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 Recorders Office and issues final recording letter.