

# Clark County Subdivision Review Process \*

11-22-2016

The following is a summary of the subdivision review process. Should anything conflict with the Clark County Subdivision Regulations, the Regulations shall control.

\* *The following Review Process applies for the County Planning Commission (CPC) and the CEDA Regional Planning Commission (CEDA).*

Timeframe for Steps 1 – 4: depends on Applicant submitting all required plan and engineering drawings and supporting information; minimum time of 3 months.

## **Step 1.**

Applicant meets with Community & Economic Development Planning Staff to discuss the subdivision review process.

- Filing deadlines and meeting dates (CPC/CEDA).
- Public hearing notification requirements.
- Review by applicable county departments.
- Zoning compliance.
- Schedule pre-application meeting with Technical Review Committee (TRC); distribute preliminary plans to TRC.

## **Step 2.**

Highly Recommended: pre-application meeting with TRC.

## **Step 3.**

Preliminary Plan Application and required materials filed with Planning Staff.

- 5-days to determine if Application submittal is complete; CPC/CEDA public hearing to be held within 35 business days of "official receipt" of Application submittal.
- Plans and materials distributed to TRC and Township Trustees.
- Public hearing notices prepared and sent.
- TRC meets to review Preliminary Plan and public improvements plans (construction drawings).
- Staff report prepared and sent to CPC/CEDA Board.

## **Step 4.**

Preliminary Plan Public Hearing; Approval

- CPC/CEDA public hearing held.
- Follow-up letter prepared and sent to the Applicant that documents the Board's action and, if approved, conditions of approval and identify the next step in the review process.
- ❖ Approved Preliminary Plan valid up to 5 years whereby the Applicant shall file the Final Plat Application; otherwise, the Preliminary Plan approval shall expire and become void, unless Applicant requests an extension from and is approved by the CPC/CEDA Board.

Before Applicant can proceed with Step 5, the final plat and detailed public improvement plans must be prepared.

Timeframe for Steps 5 – 7: depends on Applicant submitting all required plan and engineering drawings and supporting information; minimum time of 3 months.

### **Step 5.**

Final Plat Application and required materials filed with Planning Staff.

- 5-days to determine if Application submittal is complete; CPC/CEDA public hearing to be held within 35 business days of “official receipt” of Application submittal.
- Plans and materials distributed to TRC and Township Trustees.
- Public hearing notices prepared and sent.
- TRC meets to review Final Plat and public improvements plans.
- Staff report prepared and sent to CPC/CEDA Board.

### **Step 6.**

Final Plat Hearing; Approval

- CPC/CEDA public hearing held.
- Follow-up letter prepared and sent to the Applicant that documents the Board’s action and, if approved, conditions of approval and identify the next step in the review process.
- ❖ Approved Final Plat valid up to 2 years whereby the Applicant shall record the Final Plat; otherwise, Final Plat approval shall expire and become void, unless Applicant requests an extension from and is approved by the CPC/CEDA Board.

### **Step 7.**

Recording Approved Final Plat

- Before CPC/CEDA approval endorsed on Final Plat mylar, Applicant must submit original “Subdivision Verification Sign-Off Form” signed by the appropriate county departments {verifying changes required by the department have been made and are approved}.
- Applicant works with County Engineer and Utilities Department to determine bonding amount for any uncompleted public improvements
- The type of assurance shall be approved by the County Commission.
- Commission Clerk prepares the development contract, assurance agreement and Resolution for approval by the County Commissioners. Applicant must pay all inspection fees.
- ❖ Applicant records the Final Plat (County Auditor & County Recorder).

### **Step 8.**

Construction of public improvements

- Public improvements shall be completed within 2 years from the date when the County Commissioners sign the Final Plat
- Applicant can submit written request to the County Commissioners for an extension to complete the public improvements following recommendation by the appropriate county department.
- The assurance amount may be reduced by the County Commissioners for completed improvements following recommendation by the appropriate county department.
- The assurance shall be released by the County Commissioners following final inspection and acceptance of public improvements.