

Minor Subdivision

Minor subdivisions contain five (5) or fewer lots and provide all public improvements to serve the proposed lots as described and guaranteed by a Subdivision Improvements Agreement (SIA). To create a minor subdivision, an applicant must follow a two-part review process. The preliminary plat review period for a minor subdivision, as defined in state law, is 35-working days or less. This 35-working day time frame is from the formal submittal of a preliminary plat application (after the pre-application meeting is held) to the date of the local governing body's decision. A public hearing with the Board of Planning is not required for a minor plat, therefore the staff recommendation is provided directly to the appropriate governing body for action.

Minor preliminary plat applications are accepted by the Planning Division on the 1st or 15th of each month, unless these days fall on a weekend or holiday, in which case it is the next working day. Once a proposed subdivision receives preliminary approval, the applicant may prepare and submit the final plat and documents for review and approval.