

Subdivisions

PZ-SUB

ONLINE SUBMITTAL REQUIREMENTS:

- Be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the application form)
- Be prepared to provide the following property and project information: subdivision name and unit #, total site acreage, if this subdivision request is in conjunction with a zone change request, existing land use(s), total # of lots, proposed or existing access, and if waivers are requested.
- **If requesting a Corrective Replat, Minor Replat, or Amended Final Plat**, be prepared to also provide the following information: # of lots to be modified/affected, if access or easements are to be modified, if substandard parcels are requested, if modifying subdivision boundaries, if increasing total number of parcels, if open/public space is to be modified, and if approved setbacks are to be reduced.
- **See additional requirements by application type below.**

*Note: Submittal items are listed for every type of subdivision in the online portal. **Please only upload documents as applicable to your specific request and leave the others blank.** A planner will inform you if/as other documents are needed.*

PRELIMINARY PLAT

See Subdivision Ordinance Section 4.3 for further details.

The Preliminary Plat must be approved at a public hearing of the Planning and Zoning Commission and Board of Supervisors. It must move on to the Final Plat process and be approved before development can begin. The Preliminary Plat process applies to the following: a) subdivisions consisting of 11 or more lots; b) when certain waivers are requested (except those as listed in Subdivision Ordinance Section 2.2.D.); c) when a zone change is also requested.

- Pre-Application Meeting
- Property owners contact and signature (affidavit and certification)
- Non-refundable filing fee
- Plat (one or several sheets drawn at a consistent scale not less than 1"=200' and not exceeding 24"x36" in size; one electronic copy and one paper copy); including:
 - Preliminary Open Space and Landscape Plan per the Zoning Ordinance
 - Preliminary FireWise Plan and Weed Mitigation Plan
 - Preliminary Grading and Drainage Plan
 - Subdivision Fencing Detail
- Title Report
- List of waivers from the Subdivision and Zoning Ordinance being requested
- Citizen Participation Plan and Report**
- Preliminary Drainage Report
- Preliminary Geotechnical/Soils Report
- Traffic Impact Statement/Analysis
- "Intent to Serve" letters from applicable utilities
- Wastewater Report

- Draft Copy of the CC&Rs or Operation and Maintenance Plan for the Subdivision
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FINAL PLAT

See Subdivision Ordinance Section 5.3 for further details.

The Final Plat must meet all conditions of approval from previous public hearings and is included on the consent agenda of the Board of Supervisors. This process applies after one of the following has been approved: a) Preliminary Plat; b) Minor Subdivision; c) Amended Final Plat. It is the final approval prior to development commencing.

- Property owners contact and signature (affidavit and certification)
 - Non-refundable filing fee
 - Utility Documentation
 - Title Report
 - Engineer's Cost Estimate and Financial Assurance Document
 - Commitment of Water Service (if applicable)
 - Development Agreement (if applicable)
 - Improvement Plans and Final Reports
 - Final Plat (one or several sheets drawn at a consistent scale not less than 1"=200' and not exceeding 24"x36" in size; one electronic copy and one paper copy)
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MINOR SUBDIVISION

See Subdivision Ordinance Section 6.3 for further details.

A Minor Subdivision is a preliminary plat that is administratively approved (by staff). It moves on to the Final Plat process after approval. The Minor Subdivision process applies to the following: a) subdivisions consisting of 10 or fewer lots; b) when no zone change is required/requested; and c) when no waivers are requested (except those in Subdivision Ordinance Section 2.2.D.).

- Pre-Application Meeting
 - Property owners contact and signature (affidavit and certification)
 - Non-refundable filing fee
 - See Final Plat submittal requirements
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CORRECTIVE REPLAT

See Subdivision Ordinance Section 6.4.A. for further details.

The Corrective Replat is administratively approved (by staff) without a hearing in the following situations: a) correcting drafting, graphic, or technical errors; b) combining or reconfiguring 10 or fewer lots so long as there is no change to subdivision boundaries, total number of parcels, parcel sizes to the point of creating substandard lots for the zone, or easement and open space boundaries; and/or c) reducing a platted setback which exceeds Zoning Ordinance requirements (as long as it is not less than the minimum required for the zone).

- Property owners contact and signature (affidavit and certification)
- Non-refundable filing fee

- Survey with legal descriptions of the proposed **OR** Plat (showing all proposed changes)
 - Split/Combo Form (if applicable)
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MINOR REPLAT

See Subdivision Ordinance Section 6.4.B. for further details.

The Minor Replat is included on the consent agenda of the Board of Supervisors. The Minor Replat applies when combining or reconfiguring 11 or more lots as long as there is no change to: a) subdivision boundaries; b) total number of parcels; c) parcel sizes to the point of creating substandard lots for the zone; or d) easement and open space boundaries.

- Property owners contact and signature (affidavit and certification)
 - Non-refundable filing fee
 - Plat (showing all proposed changes)
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AMENDED FINAL PLAT

See Subdivision Ordinance Section 6.4.C. for further details.

The Amended Final Plat must be approved at a public hearing of the Planning and Zoning Commission and Board of Supervisors. It must move on to the Final Plat process and be approved before development can begin. The Amended Final Plat process applies to the following: a) relocations of roads, rights-of-way, and easements; b) changes to subdivision boundaries or improvements, or amount of open or public space; c) any changes not covered by the Corrective or Minor Replat.

- Property owners contact and signature (affidavit and certification)
 - Non-refundable filing fee
 - See Preliminary Plat and Final Plat submittal requirements
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*****A Citizen Participation Plan and Report are required in the following situations: a) when 20 or more lots are proposed for a subdivision; b) when waivers are being requested; and/or c) when lot sizes may be smaller than required by the zoning district, including but not limited to a conservation/cluster subdivision. See the [Citizen Participation Brochure](#) for more details.***