



TAYLOR COUNTY BUILDING & PLANNING DEPARTMENT

SUBDIVISION PROCESS

STEP 1. PRE-APPLICATION CONFERENCE: Meet with the Planning Department for information concerning property zoning etc. Application, Preliminary Plat checklist and Final Plat checklist will be provided at this time.

STEP 2. PRELIMINARY PLAT SUBMITTAL: Submit 3 copies of Preliminary Plat information as outlined on checklist. Include 1 - 11" x 17" copy of plat.

STEP 3. PRELIMINARY PLAT REVIEW:

- a. Planning Department reviews application within 5 days of submittal.
- b. Developer is notified of approval of application.
- c. Plat is scheduled for review by the Technical Review Committee (TRC).
- d. Written findings of TRC are sent to Developer.
- e. Approved plat is scheduled for review by Planning Board (1st Thursday each month)

STEP 4. FINAL PLAT SUBMITTAL: Applicant submits 3 copies of final plat with information required on final plat checklist (include 1 - 11" x 17" copy of plat) and the following:

- a. Agreement indicating improvements shall be constructed in accordance with code.
- b. Construction plans prepared by design professional.
- c. Agreement, with timetable, indicating all improvements will be completed within agreed time.
- d. Copy of executed construction contract or cost estimate prepared by applicant's Engineer
- e. Agreement that County will use security if developer fails to make improvements.
- f. Proof of security through one of the following:
 1. Cashiers Check
 2. Certified Check
 3. Developer/lender/County agreement
 4. Interest Bearing Certificate of Deposit
 5. Irrevocable Letter of Credit
 6. Surety Bond

Note: *security amount to be 110% of total construction cost for improvements*

STEP 5. FINAL PLAT REVIEW:

- a. Final plat information reviewed by TRC and County Attorney.
- b. Developer notified of review findings.
- c. Revisions reviewed for compliance.

STEP 6. BCC APPROVAL: Plat is scheduled for review at County Commission meeting.

STEP 7. RECORDING: After all required signatures are obtained; final plat is recorded in the office of the Clerk of Court.