

## Minor Residential Subdivision Review Process Overview

### **Pre-submittal conference**

Development Review staff meet with owner/developer and the surveyor/engineer to discuss plan layout, design questions, and process. County file number is assigned.

### **Plan Submittal**

Engineer or surveyor submits complete sets of concept/preliminary and final plans with all required information for distribution to the technical review agencies. Plan to include all review agencies plan checklist items.

### **Planning & Zoning Commission (Preliminary and Final)**

Once all technical review agencies have approved the plan, staff presents the preliminary and final plan to the Planning and Zoning Commission chair for approval.

### **Submission of mylars and legal documents**

After Planning Commission approval, submission of construction and record plat mylars for agency signatures and preparation of legal package by the County Attorney for any required legal documents and bonding of required improvements (use-in-common driveways, grading, etc.). Documents sent to owner/developer for signature and upon return, recorded in Land Records.