



# Minor Subdivision Amended Final Plat Process Guide

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## Sec. 17-8-10 Minor Subdivisions:

A minor subdivision shall be reviewed in accordance with the provisions of this Section for:

1. Type A Subdivisions
2. Type B Subdivisions
3. *Amended final plats*

An amended final plat may be used only in the following instances:

- The proposed amended final plat is part of a previously approved final plat
  - The proposed amendment to the final plat is not inconsistent with the intent of the final plat
  - The proposed amendment to the final plat does not adversely affect adjacent property owners
  - The proposed amendment to the final plat does not create a new lot or lots
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## Permit Overview:

- \$650 + Costs attributable to the review by Town Staff and consultants. Consultant time is billed at actual hourly rates. Cost assessed after first hour.
  - An application for an amended final plat is typically submitted by the owner or their acknowledged agent.
  - Staff will review the application (Planning Director, Town Engineer, Town Attorney).
  - The applicant will submit a properly signed and notarized Mylar of the plat.
  - The Planning Director shall review the application and either approve or disapprove.
  - The Mayor and Town Clerk then sign the plat.
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## Application Contents:

- The applicant will submit, as applicable:
  - An amended final plat.
  - Proof of access to a public street or right-of-way.
  - Proof of conformance with existing zoning on the property.
  - Proof of dependable water supply.

- Proof of a wastewater disposal system.
    - Proof of adequate fire protection.
    - Satisfactory evidence that all site conditions associated with the subdivision will not create hazards.
    - A site plan.
    - A subdivision improvements agreement.
    - Any restrictions to be placed on the subdivision. (Covenants and/or declarations)
  - 1 paper copy of application form, the subdivision summary form, a site plan, and full size plat plus electronic copies.
  - The required application fee.
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Standards for the Town Council and/or Planning Director to Consider:

- Review of the amended final plat to determine if the proposed amendment adversely affects adjacent property owners.
  - Review of the amended final plat to determine that the proposed amendment is not inconsistent with the intent of the final plat.
  - The adequacy of the proposed improvements agreement.
  - Its conformance with the final plat requirements.
  - If the amendment is an alteration of a restrictive plat note, at least one of the following criteria must be met:
    - That the area for which the amendment is requested has changed or is changing to such a degree that it is in the public interest to encourage a new use or density in the area; or
    - That the proposed amendment is necessary in order to provide land for a demonstrated community need.
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