



Minor Subdivision Type A 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 A subdivision means a subdivision creating not more than 6 lots within a property that has not previously been platted.

Permit 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 A subdivision is typically submitted by the owner or their acknowledged agent.
 - The applicant will then give public notice.
 - Staff will review the application.
 - The applicant will submit to the Planning Director all improvement agreements for Town council signature and a properly signed and notarized Mylar of the subdivision, together with 2 paper copies of the replat.
 - The Town Attorney will review the plat and upon approval will be scheduled for the next available hearing date of the Town Council.
 - The Town Council shall review the application and approve or disapprove.
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Application Contents:

- The applicant will submit, as applicable:
 - A final plat to the standard of Chapter 17, Article 6.
 - 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.
 - 5 copies of an application form, the subdivision summary form, a site plan, and paper copies of the final plat.
 - The required application fee.
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Standards for the Town Council and/or Planning Director to Consider:

- The proposed subdivision will comply with all the standards of the code
 - The proposed subdivision will be designed so that the spatial pattern will be efficient.
 - Proposed utility extensions shall be consistent with the utility's service plan or shall require prior Town approval of an amendment to the service plan. Proposed road extensions shall be consistent with the Town Road Capital Improvements Plan.
 - Utility lines shall be sized to serve the planned population of the service area in order to both avoid future land disruption and the necessity of upgrading under-sized lines.
 - The property proposed to be subdivided shall be suitable for development.
 - The proposed subdivision shall be compatible with surrounding uses.
 - The adequacy of the proposed improvements agreement.
 - Its conformance with the final plat requirements.
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