Table 4.3

MAJOR SUBDIVISION REVIEW PROCESS

Step 1: Pre-Application Conference
ZONING, DENSITY AND ACCESS ISSUES
Identify potential agency issues.
ACCUMULATIVE IMPACT ANALYSIS
ENGINEERED WASTEWATER SOLUTION
REQUIRED IF:
- # of septic systems exceeds 15 within 745' radius.
- Seasonably high groundwater within 15 feet of the ground surface.
- Buildable areas exceed 15% slope.
- Percolation rates greater than 50 minutes per inch.

Step 2: Sketch Plan Review by Planning & Zoning Commission
- Apply for agenda 5 days in advance.
- Identify possible issues.
- Require additional studies if necessary.

Step 3: Action by Applicant
- File with the Conservation District.
- If within one mile of muncipality, the plat shall be submitted to that municipality for their approval.
- Publish intent to subdivide for 2 wks. within 30 days of application.
- Receive Conservation District & Municipality report, if applicable.
- Make application and pay fees to the Planning Office. Include 4 copies of DEQ Study.

Step 4: Action by Planning Office
- Review application for completeness and compliance with applicable standards.
- Notify applicant of completeness.
- Forward 3 copies of DEQ Study to DEQ.
- Submit copies to appropriate local and State agencies and adjoining property owners for comments.
- Receive DEQ findings and schedule PZC hearing within 45 days.
- Receive comments from agencies and adjoining property owners.
- Write a staff report and send copies to: Planning & Zoning Commission, Board of County Commissioners, and adjoining property owners no later than 7 days before P & Z meeting.
- Publish agenda in local newspapers at least 10 days prior to meeting.

Step 5: Planning & Zoning Commission
- Must be a quorum.
- Review of application, plat, staff report, and any relevant evidence from the applicant, neighbors, governmental agencies, and other concerned citizens.
- Take action: approve with conditions, approve subject to modifications, deny, or table.
- Forward recommendation to the Board of County Commissioners.

Step 6: Board of County Commissioners Action
- Receive recommendation from PZC.
- 45 Day clock is started for review.
- Must be quorum to make motion for a plat.
- Hold public hearing and take action: approve with conditions, approve subject to modifications, deny, or table.
- If approved, file financial surety with Planning Office, file final plat with County Clerk within 30 days.