

# Stillwater County

## 2015 Subdivision (Exemption) Review Process



For projects qualifying for review as subdivision exemptions (MSPA 76-3-101) such as Boundary Line Adjustments, Lot Aggregations, Family Transfers, Agricultural Exemptions, Mortgage Surveys, etc.

*Note:* This flowchart is only to be used as a guide – For additional information please see the 2014 Town of Columbus and Stillwater County Subdivision Regulations.

**1** *Optional:* Applicant calls County Planning Office to preliminarily discuss project

**2** Applicant/Surveyor submits subdivision exemption application, fee and checklist items to the Planning Office (paper copy of amended plat or certificate of survey only)

**3** Planning Office reviews exemption materials for compliance with State and County Subdivision Regulations. (May also require review/approval by MDEQ or County Sanitarian for sewer and water provisions depending on type/nature of project)

**4** Planning Office preliminarily approves/rejects exemption (and provides any required corrections).

**5** Applicant/Surveyor addresses any comments/corrections and submits mylars and final recording materials to Planning Office.

**6** Planning Office completes final review/approval.

**7** Planning Office completes recording with Clerk and Records Office and issues final recording letter.