

CHAPTER 4

REVIEW AND PLAT REQUIREMENTS

SECTION:

- 11-4-1: Development Review Process
- 11-4-2: Preliminary Plat
- 11-4-3: Final Plat

11-4-1: DEVELOPMENT REVIEW PROCESS

- A. Intent: By the time a subdivider creates a preliminary plat, both the subdivider and the city have made a substantial investment in time and money. In addition, once the preliminary plat has been completed, it is difficult and expensive to rework the plans for the project. In an effort to better meet the needs of the city and the subdivider, the city has adopted the following development review process.
- B. Pre-application Meeting:
 - 1. Process: The subdivider shall obtain purchase a copy of the current subdivision ordinance from the city or the city's web page. ~~The price of a copy of the subdivision ordinance shall be established by the city council and is to cover printing and administrative expenses.~~ After the subdivider obtains and reviews a copy of the subdivision requirements, he/she shall contact the planning commission chairperson ~~at least one week prior to the next regularly scheduled planning commission meeting~~ to schedule a pre-application meeting with the DRC. ~~If one week's notice is not given, the preapplication meeting may be placed on the agenda of the following regularly scheduled planning commission meeting.~~ The planning commission chairperson will notify subdividers of the city's DRC administrative expense and will schedule a conference with the DRC within five (5) business days.
 - 2. Intent: The purpose of the pre-application meeting is to allow subdividers the opportunity to share with the DRC planning commission their proposed project plans. It also gives the DRC planning commission the opportunity to share with subdividers the city's thoughts and ideas. The DRC planning commission shall determine the compatibility of the proposed development with regards to the general plan. The DRC planning commission shall also consider general compliance with the zoning ordinance, this title and other ordinances and/or city regulations. Subdivider shall include the following:
 - a. A general description of existing conditions of the site.
 - b. A digital sketch drawing showing proposed subdivision to include the numbers of lots, and street locations.
 - c. Show the relationship of the proposed subdivision to existing utilities, and streets.
 - 3. DRC approval: Now that the DRC and the subdivider have the same property in mind and a general idea of what is desired, the DRC will recommend the request be moved forward to the planning commission for further consideration.

C. Presketch Conference:

4. ~~Intent: Now that the DRC has given approval, the planning commission and the subdivider have the same can review the proposed subdivision property in mind and to get a general idea of what is desired, they can talk about how each visualizes the final product.~~
5. ~~Process: At least one week prior to a regularly scheduled planning commission meeting, the subdivider shall inform the planning commission chairperson of their desire to be on the agenda. If notice is not given one week prior to the next regularly scheduled planning commission meeting, discussion of the project may be placed on the agenda of the following regularly scheduled planning commission meeting. The presketch conference shall take place after the site visit, but at the discretion of the planning commission may occur as part of the same planning commission meeting. The presketch conference will include discussion about the locations of different aspects and potential of the development.~~

D. Concept (Sketch) Plan:

1. Intent: Now that the DRC has given approval, the planning commission and the subdivider can review the proposed subdivision property to get a general idea of what is desired, they can talk about how each visualizes the final product. While this is not a full preliminary plan, the concept (sketch) plan will include a map, plan or other drawing of a proposed land use, intended to be used to explain the proposal (it will not contain the technical aspects of a fully engineered plan). The concept ~~sketch~~ plan is the step where major decisions are made and agreed to.
2. Process: At least one week prior to a regularly scheduled planning commission meeting, the subdivider shall inform the planning commission chairperson of their desire to be on the agenda. If notice is not given one week prior to the next regularly scheduled planning commission meeting, discussion of the project may be placed on the agenda of the following regularly scheduled planning commission meeting. ~~The presketch conference shall take place after the site visit, but at the discretion of the planning commission may occur as part of the same planning commission meeting. The presketch conference will include discussion about the locations of different aspects and potential of the development.~~
 - a. Site Analysis
 - (1) Intent: The purpose of having a site analysis map completed is to better understand what parts of the land are buildable, what land must be left alone, and what features the community may want to preserve.
 - (2) Process: The subdivider next prepares a site analysis map of the property of the proposed project site. The site analysis map shall be prepared in digital format to a size twenty four inches by thirty six inches (24" x 36") maximum, and scale that will be used throughout the entire approval process. The site analysis map shall include all existing resources. Resources shall include, but

not be limited to:

- a. environmental features such as streams, slopes, wetlands and floodplains, as well as historical sites and buildings,
- b. cultural features,
- c. unusual vegetation,
- d. wildlife habitats and paths,
- e. unusual rock formations or any other features that make the land distinctive. (See title 10, chapter 11 of this code for additional information.)

(3) The site analysis map shall be presented to the planning commission chairperson at least one week prior to the next regularly scheduled planning commission meeting. If the site analysis is not delivered one week prior to the next regularly scheduled planning commission meeting, discussion of the project may be placed on the agenda of the following regularly scheduled planning commission meeting. ~~The site analysis map shall be discussed prior to the site visit taking place, but at the discretion of the planning commission may occur as part of the same planning commission meeting.~~

(4) Site Visit:

- (a) Intent: Seeing the property and its features will aid in understanding the dimensions and elements of the property. Important features may be very different in reality than they appear on paper; not all natural resources are alike or have the same value. Before the planning commission agrees to modifications of the property, they should know the full impact on the surrounding area.
- (b) Process: After an acceptable site analysis map has been received, the planning commission, with the subdivider encouraged to attend, will walk or drive around the proposed project site property. The site visit shall be made ~~prior to the presketch conference being held, but at the discretion of the planning commission may occur as part of the same planning commission meeting.~~

G. ~~Concept Plan: A public hearing will be held in accordance with section 10-3-9 of Title 10. In order for the City to effectively administer a public hearing, it is necessary for the subdivider to provide notice to the city two (2) weeks prior to the planning commission meeting in which the public hearing will be held. The sketch plan should be prepared on transparent paper and placed over the site analysis map. It shall be a paper layout, to scale, of blocks, lots and streets, etc. Six (6) copies of the sketch plan shall be submitted to the planning commission chairperson for the planning commission's consideration at least five (5) working days prior to its next regularly scheduled meeting. The planning commission may, if said copies of the sketch plan are not so submitted beforehand, postpone its consideration thereof until its next regularly scheduled meeting. After this review, the planning commission will (with the subdivider, if necessary) present the sketch plan to the city council for its approval, conditional approval or rejection. After this review, the planning commission will communicate to the subdivider appropriate comments, requirements and recommendations. (4-2013, 10-24-13) (3-2020, 5-19-20)~~

- a. ~~For areas where development is planned to occur in phases, the sketch plan shall show the entire area for which all final plat approvals will be requested. The concept sketch map will be a guide but will have no official standing or approval. It may be amended or modified from time to time by the subdivider. Only the final plat shall have official standing which shall permit the subdivider to proceed with subdivision construction.~~

H. Concept Sketch Plan Requirements: The concept plan ~~sketch overlay plan, provided on the site analysis map,~~ shall include the following items:

- a. The ~~concept sketch~~ plan shall be professionally prepared in accordance with all the requirements of the city. The sketch plan should be prepared in a digital format to scale, of blocks, lots and streets, etc. Six (6) copies 11" x 17" of the sketch plan shall be submitted to the planning commission chairperson for the planning commission's consideration at least five (5) working days prior to its next regularly scheduled meeting. The planning commission may, if said copies of the sketch plan are not so submitted beforehand, postpone its consideration thereof until its next regularly scheduled meeting.
- b. The proposed name of the subdivision.
- c. A contour map (request for these maps can be made from the U.S. Geological Survey [USGS]).
- d. A map showing soil types (requests for these maps can be made through the Soil Conservation Service [SCS]).
- e. A map showing flood hazard areas, including the 100-year recurrence interval flood; or where such data is not available, the maximum flood of record.
- f. A map showing potential geographical hazards, e.g., earthquake fault lines.
- g. The property boundaries of the proposed subdivision.
- h. The names of the owner, subdivider, if other than the owner, and the engineer or designer of the subdivision.
- i. Boundaries of adjacent properties and names of adjacent property owners.
- j. Approximate number of lots proposed and street layout, indicating general scale dimensions of lots.
- k. Approximate total acreage of the development as well as size of the individual lots.
- l. All property under the control of the subdivider, even if only a portion is being subdivided.
- m. Location, width and names of existing streets within two hundred feet (200') of the subdivision and of all previously platted streets or other public ways, railroad and utilities rights of way, parks and other public open space, permanent buildings and

structures, houses or permanent easements, and section and corporate lines within and adjacent to the tract.

- n. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in a subdivision, including, but not limited to, sites for parks, playgrounds, schools or other public uses.
 - o. Location of natural drainage channels and the proposed storm and surface water drainage system.
 - p. Description of the types of water systems proposed, both culinary and irrigation, along with any and all water rights.
 - q. Description of the type of sewer or sanitary waste system proposed.
 - r. Present zoning.
 - s. Date of preparation, scale of drawing and north arrow.
 - t. For areas where development is planned to occur in phases, the concept ~~sketch~~ plan shall show the entire area for which all final plat approvals will be requested. The concept ~~sketch~~-map will be a guide but will have no official standing or approval. It may be amended or modified from time to time by the subdivider. Only the final plat shall have official standing which shall permit the subdivider to proceed with subdivision construction.
- I. Action by Planning Commission:
- 3. The planning commission ~~and city council~~ shall review the concept ~~sketch~~ plan presented by the subdivider and compare its concept with the local general plan, zoning ordinance, this title, and other ordinances and/or regulations in the local jurisdiction to determine compliance.
 - 4. Once the planning commission has approved the concept plan, a public hearing will be held in accordance with section 10-3-9 of Title 10.
 - 5. After the public hearing, the planning commission will (with the subdivider, if necessary) present the concept ~~sketch~~ plan to the city council for its approval, conditional approval or rejection. After this review, the planning commission will communicate to the subdivider appropriate comments, requirements and recommendations.
 - 6. Following this review, and not later than thirty (30) days after review by the city council, the planning commission will communicate to the subdivider, in writing, its comments, requirements and recommendations. Upon approval, the subdivider may then proceed with the preparation of a preliminary plat. In the event a preliminary plat for at least one phase of the proposed subdivision has not been submitted to the planning commission for approval within twelve (12) months from the date of the said communication from the planning commission, a new sketch plan must be submitted for approval before a preliminary plat can be submitted for approval. (Ord., 8-12-

2003)