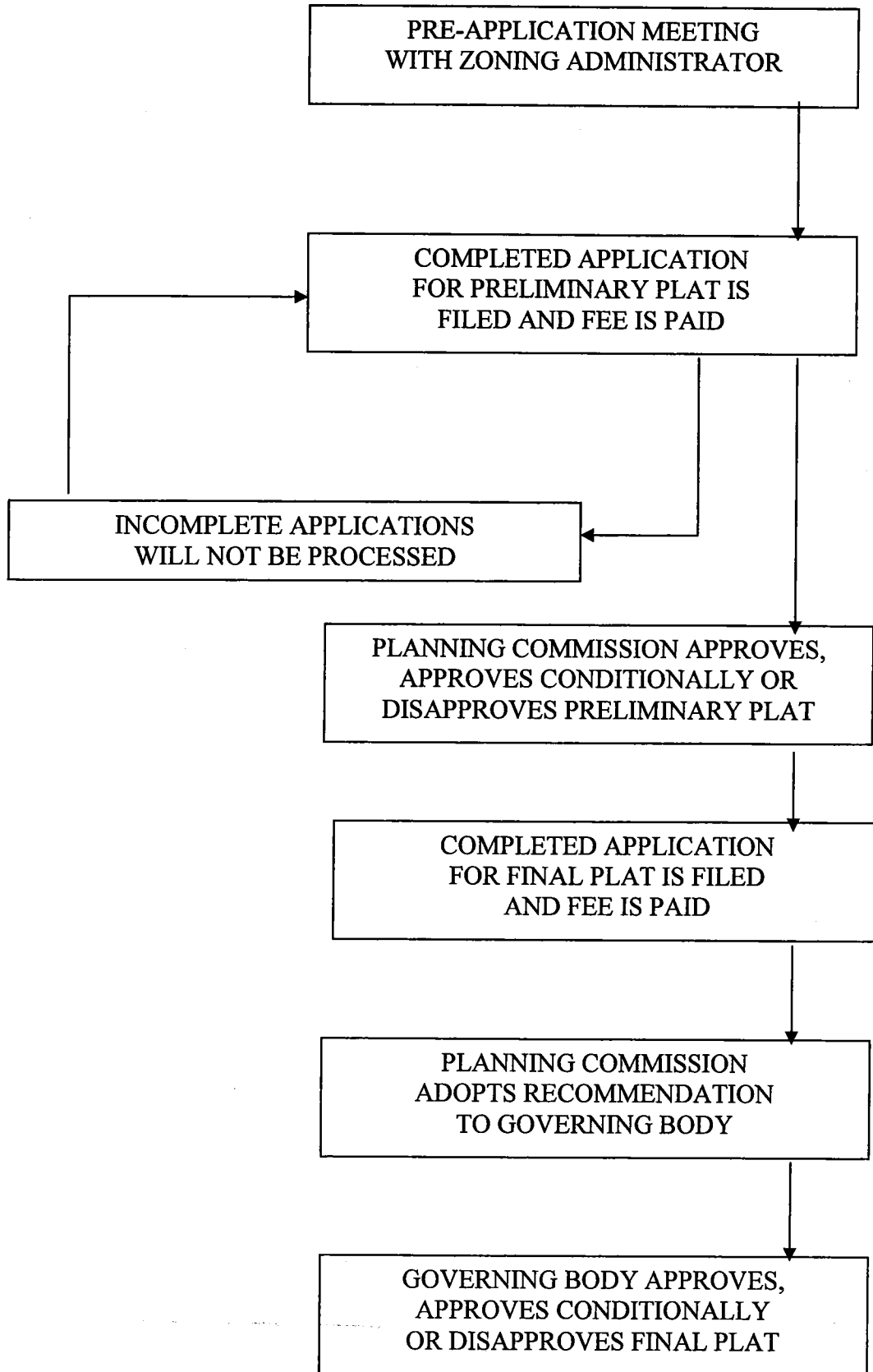


SUBDIVISION PLAT APPROVAL



C. *Preliminary And Final Plat Approval Procedure.* All subdivision of land within the jurisdiction of the Subdivision Regulations must follow the procedures outlined below with certain exceptions. Any change of boundary that does not create an additional lot or any division of land for agricultural purposes into parcels of five (5) acres or more and does not create the need for a new street is exempt from the Subdivision Regulations.

1. The applicant shall meet with the Zoning Administrator and receive an explanation for the subdivision procedure and its requirements, information on the current zoning of the property in question and an application form for subdivision plat approval.
2. The application form shall be completely filled out and returned to the office of the Zoning Administrator, along with the appropriate filing fee and any required supplemental information. The materials outlined above must be received by the office of the Zoning Administrator no later than twenty (20) days before the next Planning and Zoning Commission meeting in which the applicant would like approval of the plat to be considered. As a part of the application, thirteen (13) copies of a preliminary plat conforming to the requirements of the Subdivision Regulations and a vicinity map showing the location of the proposed subdivision are required. An application shall not be processed until it has been fully completed, the appropriate fee paid and all required information submitted according to the deadlines of the Planning and Zoning Department.
3. The Planning Commission, based on the standards set out in the Subdivision Regulations, may approve, approve conditionally or disapprove the preliminary plat.
4. Upon approval or conditional approval of the preliminary plat, the applicant shall submit the final plat application form, along with the appropriate fee and any required supplemental information. Included as part of the application shall be the original plat, thirteen (13) copies of the final plat plus one (1) reduced copy (11x14) prepared in accordance with the Subdivision Regulations. In addition, two (2) copies of the constructions plans shall be submitted with the final plat application.
5. The Planning Commission shall review the final plat and based on the approved preliminary plat and the standards set out in the Subdivision Regulations, adopt a recommendation to the Governing Body for approval, approval with conditions or denial. A recommendation must be made by a majority of the quorum of the Commission.
6. The Governing Body shall consider the final plat and may:
 - a. Approve the plat;
 - b. Approve the plat contingent upon the satisfaction of certain conditions;
 - c. Deny the plat; or
 - d. Take other action as deemed appropriate.