

ARTICLE 4: PRELIMINARY SUBDIVISION PLAN

Section 401. Submission

A preliminary subdivision plan is a process designed to assist the developer and the City with the efficient and timely development of utilities to and throughout a development. Plans will be evaluated for compliance with the City's comprehensive plan goals and policy framework, adopted master plans, and the capital improvement program.

Based on the comments from the concept plan, the developer shall submit the preliminary subdivision plan to the Authorized Official. The application may be submitted five working days before the planning commission submittal deadline.

1. Within five working days of receipt of a subdivision application and fee, the Authorized Official will review the application to determine whether it contains all elements required by Section 401 (A).
2. If the Authorized Official determines that the application does not contain all elements as required by Section 401 (A), then the applicant shall be notified in writing of the specific deficiencies; and that the application shall not be scheduled for a public hearing until all elements of the application are submitted. The applicant has until the submittal deadline to submit all elements.
3. When the Authorized Official determines that the application does contain all elements as required by Section 401 (A), the application shall be scheduled for a planning commission public hearing by the Authorized Official on a day when the planning commission is regularly scheduled to meet as determined by the rules, policies, and regulations as adopted or which may hereafter be adopted by the planning commission for holding public hearings on such requests.
4. The Authorized Official will review within ten days to determine compliance with all approval criteria of Section 401 (A).
5. If the Authorized Official determines that the preliminary subdivision plans do not meet the criteria, a one-month deferral of the plan may occur and the Authorized Official shall identify specific required information in its notification to the applicant at the end of the ten-day review period. After the one-month deferral and a resubmitted preliminary subdivision plan, the Authorized Official may schedule the preliminary plan for a planning commission public hearing.
6. If the Authorized Official determines that the preliminary subdivision application is in sufficient compliance with Section 401 (A), but there are specific design, improvement, or other compliance deficiencies, the Authorized Official may list conditions to the approval of the subdivision application to the planning commission.

The City Council, in taking action on a preliminary plan, shall consider the recommendations of the planning commission and shall hold a public hearing. It shall then approve, disapprove, or approve with conditions based upon the criteria within Section 401 (A). Approval of the preliminary plan shall indicate council's

approval of the general location of the lots, blocks, and streets including the interrelationship to proposed zoning districts or land uses; all which shall be so noted on the preliminary subdivision plan's certificate of approval. The approved plan shall be kept on file in the office of the Authorized Official and City Engineer. Any conditions included by the City Council shall be resolved on a revised preliminary plan which would be submitted to the Authorized Official for administrative approval before any development engineering plans and plats are submitted.

A. Element and Approval Criteria for Preliminary Subdivision Plans:

Elements	Approval Criteria
Submitted by licensed engineer.	The earmark that distinguishes a licensed/registered professional engineer is the authority to sign and seal or "stamp" engineering documents for a design or analysis, thus taking legal responsibility for it.
Concept plan comments.	Consistency with concept plan comments.
Proposed name of subdivision.	The name shall not duplicate, be the same in spelling, or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjoining to an existing subdivision.
The names of all adjoining subdivisions with adjoining unplatted property shall be labeled as such.	Showing connectivity with lot and block lines, easements, and rights-of-way.
Lot and block layout.	Consistent with Article 6 (Preliminary Plan Criteria).
Vicinity map to scale showing location of preliminary subdivision plan.	Includes other property between 660-1,320 feet in every direction.
The owner, developer, and engineer's names, addresses, and telephone numbers.	Use as contact for the project for comments and notifications.
Proposed zoning districts.	Sufficient to allow for staff review of residential densities and nonresidential structure size.
Area, legal description, and notations stating acreage, scale, and north arrow.	Determine if plan boundaries meet stated ownership; adjacent property notification, if required; measurement and review of plans.

Elements	Approval Criteria
The location and size of all public facilities, schools, libraries, fire stations, parks, tree masses, and other significant natural features.	Consistent with the parks/open space needs identified within the growth management plan and Article 11 of the Subdivision Ordinance (Preservation of Natural Features and Amenities).
Existing contours referenced to North American Vertical Datum (NAVD 88) with intervals sufficient to determine the character and topography of the land to be subdivided.	Utility coordination and consistency with water, sewer, grading/drainage plans.
Phasing and timelines.	Per annexation resolution and for purposes of identifying final utility plan parcels (based on watershed boundaries); construction planning for private and public entities.
Proposed City reimbursements.	Coordination with CIP and City disbursements.
Other data consistent with or required within the developers/pre-annexation agreement.	Only data as required within an annexation, preannexation.
Certificates of approval for endorsement by the Planning Commission, Authorized Official, City Engineer, Finance Officer, and the City Council.	Signed and executed.
Preliminary street plan	Consistent with Engineering Design Standards
Preliminary sanitary sewer plan	Consistent with Engineering Design Standards
Preliminary water plan	Consistent with Engineering Design Standards
Preliminary drainage plan	Consistent with Engineering Design Standards
Preliminary street lighting plan	Consistent with Engineering Design Standards

Section 402. Effective Period of Preliminary Subdivision Plan Approval

Any preliminary subdivision plan which has not received Development Engineering Plan approval for all or a portion of the Preliminary Subdivision Plan area within a period of three years would require resubmittal of a new plan for approval subject to any new subdivision regulations unless a waiver from the Authorized Official is approved.

Upon written request to the Authorized Official and prior to the Preliminary Plan expiration date, a one-year time extension for the Preliminary Plan may be granted by the Authorized Official, subject to the following condition:

The land uses for land within the preliminary subdivision plan area have not significantly been altered since the original approval date for the preliminary subdivision plan.

Section 403. Revisions to Preliminary Plan

Amendments to an approved preliminary subdivision plan may be requested by the developer. The Authorized Official may request an updated preliminary subdivision plan for review and approval when changes to the plan are proposed.

- A. Amendments to a preliminary plan shall consist of external impacts, including changes in major (collectors) street pattern, change of zones, drainage facility location, other public open space location, or perimeter boundaries.
 - 1. Amendments to an approved preliminary subdivision plan shall follow the procedures for approval of a preliminary subdivision plan as required in this section.
 - 2. The approved plan [and any amendments] shall be kept on file with the Authorized Official.