



Minor Subdivision Type B Process Guide

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

Type B subdivision means a subdivision creating not more than 6 lots within a legally approved subdivision, or is a subdivision of a building containing condominiums, townhomes or duplexes, which may include the subdivision of land directly associated with that building.

Minor Type B Subdivision Plat Process Overview:

- \$850 + Costs attributable to the review by consultant time are billed at actual hourly rates. Cost assessed after first hour.
 - An application for a Type B subdivision is typically submitted by the owner or their acknowledged agent.
 - Staff will review the application for completeness.
 - The Planning Director, Town Attorney, and Town Surveyor will review the plat and provide written comments to the Applicant.
 - Once corrections are made to the plat or associated documents, the Town will perform additional review.
 - Once the Planning Director verifies that all review comments and corrections have been addressed, the Applicant will be directed to produce the final “Mylar” of the plat and to have the plat signed and notarized prior to re-submitting the plat to the Planning Director for final approval.
 - The Planning Director shall review the application and approve or disapprove. If it is approved, the final plat shall be signed by the Town Council.
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Application Contents:

- The applicant will submit, as applicable:
 - A final plat to the standards of Chapter 17, Article 6.
 - A current title report.
 - 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.
- Any restrictions to be placed on the subdivision. (Covenants and/or declarations)
- 5 copies of an application form, the subdivision summary form, a site plan, and paper copies of the final plat.
- The required application fee, \$850 + Costs.

Standards for the Town Council and/or Planning Director to Consider:

- The adequacy of access, potable water and sewage disposal on the land to be subdivided.
 - The adequacy of the proposed improvements agreement, if applicable.
 - Its conformance with the final plat requirements.
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