submission must receive approval from City Council. Revised plans must be submitted one week prior to the council meeting.



Preliminary Plat

Once City Council has approved the master plan submission, the creation of the preliminary plat will occur. The preliminary plat will go through the same process as the master plan (1: submittal on MyPermitNow, 2: P&Z hearing, 3: City Council approval). It is also possible for the preliminary plat to be approved concurrently with the master plan submission.



Final Plat

Once City Council has approved the preliminary plat, the final plat will be drafted, and follow the same process as the sketch plat and the preliminary plat (steps 1-3). During the MyPermitNow submission, the final plat will also include a parks dedication fee, construction drawings, and an asset valuation. City Council will not grant a conditional approval of a final plat. If elements of the plat, construction drawings, or other documents are incorrect or missing, the application will be held over until the next council meeting.



Mylar of Final Plat & County Submission

Once the final plat has been approved by city council, a mylar print of the plat will need to be signed by the city staff. The signed mylar print, as well as official tax records will be sent to the county, making the creation of the subdivision official.



Public Improvements & Home Construction

Construction of streets, sewer & water lines, and detention ponds will be constructed as identified in the approval process. Once public improvements have been accepted, individual home plans can be submitted and then eventually constructed.