## City of Delaware Subdivision Plat Review Workflow

lace on Tuesday and Thursda mornings and are usually done A site plan is required for a predevelopment meeting and shoul e submitted prior to the meeting to allow for Staff review. meeting with City Staff.

applicant requests pre-development

ny comments from Staff should b ncluded in all revisions. In addition applicants should begin to work on ngineering documents and studies (like Preliminary Stormwater Reports and Traffic Impact Studie required prior to submitting a Pla

applicant revises their site plan and produces other documentation required for full Staff review.

All required submittal documen can be found in the checklist on file with the Planning and Community evelopment Department and must be submitted six weeks prior to the desired Planning Commission meeting.

steps 2 and 3 are repeated until Staff deems project is ready to move to step 4.

applicant submits their Subdivision Plat application.

staff reviews for completeness.

complete applications are placed on the next available Planning Commission agenda.

the case goes before City Council for a final decision.

if approved by Council, the plat goes into effect after 30 days.

purpose of land transfer, may be able to be signed and recorded immediate after they go into effect. Plats for projects involving public improvements cannot be signed and

After Council, plats are required to be recorded with the County.

Staff meets internally approximately every two weeks to discuss projects urrently in the pipeline. After these meetings, comprehensive comments will be relayed to the

staff provides comments based on

the site plan and other materials

provided by the applicant.

Staff will review all plications in the order they are ubmitted and notify applicants of the completeness status. If an invoice will be sent to the applicant. Payment of this invoice by the due date will secure an applicant's space on the next available Planning Commission agenda. mplete applications will need t be resubmitted.

Planning Commission reviews applications in accordance with the requirements of the Zoning Code. The Commission's action is a formal recommendation made to City Council.

Subdivision Plats require three readings and are adopted by Ordinance. After the Staff presentation and Council discussion, Council may suspend the rules to vote at any meeting or take the application to the full three readings. Council may also table the case if desired.

Some plats, like those done for the recorded until after the Acceptance of Public Improvements (API).