

Stillwater County

2015 Subdivision (Minor and Major) Review Process



For projects that require review as minor subdivisions (generally five or fewer lots) or major subdivisions (generally six or more lots).

Note: This flowchart is only to be used as a guide - For additional (specific) information please see the 2014 Town of Columbus and Stillwater County Subdivision Regulations. Review steps/timeframes may vary depending on nature and type of subdivision.

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

PRE-APPLICATION STEP

2 Applicant/Surveyor submits subdivision pre-application meeting application and sketch plan of proposed subdivision to the Planning Office

3 Planning Office (Planner) and Applicant/Surveyor discuss the proposed subdivision. A pre-application meeting checklist is completed and signed by the applicant and planner.

PRELIMINARY PLAT STEP

4 Applicant/Surveyor submits preliminary plat application, required checklist items and fee to Planning Office.

5 Planner has five working days to review materials to assure all elements have been submitted for appropriate review

6 Following submittal of a complete application, planner has 15 working days to review materials for sufficiency and conformance to subdivision regulations. Following this review, the subdivision is scheduled for applicable Planning Board review.

13 Following approval by planner, mylars are completed, signatures obtained and Planning Office completes recording with Clerk and Records Office and issues final recording letter.

12 Planning Office (Planner) reviews for sufficiency and checks that conditions of approval have been met.

11 Applicant/Surveyor addresses any conditions of approval and submits final plat application, checklist items and fee to the Planning Office. (Paper copy of final plat is reviewed prior to completing mylars).*

**Note:* Applicant to have installed all improvements or completed a subdivision improvements agreement and financial surety guaranteeing completion of improvements.

FINAL PLAT STEP

10 Applicant has 3 years to meet conditions of approval and submit final plat.

9 County Commission or City Council (as applicable) approves, approves with conditions or denies preliminary plat.

8 Planning Board reviews preliminary plat and makes a recommendation to the County Commission or City Council as applicable.

7 Planning Office completes noticing to adjacent property owners and service providers.