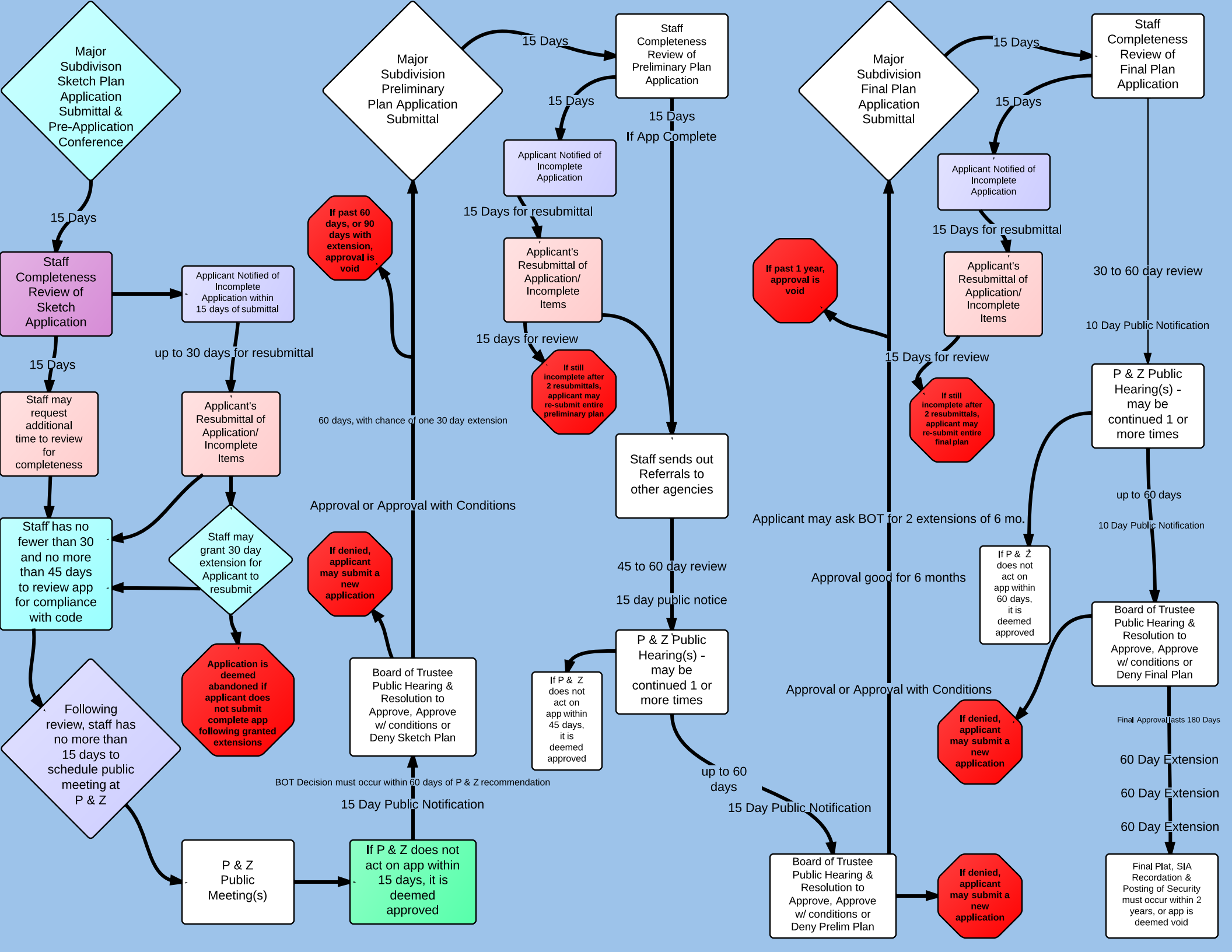
Major Subdivison Sketch Plan Application Submittal & Pre-Application Conference
15 Days
Staff Completeness Review of Sketch Application
Applicant Notified of Incomplete Application within 15 days of submittal
15 Days
up to 30 days for resubmittal
Staff may request additional time to review for completeness
Applicant's Resubmittal of Application/ Incomplete Items
Staff has no fewer than 30 and no more than 45 days to review app for compliance with code
Staff may grant 30 day extension for Applicant to resubmit
Application is deemed abandoned if applicant does not submit complete app following granted extensions
Following review, staff has no more than 15 days to schedule public meeting at P & Z
P & Z Public Meeting(s)
If P & Z does not act on app within 15 days, it is deemed approved
15 Day Public Notification
BOT Decision must occur within 60 days of P & Z recommendation
Board of Trustee Public Hearing & Resolution to Approve, Approve w/ conditions or Deny Sketch Plan
If denied, applicant may submit a new application
Approval or Approval with Conditions
60 days, with chance of one 30 day extension
If past 60 days, or 90 days with extension, approval is void
Major Subdivision Preliminary Plan Application Submittal
15 Days
Staff Completeness Review of Preliminary Plan Application
15 Days
If App Complete
15 Days
Applicant Notified of Incomplete Application
15 Days for resubmittal
Applicant's Resubmittal of Application/ Incomplete Items
15 days for review
If still incomplete after 2 resubmittals, applicant may re-submit entire preliminary plan
Staff sends out Referrals to other agencies
45 to 60 day review
15 day public notice
P & Z Public Hearing(s) - may be continued 1 or more times
If P & Z does not act on app within 45 days, it is deemed approved
up to 60 days
15 Day Public Notification
Board of Trustee Public Hearing & Resolution to Approve, Approve w/ conditions or Deny Prelim Plan
If denied, applicant may submit a new application
Approval or Approval with Conditions
Applicant may ask BOT for 2 extensions of 6 mo.
Approval good for 6 months
If past 1 year, approval is void
Major Subdivision Final Plan Application Submittal
15 Days
Staff Completeness Review of Final Plan Application
15 Days
Applicant Notified of Incomplete Application
15 Days for resubmittal
Applicant's Resubmittal of Application/ Incomplete Items
15 Days for review
If still incomplete after 2 resubmittals, applicant may re-submit entire final plan
If P & Z does not act on app within 60 days, it is deemed approved
30 to 60 day review
10 Day Public Notification
P & Z Public Hearing(s) - may be continued 1 or more times
up to 60 days
10 Day Public Notification
Board of Trustee Public Hearing & Resolution to Approve, Approve w/ conditions or Deny Final Plan
If denied, applicant may submit a new application
Final Approval lasts 180 Days
60 Day Extension
60 Day Extension
60 Day Extension
Final Plat, SIA Recordation & Posting of Security must occur within 2 years, or app is deemed void