



## SECTION 3.00

### Subdivisions

A subdivision of property involves the division of property into one or more lots or parcels of land. Subdivisions involve not only Residential property, but Commercial and Industrial property as well. Two types of subdivisions are: Major Subdivisions, which may be requested through either the Master Plan or Preliminary Plan process and requires approval from the Town Council, and Minor Subdivisions, which require approval from Staff. [Amended Ordinance #04-06]

#### **MASTER PLAN**

***Expected Review Time:*** Approximately 116-138 days [Amended Resolution #15-26, 16-08, 19-02]\*

***Primary Processing Department:*** Planning & Zoning

***Departments involved in Master Plan review process:*** Planning & Zoning, Engineering, Parks & Recreation, Fire & Rescue, Public Works, and Water Quality [Amended Resolution #07-31]

Master Plans are required for all non-residential incremental subdivisions. They are also required for residential developments which contain a minimum of ninety (90) lots and are in compliance with the development standards of the specific zoning district, and will be developed in multiple phases, with a build out over several years. If a residential development is proposed to utilize the Development Options in UDO Section 2.09, then a Petition for Development Plan must be requested in accordance with the procedures in Section 4 of this manual. A Master Plan shall ensure compliance with all development standards as specified for the zoning district as well as all other Town development requirements. The master plan document shall be submitted as either a “schematic” or “detailed” master plan. At a minimum a “schematic” design will not involve specific details such as lot by lot dimensions/sizes, specific roadway design, public place design, and other design criteria may not be specified at a detailed engineered level. Once the Master Plan is approved, if a “detailed” plan was not approved, each phase must be submitted for detailed administrative plan review prior to construction drawing review. This process is intended to provide a developer with an opportunity to have a large scale project reviewed and approved with the Town Council and have assurances that as the development is constructed the overall concept and scheme will not be modified or subject to further review. [Amended Ordinance #04-06, Amended Resolution #07-31]

#### **PRELIMINARY PLAN**

***Expected Review Time:*** Approximately 116-138 days [Amended Resolution #15-26, 16-08, 19-02]\*

***Primary Processing Department:*** Planning & Zoning

***Departments involved in Preliminary Plan review process:*** Planning & Zoning, Engineering, Parks & Recreation, Fire & Rescue, Public Works, and Water Quality [Amended Resolution #07-31]

Preliminary Plans are required for all Major Subdivisions that have not received Master Plan Approval and are required to provide specific information such as lot by lot dimensions/sizes, specific right-of-way design, public place design, and other design criteria at a specified engineered level. If the subdivision is part of a project that has obtained approval of a Development Plan for Development Options or a Planned Unit Development, a Preliminary Plan must be approved prior to filing for Final Plat. The Development Directors may allow for simultaneous review of a Preliminary Plan with a Development Plan for Development Options or a Planned Unit Development based upon the information provided at the Concept Plan Review meeting. [Amended Resolution #07-31]

### **MINOR SUBDIVISION**

**Expected Review Time:** See Section 9.00, *Platting Procedures* [Amended Resolution 16-08, 19-02]\*

**Primary Processing Department:** Planning & Zoning

**Departments involved in Minor Subdivision review process:** Planning & Zoning, Engineering, Parks & Recreation

A Minor Subdivision may be submitted for any subdivision that contains four (4) or less lots and does not involve new public streets, extensions of public streets, the extension of public utilities, or request for Waivers as specified in UDO Section 9.05,B.,12. After the petition and plans have been submitted and reviewed by staff, a Staff Determination will be made. Minor Subdivision shall follow the Final Plat Procedures in Section 9.004 of this manual.

### **AMENDMENT TO APPROVED SUBDIVISION** [Amended Resolution #15-26]

If a change to an approved Subdivision Plan is requested, it is considered to be an Amendment. The extent of the changes involved will determine the required review process. The two types of amendments are: Minor Amendments and Substantial Amendments.

**Minor Amendments** are alterations that do not substantially deviate from or alter the approved plans. Minor amendments may be approved at an administrative level.

**Expected Review Time:** Approximately 67- 74 days [Amended Resolution #15-26, 16-08, 19-02]\*

**Primary Processing Department:** Planning & Zoning

**Departments involved in Amendment review process:** Planning & Zoning, Engineering, Parks & Recreation

**Substantial Amendments** as described in UDO Section 9.05, B., 6., e., include the following: (a) substantially alter any street layout, lot line, or utility easements shown on the master plan or preliminary plan; (b) increase the total number of lots/units within the overall original approved master plan or preliminary plan by more than ten (10) percent, or ten (10) lots/units, whichever is less; (c) reduce the open space within the overall project or subdivision by more than ten (10) percent; (d) increase the master plan or preliminary plan acreage by more than ten (10) percent or five (5) acres whichever is less (except for PUDs); (e) reduce a perimeter yard; or (f) increase the total number of freestanding signs, increase the total sign surface area for any type of sign (building sign or freestanding sign) or the height of a freestanding sign that requires a waiver of sign regulation in accordance with the provisions of Section 7.03, H. Waiver of Sign Regulations. [Amended Resolution #15-26]

Substantial Amendments shall be approved using the same procedures used for Master Plan, Preliminary Plan, or Minor Subdivision review and approval.