

## 4.5 Subdivision Processes

### A. Major Subdivisions.

1. Definition. A major subdivision is a subdivision in which any one or more of the following conditions exist:
  - a. Dedication of public right-of-way or other public tracts; or
  - b. The entire tract to be subdivided is greater than ten (10) acres; or
  - c. The resultant subdivision will produce more than five (5) lots.
  
2. Major Subdivision Process. The major subdivision process is as follows (for more details refer to Sections 4.6 – 4.8):
  - a. Sketch Plan (Optional).
    - i. Pre-Application Conference.
    - ii. Application Submittal.
    - iii. Staff Certifies Application is Complete.
    - iv. Planning Commission Review and Action.
    - v. City Council Review (Optional).
  
  - b. Preliminary Plat.
    - i. Pre-Application Conference.
    - ii. Application Submittal.
    - iii. Staff Certifies Application is Complete.
    - iv. Staff Refers Application to Parties of Interest.
    - v. City Schedules Public Hearing and Completes Public Notification Process.
    - vi. Letters of Support and Commitment to Serve.
    - vii. Staff Reviews Application and Prepares Comments.
    - viii. Applicant Addresses Staff Comments.
    - ix. Final Staff Review and Report to Planning Commission.
    - x. Planning Commission Public Hearing and Recommendation.

- xi. Applicant Addresses Conditions of Approval (Optional).
  - xii. City Council Action.
- c. Final Plat.
- i. Application Submittal.
  - ii. Staff Certifies Application is Complete.
  - iii. Staff Refers Application to Parties of Interest.
  - iv. City Schedules Public Hearing and Completes Public Notification Process.
  - v. Staff Reviews Application and Prepares Comments.
  - vi. Applicant Addresses Staff Comments.
  - vii. Schedule Meeting and Public Agenda.
  - viii. Final Staff Review and Report to Planning Commission.
  - ix. Planning Commission Meeting and Recommendation.
  - x. Applicant Addresses Planning Commission Conditions (Optional).
  - xi. City Council Public Hearing and Action.
  - xii. Post Approval Actions.
  - xiii. Record Final Plat.

**B. Conservation Subdivision.**

1. Definition. A conservation subdivision is permitted when the property to be subdivided is located on property designated in the Residential Estate (R-E) or Rural Living (RL) zoning districts.
2. Process. The conservation subdivision process is the same as that for the major subdivision plat process (refer to 4.5.A.2 above), with the exception that the sketch plan is required, not optional.

**C. Minor Subdivisions.**

1. Definition. A minor subdivision is a subdivision in which all of the following conditions exist:

Option 1

- a. The property has previously been platted within the City;

- b. There is no public right-of-way dedication;
- c. The entire tract to be subdivided is ten (10) acres or less in size; and/or
- d. The resulting subdivision will create five (5) or fewer lots; and
- e. There will be no exceptions to the Subdivision Design Standards.

Or:

Option 2

- a. The property is to be subdivided in order to split the parcel into no more than two (2) lots and convey a portion of it as a separate tract, while retaining ownership of the remaining tract (sometimes referred to as a “conveyance plat”); and
  - b. There is no public right-of-way dedication.
2. Process. The minor subdivision process is as follows (for more details refer to Section 4.10):
- a. Pre-Application Conference.
  - b. Application Submittal.
  - c. Staff Certifies Application is Complete.
  - d. Staff Refers Application to Parties of Interest.
  - e. City Schedules Public Hearing and Completes Public Notification Process.
  - f. Letters of Support and Commitment to Serve.
  - g. Staff Reviews Application and Prepares Comments.
  - h. Applicant Responds to Staff Comments.
  - i. Planning Commission Public Hearing and Recommendation.

- j. Applicant Responds to Planning Commission Conditions of Approval (Optional).
- k. City Council Action.
- l. Post-approval actions.
- m. Record Minor Subdivision Plat.