

Preliminary Plat Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.090(2) for more information.
- **On this checklist**, check off items included in the application submittal and shown on the drawing(s).

SUBMITTAL REQUIREMENTS	
	One paper copy of all submittal items
	One digital copy of all submittal items
	Land Use application form, complete & signed
	This checklist – with submitted items and completed drawing requirements checked
	Application fee
	30-day requirement waiver, signed
	Cost reimbursement agreement
	Title commitment
	Mineral rights
	Preliminary plat drawing (see following section for list of Drawing Requirements)
	Sewage or septic evidence
	Project narrative
	Soils report and map
	Preliminary grading & drainage - plan & report
	Master utility plan
	Water resources report
	Maintenance and access agreement
	Preliminary landscape plan
	Traffic impact analysis
	Draft covenants and design guidelines, if applicable
	Draft development agreement

DRAWING REQUIREMENTS	
	Sheet size 24" x 36" unless other size approved
	Title of project
	North arrow
	Written & graphic scale
	Date of preparation
	Vicinity map

DRAWING REQUIREMENTS (continued)	
	Name/address/phone for:
	- Owner(s)
	- Applicant (if not owner)
	- Designer(s)
	- Engineer(s)
	- Surveyor(s)
	Legal description
	Table of information including breakdown and total for land uses, number of lots, acreages, types of dwelling units or floor area
	Existing & proposed contours
	Water features: Watercourses, water bodies, and 100-year floodplain boundary
	Areas sloping 15% or greater
	Abutting subdivisions or owners
	Existing and proposed zoning; zoning on adjoining properties
	Layout of Lots, blocks and street rights-of-way
	Existing, proposed and types of rights-of-way and easements
	Existing and proposed curb cuts or entries
	Proposed curb line or edge of paving
	Proposed road grades
	Existing and proposed street names
	Existing and proposed contours
	Existing and proposed sewer lines, water lines and hydrants
	Bridges, culverts & other drainage facilities
	Existing buildings and site improvements to remain
	Location and acreages for schools, parks, trails, open space, common areas, public land
	Maintenance for schools, parks, etc.

REVIEW PROCESS

The following is a general description of the steps involved in processing your Preliminary Plat for a Subdivision with an estimate of the time required.

NOTE: PC means Planning Commission, BOT means Board of Trustees.

Step 1: Pre-application conference	This meeting is optional.
Step 2: Application submittal	<i>The Town Office reviews the application for completeness.</i>
Step 3. Certification of completeness	<i>The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.</i>
Step 4: Refer of the application	Staff refers the application to parties of interest
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	<i>The Town Office shall notify all appropriate property owners within 500-feet from the boundary of the subject properties.</i>
Step 9: PC public hearing and recommendation	By 2nd Wednesday of month, PC receives all information. PC will then have 1-week to review all the information. Hearing on 3rd Wednesday of the month, PC will have prepared its recommendation. APPLICANT MUST BE PRESENT.
Step 10: Applicant addresses PC conditions	

Step 11: Final Staff review and report to BOT, and BOT hearing.	On the first Thursday following the PC final recommendation BOT will hear, comments from the developer. APPLICANT MUST BE PRESENT.
Step 12: If BOT continued the public hearing in Step 11	By the second Thursday of the month BOT will make a decision. APPLICANT MUST BE PRESENT.
Appeal, if needed	Appeals can be filed 15 days after BOT decision

SUMMARY OF CRITERIA FOR APPROVAL

See Section 16.20.090(b) for complete text of the criteria of approval that are summarized below.

1. Consistent with Community Plan
2. Land use conforms to zoning district, and furthers goals and policies of all adopted plans
a. Promotes small town character and respects natural environment.
b. Respect historic size of lots
c. Commercial development benefits Town's economic base
d. Functional parks, trails, and open space
e. Protects environmental quality and natural environment
f. Enhances cultural, historical, and or educational opportunities
g. Utility and transportation are adequate
h. Negative impact on adjacent laned uses is satisfactorily mitigated
i. Help achieve a balance of land use and/or housing types within the Town

Date application received: _____

Date accepted as complete: _____

Date of PC hearing: _____

Date of BOT hearing: _____