

ARTICLE III

OVERVIEW OF GENERAL PROCEDURES

301. **PURPOSE.** This Article summarizes the general procedures for the submission and review of proposed subdivisions and land developments. This Article is only a general explanation and is not binding on the City or an Applicant. See the actual provisions of the other Articles of this Ordinance. Two flowcharts are included at the end of this Article to show the general process for Major and Minor Subdivisions.

302. **GENERAL PROCEDURE FOR SUBDIVISIONS AND LAND DEVELOPMENTS.**

302.A. **Review and Approval Stages.** Three types of plan submissions are established: Sketch, Preliminary, and Final, as outlined below.

Stage	Article of this Ordinance	Type of Proposed Subdivision or Land Development*		
		Land Development	Major Subdivision	Minor Subdivision or Lot Line Adjustment
Sketch Plan	IV	Recommended	Recommended	Recommended
Preliminary Plan	V	Varies ****	Required	Not Required
Final Plan***	VI	Required	Required	Required**
Guarantee of Improvements Installation	VIII	Required	Required	Required
Recording of Final Plan	IX	Varies	Required	Required

* See definitions of "Land Development" and other terms in Article II. See Article VII for Minor Subdivision Final Plan submission and review requirements. See Section 704.C. for submission requirements for a lot line adjustment.

*** At their option, the Planning Commission may grant combined Preliminary/Final Plan approval if the preliminary plan submission meets the requirements of a final plan submission and if the Planning Commission determines that there are no outstanding matters.

**** See Section 502, which does not require a preliminary plan for many types of land developments.

302.B. **Sketch Plan.** While a Sketch Plan is not required, it is strongly recommended that it be filed to allow the Applicant to consult early and informally with the Planning Commission before preparing a Preliminary Plan. This will often avoid expensive redesign and delay to the applicant.

302.C. **Preliminary Plan.** Preliminary plans are required to be submitted for any major subdivision and for certain land developments, as described above.

302.D. Final Plan. After approval of the Preliminary Plan of a major subdivision or certain land developments, the Applicant files a Final Plan. A Final Plan must be approved prior to recording of the plans by the County and prior to the sale of any lots or the construction of any buildings (see Article IX).

302.E. Guarantee of Improvements Installation. Where improvements are required by this Ordinance, in most cases, the City will require that the Applicant enter into a development agreement including the posting of financial security sufficient to guarantee the costs of any improvements which may be required. See Article VIII.

303. **GENERAL PLAN SUBMISSION PROCEDURES.**

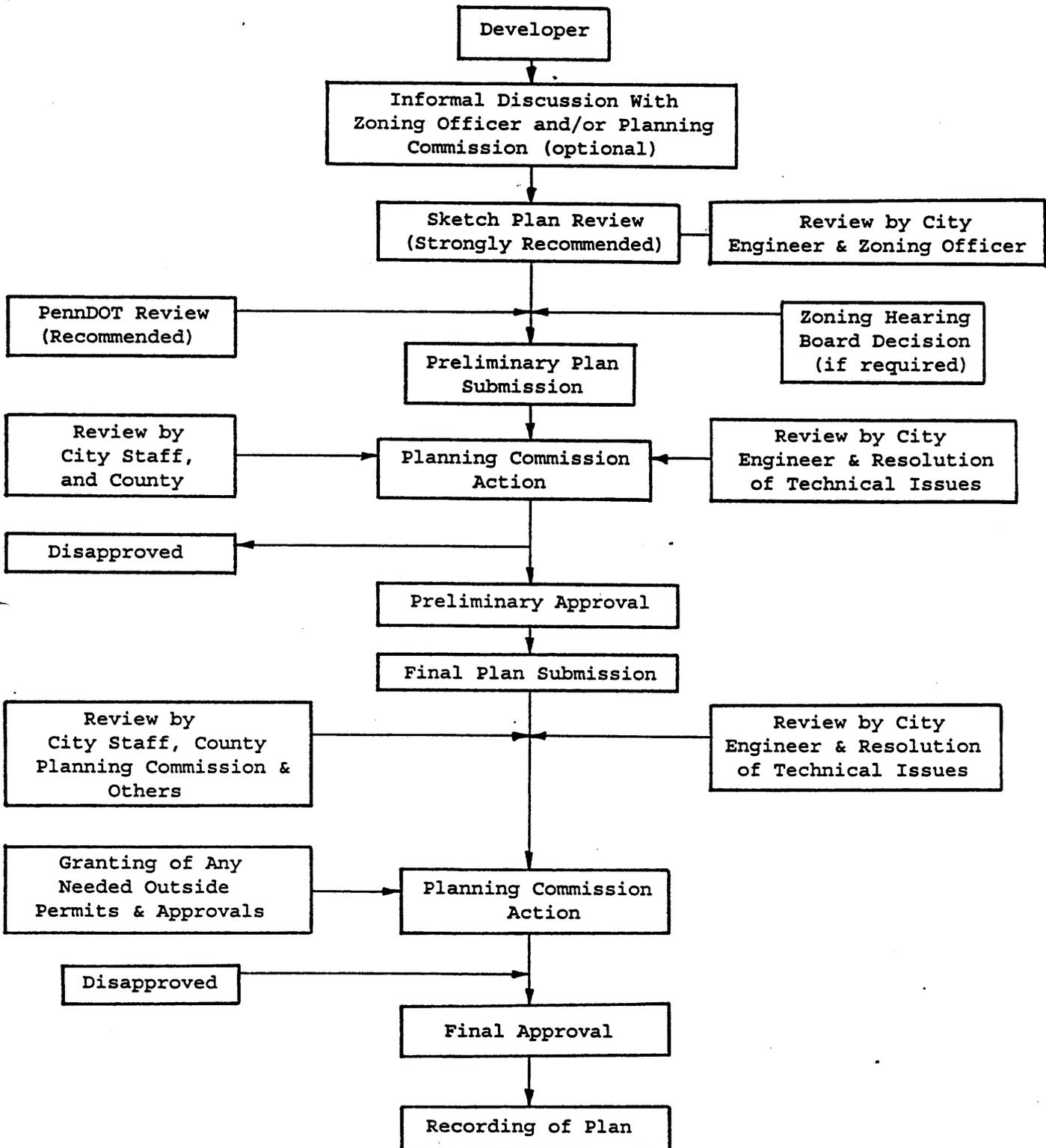
303.A. Submission. All required plans and information are required to be submitted to the appropriate City Staff.

303.B. Completeness. The Planning Commission shall have the authority to reject or table an application that the Commission determines is significantly incomplete.

303.C. Attendance at Meetings. See Section 502.E.

303.D. Action by the Commission. The Planning Commission is required to act upon a preliminary or final plan within 90 days after the first regular meeting of the Planning Commission that follows an acceptable submission by the applicant, unless the applicant grants a time extension.

GENERALIZED PROCESS FOR A MAJOR SUBDIVISION OR LAND DEVELOPMENT



GENERALIZED PROCESS FOR A MINOR SUBDIVISION OR LOT LINE ADJUSTMENT

