

3.4 Checklist

Minor Subdivision Approval

A minor subdivision allows for the subdivision of a maximum of four lots, or the combination of any number of previously platted lots into a smaller number of platted lots. A minor subdivision is an approval process for simple land divisions; it does not provide for the subdivision of unplatted land, unless that land is described by a governmental subdivision legal description.

See Sections 50-33 and 50-37.5 of the UDC for more information.

Your Application

- Submit your application materials to the One Stop Shop, Room 210 City Hall, by the Planning Commission application deadline. Your application must include the following:
 - Application Cover Sheet and Applicable Fee
 - A legal description and survey or similar recordable exhibit, prepared by a licensed land surveyor, reflecting the relocated boundaries

After Submitting Your Application

1. Determination of Completeness. Within 15 business days of your application, you should expect to:

- Receive an "Applicant Letter," which acknowledges a complete application, shares the date of the Planning Commission meeting and the assigned staff person, and notifies you of State-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

2. Staff Review. Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a minor subdivision, Planning Staff generally ensure there is adequate frontage on a public street, the lots meet the minimum zoning requirements, and does not create any nonconformities or increase existing nonconformities.

- You will receive an email with the Planning Commission agenda and a link to this staff report about 5 days prior to the meeting.

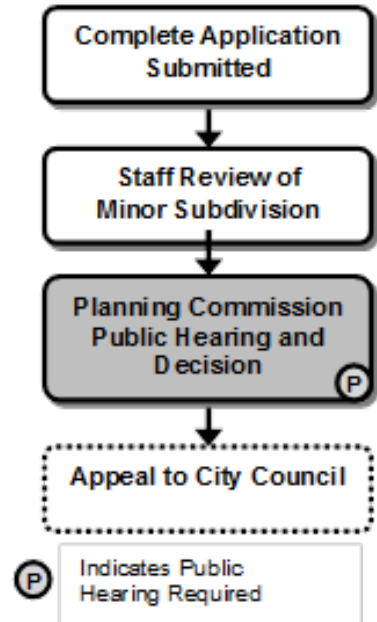
3. Planning Commission Decision. Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month. **We ask that applicants or an agent attend this meeting.**

The Planning Commission will review the application and make a decision to adopt, adopt with modifications, or deny the application.

You will receive an Action Letter documenting the decision.

4. Recording (if approved).

Minor Subdivision



Important Dates

Application Deadline:

Planning Commission:

Effective*:

**Please note that these dates are approximate guidelines and may change*

- Record the deeds reflecting this decision in the office of the county recorder within 180 days.** Submit a receipt or other documentation that it has been recorded to the City's One Stop Shop.

After the deeds have been recorded, lots may be sold and building permits may be issued. Building permits cannot be issued until the City has received documentation of the recording.