



PARC Agenda Item

Meeting Date: July 13, 2026

Agenda Item: Policy for Preliminary and Final Certified Survey Maps

Staff Contact (name, email, phone): Llana Dostie, Zoning Specialist

BACKGROUND

(Enter the who, what when, where, why)

At the last Plan and Architectural Review Commission meeting, questions were raised regarding the review and approval process for Certified Survey Maps (CSMs). In response, staff has developed an internal Certified Survey Map Policy that is consistent with the requirements of the Municipal Code and applicable state statutes.

The purpose of the policy is to clearly outline the review process, identify submission requirements, and establish a consistent procedure for the processing of Certified Survey Maps. By documenting the process, staff and applicants will have a clearer understanding of expectations, timelines, and review criteria, resulting in greater consistency and efficiency in the administration of land division requests.

The policy does not create any new requirements but instead serves as an administrative guide that follows existing ordinances and regulations governing Certified Survey Maps.

Staff is providing the policy to the Commission for review and informational purposes and welcomes any comments or recommendations regarding the proposed procedure.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Plan Commission Meeting June 8, 2026

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

Certified Survey Map Policy