

CONSTRUCTION PROCEDURES – SUBDIVISIONS

SUBMIT AN ENGINEER’S PRELIMINARY PLAT.

SUBMIT PLAT AND CONSTRUCTION PLANS TO THE SERVICE DIRECTOR AND A LETTER OF REQUEST AND THE FEE TO THE MAYOR’S OFFICE.

- A. PLAT IS THEN SENT TO THE PLANNING COMMISSION FOR APPROVAL
- B. SUBMIT CONSTRUCTION PLANS AND RECEIVE APPROVAL BY THE SERVICE DIRECTOR
- C. SUBMIT ALL NECESSARY UTILITES FOR E.P.A. APPROVAL (WATER, SANITARY, AND STORM SEWER).

BUILD INFRASTRUCTURE. DEVELOPER WILL THEN SUBMIT THE FINAL PLAT TO THE SERVICE DIRECTOR’S OFFICE.

THE SERVICE DIRECTOR WILL FORWARD THE FINAL PLAT TO THE LAW DIRECTOR TO PREPARE LEGISLATION FOR COUNCIL’S APPROVAL.

ONCE COUNCIL PASSES AN ORDINANCE ACCEPTING THE FINAL PLAT, THE LAW DIRECTOR WILL TAKE THE FINAL PLAT TO THE COUNTY FOR RECORDING (MAKE CERTAIN ALL SIGNATURES ARE PRESENT ON THE FINAL PLAT BEFORE GOING TO THE COUNTY, ie: SERVICE DIRECTOR, MAYOR, COUNCIL, PLANNING COMMISSION, ENGINEER, ETC).

THE COUNTY RECORDS THE NAME OF THE DEVELOPMENT, THE LOT NUMBERS, AND THE PLAT IS RETURNED TO THE SERVICE DIRECTOR. THE LOTS CAN THEN BE SOLD AND/OR BUILT UPON.

SUBDIVISION FEE SCHEDULE

INITIAL REVIEW FEES FOR CONSTRUCTION PLANS AND FINAL PLATS

\$50.00 PLUS \$5.00 PER LOT (FIRST 50 LOTS)
\$2.50 PER LOT (OVER 50 LOTS)

ANY ADDITIONAL REVIEW FEES

\$25.00 PLUS \$2.50 PER LOT (FIRST 50 LOTS)
\$1.25 PER LOT (OVER 50 LOTS)