



PROCESSING OF THE PRELIMINARY PLAT

NO CONSTRUCTION, INCLUDING GRADING, SHALL BE COMMENCED ON A SUBDIVISION PRIOR TO ACCEPTANCE OF THE FINAL PLAT AND THE NOTICE TO PROCEED ISSUED BY THE CITY INSPECTOR

Once the deficiencies in the Sketch Plat are resolved or clearly identified as requiring Planning and Zoning Commission action, the Staff will accept the completed Preliminary Plat for formal review, along with the necessary application and fee. Any incomplete submittal shall not be accepted for processing. The City shall coordinate review of the Preliminary Plat with appropriate public agencies and utilities. Formal consideration of the Preliminary Plat will be scheduled for the next regularly scheduled meeting of the Planning and Zoning Commission, four (4) weeks following the posted filing deadline.

1. No Preliminary Plat or Replat shall be accepted for processing if it is determined to be administratively incomplete by the City Planner. The application and fees shall be returned to the applicant until the application is complete.
2. The City Planner and City Engineer shall make review comments to the Planning and Zoning Commission.
3. No Preliminary Plat or Preliminary Replat shall be approved unless it is shown to be in compliance with the Comprehensive Plan.
4. A Preliminary Plat or Preliminary Replat will not be accepted for processing if all or any portion of the land area encompassed within the Plat is included in or directly affected by any proposed amendment to the Comprehensive Plan, if such amendment has been set for formal presentation to the Planning and Zoning Commission or the City Council by placement on a formal agenda.
5. The Planning and Zoning Commission shall act on a plat within thirty (30) days after the plat is filed. The complete Preliminary Plat submittal, including requisite fee, shall be considered filed on the application deadline date for the meeting, 29 days prior to the Planning and Zoning Commission meeting. A plat that is denied for administrative incompleteness shall not be subject to the thirty (30) day review. The Planning and Zoning Commission shall approve, conditionally approve, or disapprove the Preliminary Plat.
6. If a Preliminary Plat is approved by the Commission subject to certain conditions, three (3) copies of a revised Preliminary Plat (including revised grading, drainage, utility, and tree survey plans) reflecting those conditions, shall be submitted to the City Planner within sixty (60) days after approval or the approval lapses unless the applicant demonstrates good cause for delay in submitting the revised Preliminary Plat. The revised Preliminary Plat submittal shall be reviewed by the City Planner and City Engineer for compliance with conditions of Commission approval. Submission of a Final Plat within sixty (60) days reflecting the conditions approved shall meet the requirements of this provision.
7. If a Final Plat is not submitted within two (2) years following Commission approval of a Preliminary Plat, then approval of the Preliminary Plat must be submitted and processed according to the terms and provisions of the Subdivision Ordinance. The two (2) year period for Final Plat submission may be extended up to one additional year upon a majority vote of the Planning and Zoning Commission if a developer demonstrates good cause why the authorization should continue. The Preliminary Plat extends authorization of the remaining portion of the Preliminary Plat by an additional two (2) years from filing of the latest Final Plat.
8. Approval of a Preliminary Plat by the Planning and Zoning Commission shall be deemed an expression of approval of the layout submitted on the preliminary drawings as a guide to the installation of streets, water, sewer, and other required improvements and utilities and to the preparation of the final or record plat. Approval of the Preliminary Plat does not constitute acceptance of the subdivision, but is merely an authorization to proceed with preparation of the Final Plat for record.