



Process for Land Divisions and Boundary Line Adjustments **Simple Segregations, Large Lot Subdivisions, Short Plats, Long Plats and BLAs**

1. Land Development Review (LDR)

- a. Applicant submits LDR application via portal
 - i. Survey Drawing attached
 - ii. Lot Closure Notes attached
 - iii. Application form attached
- b. Permit Tech (via Planner review) determines if application is complete
 - i. If not, Permit Tech informs applicant of missing information
 - ii. If yes, release for fees to be paid
- c. Permit Tech routes to Lead Planner
- d. Lead Planner assigns tasks
 - i. Public Works
 - ii. Environmental Health
 - iii. Building/Fire Marshal
 - iv. Planning
- e. Tasks are completed
- f. LDR is approved, approved with conditions or denied by Lead Planner
- g. Decision sent to applicant by Lead Planner

2. Pre Land Division Permits

- a. Applicant applies for necessary permits (examples below)
 - i. Preliminary Road Access Review
 - ii. Soil Evaluations
 - iii. Water Availability
- b. Permits are approved, approved with conditions or denied by each Department
- c. Decisions sent to applicant by Department

Note – Additional studies may be required prior to applying for the land division, such as Critical Areas Report, Transportation Impact Assessment, etc. These would be listed in the LDR conditions of approval. LDR decision expires after 3 years if land division application is not submitted.

3. Land Division (SS, LLS, SP, LP) or BLA Permit

- a. Applicant submits land division application or BLA application via portal
 - i. Survey Drawing attached
 - ii. Lot Closure Notes attached
 - iii. Land Division application or BLA application attached
 - iv. Studies attached if necessary

- b. Permit Tech determines if application is complete (reviews conditions of LDR approval)
 - i. If not, Permit Tech informs applicant of missing information
 - ii. If yes, release for fees to be paid
- c. Permit Tech routes to Lead Planner
- d. Lead Planner assigns tasks
 - i. Public Works
 - ii. Environmental Health
 - iii. Building Official/Fire Marshal
 - iv. Planning
- e. Tasks are completed
- f. Lead Planner prepares Staff Report
 - i. Land Division approved, approved with conditions by Lead Planner
 - ii. Subdivision Staff Report sent to Hearing Examiner for decision
- g. Decision sent to applicant by Lead Planner

Note – Up to five (5) years to complete conditions, such as building a road.

4. Final Plat

- a. Applicant submits Final Drawing application via portal
 - i. Final Drawing attached
 - ii. Any documentation to verify conditions of approval completed attached
- b. Permit Tech determines if application is complete
 - i. If not, Permit Tech informs applicant of missing information
 - ii. If yes, release for fees to be paid
- c. Permit Tech routes to Lead Planner
- d. Lead Planner assigns tasks
 - i. Public Works
 - ii. Environmental Health
 - iii. Building Official/Fire Marshal
 - iv. Planning
- e. Lead Planner issues Final Drawing Approval
 - i. Note – if missing information, Lead Planner notifies applicant
- f. Applicant provides verification of taxes paid
- g. Applicant submits final signed and notarized drawing to Permit Center for recording
- h. Lead Planner assigns tasks for signatures
 - i. Community Development Director
 - ii. Public Works
- i. Admin submits to Auditor's Office for recording
- j. Admin closes files once final drawing is recorded