

Major Residential Subdivision Review Process Overview

Pre-submittal conference

Development Review staff meet with developer/engineer to discuss plan layout, design questions, and process. County file number is assigned.

Concept Plan Submittal

Engineer or surveyor submits complete sets of concept plan and required information for distribution and technical agency review. Plan to include all review agencies concept plan checklist items.

Technical Review Committee Meeting (Concept)

A monthly meeting where the concept plan review agency comments are presented to the owner/developer and the surveyor/engineer. Public can present comments at this meeting.

Planning and Zoning Commission (Concept)

Once all concept plan requirements are met, staff presents the plan to the Planning and Zoning Commission (regularly scheduled monthly meeting) for guidance and comments. Public meeting.

Preliminary Plan Submittal

Engineer or surveyor submits complete sets of the preliminary plan and required information for technical agency distribution and review. Plan to include all review agencies preliminary plan checklist items.

Planning & Zoning Commission (Preliminary)

Once all technical review agencies have approved the plan, staff presents the preliminary plan to the Planning and Zoning Commission (scheduled monthly meeting) for approval. Public meeting.
Review conformance with Chapter 156 (Concurrency Management)

Final Plan Submittal

Engineer or surveyor submits complete sets of final plan and required information for distribution and review to all technical review agencies. The plan addresses any Planning & Zoning Commission preliminary plan conditions and all review agencies final plan checklist items.

Planning & Zoning Commission (Final)

Once all technical review agencies have approved the plan, staff presents the final plan for Planning and Zoning Commission approval.-Chair may approve on behalf of PC
Review conformance with Chapter 156 (Concurrency Management)

Submission of mylars and legal documents

After Planning Commission approval, submission of construction and record plat mylars for agency signatures and preparation of legal package by the County Attorney for any required legal documents and bonding of required improvements (roads, storm drains, landscaping, etc.). Documents sent to owner/developer for signature and upon return, recorded in Land Records.