

STAGE 2: SUBDIVISION SUFFICIENCY REVIEW PROCESS

[Checklist Link](#)

City Links to Forms and Regulations

[City Subdivision Regulations – See Article 4, Review and Approval Procedures](#)

[Subdivision Pre-Application Meeting Information](#)

NOTES:

1. IF YOUR PROJECT IS NOT A SUBDIVISION, PROCEED TO STAGE 3.
2. IF YOUR PROJECT IS A SUBDIVISION, REMEMBER TO SUBMIT A CURRENT PRELIMINARY PLAT AT THIS STAGE SO BLOCK #'S CAN BE ASSIGNED AT STAGE 3.
3. IF YOU ARE SUBMITTING AN ELECTRONIC SUFFICIENCY PACKET TO AGENCIES FOR COMMENT, CITY ENGINEERING STILL REQUIRES 1 HARD COPY PACKET.
4. CITY ENGINEERING REVIEWS THE SUBDIVISION SUFFICIENCY PACKET, AND IF APPLICABLE, MAY REVIEW EVEN IF THE SUBDIVISION IS OUTSIDE THE CORPORATE LIMITS.

STEP A: SUBDIVISION SUFFICIENCY REVIEW

1. Developer's Representative submits the formal subdivision application to the Office of Planning and Grants for element review. Once the Office of Planning and Grants certifies the application as complete for element review, the Developer's Representative then circulates the certified Subdivision Packet for sufficiency review to the applicable agencies.
2. In order to begin the subdivision sufficiency review process, submit all required documentation listed on the Stage 2 Checklist. If the required submittals are not received, the packet will be found deficient.
3. This process will continue until the Developer's Representative has submitted a packet that addresses all deficiencies from City Engineering.
4. City Engineering issues a comment letter to Developer's Representative and the Office of Planning and Grants.
5. Subdivision preliminary plat approval is granted by the City Council for City subdivisions, or the County Commissioners for County subdivisions.
6. The Office of Planning and Grants prepares and sends the City Councils' or County Commissioners' approved conditions of the subdivision to the applicable agencies.
7. **PROCEED TO STAGE 3**, Preliminary Construction Plan Review.