

## **Chapter 4**

# **APPROVAL PROCEDURE**

### **11-4-1: DISCUSSION WITH PLANNING AND ZONING ADMINISTRATOR:**

Any person wishing to subdivide land within the city shall secure from the planning and zoning administrator information pertaining to the city's plan of streets, parks, drainage, zoning and other master plan requirements affecting the land to be subdivided. (Ord. 6-18-81C, 6-18-1981)

### **11-4-2: PREPARE VICINITY PLAN:**

The subdivider shall then prepare a vicinity plan and shall submit three (3) copies of the same to the planning commission. (Ord. 6-18-81C, 6-18-1981)

### **11-4-3: OBTAIN PLANNING COMMISSION APPROVAL OF VICINITY PLAN:**

The planning commission shall review and shall approve or disapprove the general design of the subdivision or approve it subject to required changes or alteration. (Ord. 6-18-81C, 6-18-1981)

### **11-4-4: PREPARE PRELIMINARY PLAN AND ENGINEERING DRAWINGS:**

Upon approval of the vicinity plan by the planning commission, the subdivider shall prepare a preliminary plan of the subdivision and shall submit to the planning commission:

A. Three (3) copies of the plan.

B. Three (3) copies of the engineering drawings, showing:

1. Typical cross section of streets.
2. Provision for drainage.
3. Location and size of both "on site" and "off site" water mains and sewer lines.

- C. Any other material or information required by the planning commission. (Ord. 6-18-81C, 6-18-1981)

#### **11-4-5: OBTAIN PLANNING COMMISSION APPROVAL OF PRELIMINARY PLAN:**

- A. The planning commission shall review and shall approve or disapprove the preliminary plan, or approve it with modifications, within thirty (30) days from the date of submission of the preliminary plan to it. Approval or denial of the plan shall be based upon compliance with the master plan and with the standards and conditions of approval, as set forth herein. The action of the planning commission shall be written on the face of two (2) copies of the plan, one of which shall be retained in the files of the planning commission, and one of which shall be returned to the subdivider. If disapproved, the planning commission shall express its reasons therefor to the subdivider.
- B. Where a subdivider owns or controls more land than he wishes to develop immediately, the planning commission may require that a preliminary plan of the whole area be submitted, in which case the subdivider shall indicate on the preliminary plan the portion to be held for future development. Whenever final approval has been obtained on any part of an approved preliminary plan, approval of the remaining part of the said preliminary plan shall remain in effect for a period of two (2) years. The preliminary plan, along with the engineering drawings, may be presented to the planning commission at the same time as the vicinity plan.
- C. The preliminary plan for subdivisions not requiring the preparation and approval of a final plat or its recording in the office of the county recorder shall not be approved by the planning commission until assurance, satisfactory to the planning commission, has been received that all other requirements of this title have been complied with. (Ord. 6-18-81C, 6-18-1981)

#### **11-4-6: PREPARE FINAL PLAT AND OBTAIN APPROVAL OF PLANNING COMMISSION:**

After the preliminary plan has been approved, the subdivider shall then prepare and submit one tracing and two (2) copies of the final plat of the subdivision to the planning commission. (Ord. 6-18-81C, 6-18-1981)

### **11-4-7: POST PERFORMANCE GUARANTEE:**

- A. Subdivision Requiring Final Plat: After approval of the final plat of a subdivision by the planning commission, the subdivider shall either construct required improvements or post a bond or other assurance with the city recorder in an amount as determined by the city council, sufficient to cover the costs of any improvements required under this title as a guarantee that said improvements will be installed and paid for with cost to the city.
- B. Subdivisions Not Requiring A Final Plat: Prior to the approval of the preliminary plan by the planning commission, the subdivider shall post a bond or other assurance with the city recorder in an amount, as determined by the city council, sufficient to cover the costs of installing improvements required under this title, as a guarantee that said improvements will be installed and paid for without cost to the city. (Ord. 6-18-81C, 6-18-1981)

### **11-4-8: OBTAIN APPROVAL OF CITY COUNCIL:**

After posting bond or other assurance, the final plat shall be submitted to the city council for approval. Unless otherwise provided on the plat, approval of the final plat by the city council shall constitute the acceptance by the city of all streets and other properties dedicated for public use. (Ord. 6-18-81C, 6-18-1981)

### **11-4-9: RECORD FINAL PLAT:**

After obtaining approval of the city council, the subdivider shall submit the final plat tracing to the office of the county recorder for recording within ninety (90) days of the date of approval by the city council. (Ord. 6-18-81C, 6-18-1981)