

Process for submitting County subdivision plats after May 15, 1999:

1. Developer's representative submits 2 copies of plat to:
 - a. Engineering (Norm Rindal)
 - b. Clean Water Services (CWS) (Development Services)
 - c. Land Development (staff planner)
2. Agencies review plat (within two weeks) for compliance with construction plans (which must be approved) and conditions of approval.
3. Each agency returns redlines to developer's representative.
4. If agency redlines are minor note-type revisions (if not, back to step 1), the developer's surveyor revises the plat and submits 15 copies of the revised plat, along with each agency's redlines, to the County Surveyor (this is the first time the County Surveyor sees the plat).
5. The plat is queued after completion of step #4 and the payment of review and address fees.
6. County Surveyor delivers redlines and copies of the revised plat to each agency for their perusal (to ensure that we're all on the same page). Agencies review and mark their O.K. on the revised plat and return it to the County Surveyor. Note: The County Surveyor will not review the plat without these comments.
7. County Surveyor delivers four copies of revised plat to Assurances (this is the first time Assurances sees the plat). Assurances prepares necessary documents.
8. County Surveyor reviews plat.
9. After County Surveyor is happy with plat, mylars are prepared. Paper copies of the mylar (marked as such and dated) are given to CWS and the staff planner.
10. After Type I final approval, the "pink sheet" is circulated by the staff planner for signatures.
11. After copies of the Type 1 and the signed "pink sheet" have been delivered to the County Surveyor, the mylars are presented to the Land Development Division Manager for signature.

Revised April 9, 2009