

The Subdivision Process

Stage I: PRE-APPLICATION MEETING
(Must include Phase I Flood Control Report)
 Pre-application meeting with CDD & Subdivision Committee



Stage II: PRELIMINARY PLAT
(Must include Phase II Flood Control Report)
 Review by Subdivision Committee

Does plan require Development Master Plan?

Yes

No

Develop DMP

Subdivision Committee to Advise of Requirements & Procedures

Submit Preliminary Plat
 Pay Preliminary Plat fee:
 \$500 + \$15 per lot

Community Development Director accepts and distributes to the following for review:

- County Flood Control
- County Environmental Services Department
- Local utilities
- Staff review
- ADOT review (if needed)

CDD Director addresses Comments and Recommendations, and prepares Staff Report for Commission

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 Planning Commission's Public Hearing of Preliminary Plat

Approve

Reject

Revise Plat &
 Resubmit for Public Hearing
 Return to previous step

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 Town Council Public Hearing on Preliminary Plat

Approve

Reject

Return to previous step

Stage III: TECHNICAL REVIEW
(Must include Phase III Flood Control Report)
 Submittal for Technical Review to Town Engineer and CDD. If submittal is incomplete or nonconforming Subdivider will be notified within 5 days. Applicant is responsible for all charges.

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 Technical Review by Town Engineer

Approve

Reject

Make corrections to plans &
 resubmit for Technical Review

Stage IV: FINAL PLAT
 Submit Final Plat to Community Development Director to review for completeness
 Pay Final Plat filing fee

- Certification of Survey
- Certification of Dedication
- Sewage, water, & utility certifications
- Detail & Schedule of Improvements & CC&R's

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 Town Council Public Hearing on Final Plat

Approve

Reject

Changes by Subdivider
 Resubmit to Council

Stage V: RECORDING & POST APPROVAL
 This stage includes assurances that shall be required & approved by Council before recording of Final Plat and the terms of for the release of assurances and acceptance of improvements.

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 ←Financial Guarantee ←Certified Costs
 ←Town Engineer Reviews any changes

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 Final Plat Recorded by Yavapai County

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 Construction of improvements

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 Inspection of improvements

Approved

Reject

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 Inspection of changes

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 Acceptance of improvements & release of Guarantee

