

## **Subdivision Procedures**

### **Preliminary Plat**

#### **Pre-Application Conference**

Conference with the Code Administrator should be done for preliminary plats and minor subdivisions including a sketch plat.

#### **Required:**

2 copies of application  
8 copies of preliminary plat  
checklist

#### **Distribution:**

3 copies to Co. Engineer (IDOT, Twp. Commissioner)  
1 JCSWC  
2 Health Dept.  
1 copy to 9-1-1 Dept.(supplies address range)

#### **Comments and Action:**

Letters mailed to surrounding landowners  
Comments due within 30 days of application  
One (1) week Newspaper Ad prior to committee meeting  
Approval or non approval due **60 days of filing application** (Subdivision & Land Use Committee)

#### **Approval:**

**County Board** has final approval and must furnish notice of decision within **60** days to applicant. (Certificate of Approval on 3 copies of plat)  
2 copies to the Co. Code Administrator and 1 signed copy to the applicant

## **Improvement Plan Procedures**

#### **Required:**

After preliminary plat approved, improvement plan to be approved by County Engineer  
4 copies to be provided  
Co. Engineer reports to Board his approval or denial in writing  
Co. Engineer notifies applicant of approval or denial  
Checklist

\*If within the mile ½ a copy must be given to the municipality for approval as well

### **Final Plat**

#### **Required:**

1 original and 6 copies filed with the Co. Code Admin.  
written request for approval from applicant  
performance bond or guarantee bond

Checklist

**Distribution:**

1 copy to Co. Engineer  
Remaining copies to Co. Board

**Review & Action:**

Comments from Co. Engineer & Twp. Commissioner due with 15 days of receipt  
Co. Code Admin. forwards comments to Land Use & Subd. Committee  
**Land Use & Subd. Committee** must take action within **90 days**  
Co. Code Admin publishes notice in paper for 4 weeks

**Approval:**

**Co. Board** has **90 days** to decide and written notice to applicant within same 90 days

**Certification:**

Upon approval Co. Clerk attach certified copy of Co. Board resolution  
Chairman signs  
Co. Clerk attests signature and affix seal  
Co Clerk holds plat until applicant pays recording fee and submits bond (if required)  
Plat to be recorded within 10 days after receiving payment.

**Minor Subdivisions (no more than 4 lots)**

**Required:**

pre application conference with sketch plat  
lot size no less than 2 acres  
can only be done once per parcel number  
must have health department approval  
entrance must be established and approved  
checklist for final plat

**Follow the same procedures as the Final Plat**

**Fees:**

\$600 application fee  
\$25.00 per lot

**This checklist does not supersede the Subdivision Ordinance**

file:ordinances/subdivision&landuse/subdivisionprocedures