# Platting

## Revised Platting Processes – July 2023

### Platting Process Start

- Concept Plan
- Vacation
- Preliminary Plat
- Preliminary Plat Revisions
- Final Short Plat (Replat/ Minor)
- Final Plat
- Correction Plat
- Conveyance Plat

**30 Calendar Day initial submission shot clock starts!**

Required Submission of Plat Application*, Letter of Authorization, and Plat

*Applicant activities are in purple boxes (Plat App good for 2 years)

Route for Review

**7 Calendar Days**

Determination for Preliminary Plat studies

Related (TIA, WS, DS) study records – (required or not) must be a related record in the Plat record

**STOP: Disapproval Letter For Preliminary Plats Studies "not accepted"**

**Within 14 Calendar Days -Communicate Comments/Conditions to Applicant**

Plat Review comments-DRC members/Case manager determine need for DRC meeting/Decision Notification

DRC required*

No

Yes

*Following Monday

**DRC provides a recommendation on plat cases requiring CPC Action. Process continues with Public Notification.

DRC Development Review Committee**

*Following Monday

Plat Eligible for Admin Approval

Submit Support Documentation, Waiver Request, and Revised Plat via Accela

CPC Action Req'd

### City Plan Commission (CPC) Approval

CPC Action Req'd

Public Notification

Agenda and Docket Preparation

Agenda Sent to City Secretary's Office for Posting, Docket Placed Online, and sent to CPC

CPC City Plan Commission

**14 Calendar Day** Revision Deadline (***No later than***)

Approve

Approve w/Conditions

Disapproval

Decision Notification via Accela

Decision Notification via Accela

Decision Notification via Accela

Revise Plat and Address Comments and/or Holds

Re-submit Revised Plat in Accela

**7 Calendar Day** Revision Deadline (***No later than***)

City Staff Reviews Submission and communicates further conditions of approval or Clears Comments in Accela

Further Conditions need to be addressed

Approved Plat+

+ Approved Concept Plan
-> Eligible to submit Preliminary Plat in Phases
+ Approved Preliminary Plat
-> Eligible to Submit Final Plat

### Administrative Approval

Plat eligible for Admin Approval

Approve

Approve w/Conditions

Disapproval

Decision Notification via Accela

Decision Notification via Accela

Decision Notification via Accela

**7 Calendar Days after resubmittal** Deadline (***No later than***)

Submit Support Documentation and Revised Plat via Accela

**7 Calendar Days** after resubmittal Deadline (***No later than***)

City Staff Reviews Submission and Communicates Remaining Conditions of Approval or Clears Comments in Accela

Approved Plat – FS/ PP (Accepted Plat – FP)

**All plat types ready for recording**

### Final and Final Short Plat Recordation

Submit copies of Executed Final and Final Short Plat, Tax Certificates, CAD file, and Fees for Recordation

Staff Review for Confirmation that all Accela Comments are Cleared

Fire Department Review and obtain Fire Stamp

Final Review and Obtain Signature from CPC Secretary

Plat Recordation at the County Real Property Records***

***Process continues at Plat Recordation at the County Real Property Records

Accela Updated and Applicant Contacted for Pick Up

Address(es) Assigned by the Fire Department and uploaded to Plat Directory

DSD uploads Address(es) to GIS and 911 system

Administrative Process Completion