

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

1. Developer's representative submits 2 copies of plat to:
 - a. Engineering (Sandy Cuddigan)
 - 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 10 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 one copy of revised plat to Operations. Operations 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 the signed "pink sheet" has been delivered to the County Surveyor, the mylars are presented to the Director of Land Use and Transportation for signature.

Revised December 13, 2013