

SUBDIVISION

Preliminary Plat or Minor Subdivision

PZ-SUB

DOES THIS PRELIMINARY PLAT OR MINOR SUBDIVISION PROCESS APPLY TO YOUR PROJECT?

A **Subdivision - Preliminary Plat (11 or more parcels)** or **Subdivision - Minor Subdivision (10 or fewer parcels)** process applies if you are desiring to create a **new** subdivision. If approved at a public hearing of the Board of Supervisors and conditions of approval are being satisfied, a **Subdivision – Final Plat** process may then be initiated.

Please click here to view [an informational matrix](#) that summarizes the Subdivision approval process and requirements.

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then “Subdivision (various types),” and follow the prompts from there. You can select the “subtype” on the next screen, among other details as delineated below under *Online Application Information*.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see some requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. If applicable, your case will be placed on a Planning and Zoning Commission hearing agenda and/or Board of Supervisors’ agenda when ready.

ONLINE APPLICATION INFORMATION

- **Pre-Application Meeting** - must have been held with staff prior to submitting an online application (or be prepared to provide electronic documentation of an approved Pre-Application Meeting waiver). [Click here to learn how to apply for a pre-application meeting](#) using the online portal.
- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application; if unknown, contact staff prior to applying)
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application
- **Waivers** – if applicable, please briefly list the types of waivers from the [Subdivision Ordinance](#) being requested as part of this application
- **Subdivision Type** – select either: *Preliminary Plat* (11 or more parcels proposed) or *Minor Subdivision* (10 or fewer parcels proposed).
- **Number of Lots Proposed/Affected** – please type a number based on your proposal
- **For Amended Final Plats, Minor Replats, or Corrective Replats only** – leave these questions blank

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE electronic or scanned copy of the following in PDF format:**

- **Narrative** – typewritten, describing all aspects of the project, waivers requested if applicable, a list of documents being included with the application and if some are combined into one pdf for uploading, and how the proposal makes the Findings of Fact for a Subdivision as found in the Subdivision [brochure](#).
- **Subdivision Plat:** Please use [this checklist](#) to create the Preliminary Plat and accompanying narrative. The checklist includes all documents required for review, some of which may be included within the Plat and/or narrative. Please ensure that all items on the checklist are addressed within uploaded documents.
- **List of Contacts** – list all individuals associated with the project, their role, and their contact information.
- **Citizen Participation Plan and Report** – provide this if 21 or more lots are proposed, if waivers from the [Subdivision Ordinance](#) are requested, or if lot sizes are smaller than the zone minimum per the [Zoning Ordinance](#).