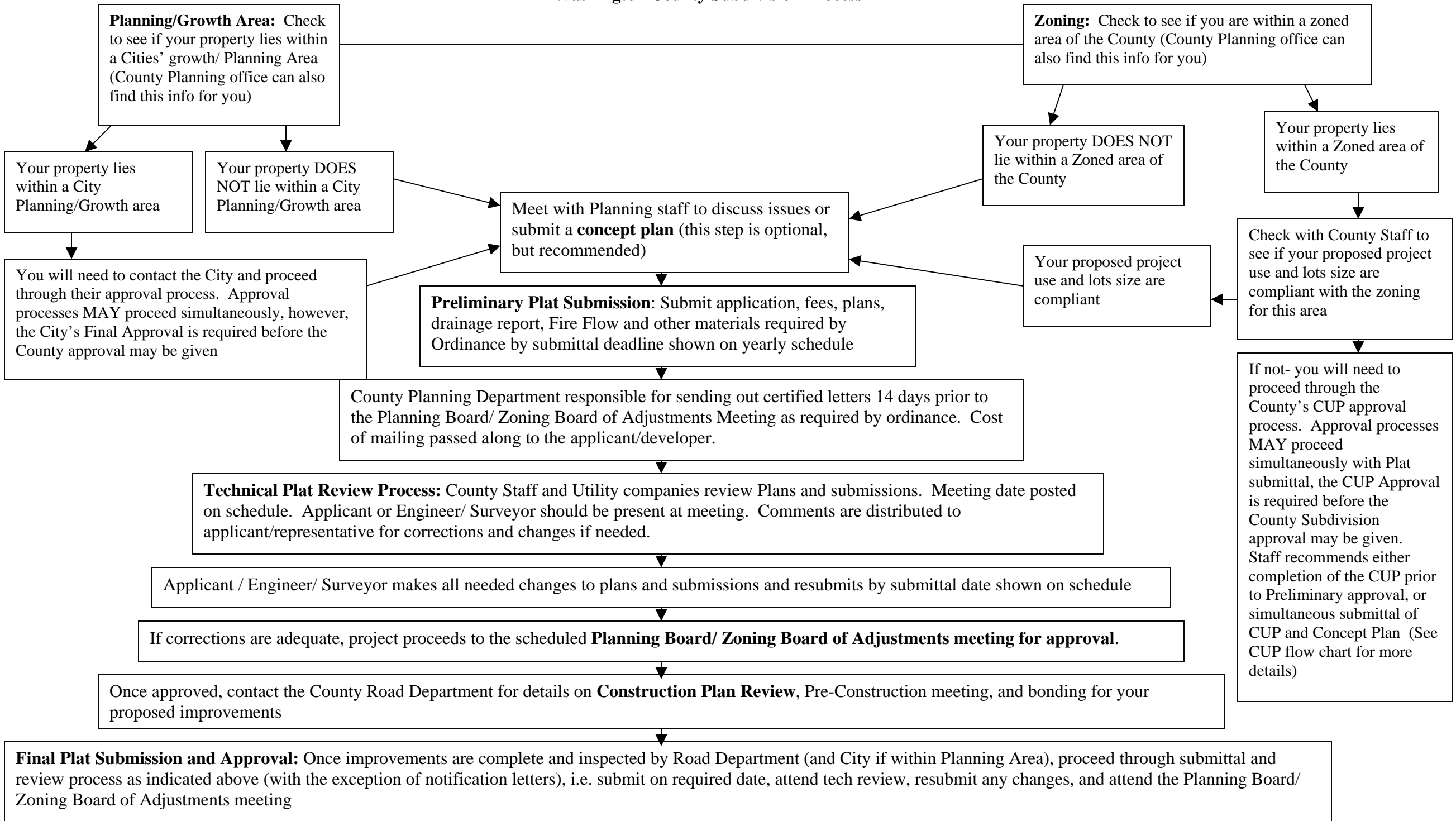


# Washington County Subdivision Process



**Planning/Growth Area:** Check to see if your property lies within a Cities' growth/ Planning Area (County Planning office can also find this info for you)

**Zoning:** Check to see if you are within a zoned area of the County (County Planning office can also find this info for you)

Your property lies within a City Planning/Growth area

Your property DOES NOT lie within a City Planning/Growth area

Your property DOES NOT lie within a Zoned area of the County

Your property lies within a Zoned area of the County

Meet with Planning staff to discuss issues or submit a **concept plan** (this step is optional, but recommended)

You will need to contact the City and proceed through their approval process. Approval processes MAY proceed simultaneously, however, the City's Final Approval is required before the County approval may be given

**Preliminary Plat Submission:** Submit application, fees, plans, drainage report, Fire Flow and other materials required by Ordinance by submittal deadline shown on yearly schedule

Your proposed project use and lots size are compliant

Check with County Staff to see if your proposed project use and lots size are compliant with the zoning for this area

County Planning Department responsible for sending out certified letters 14 days prior to the Planning Board/ Zoning Board of Adjustments Meeting as required by ordinance. Cost of mailing passed along to the applicant/developer.

If not- you will need to proceed through the County's CUP approval process. Approval processes MAY proceed simultaneously with Plat submittal, the CUP Approval is required before the County Subdivision approval may be given. Staff recommends either completion of the CUP prior to Preliminary approval, or simultaneous submittal of CUP and Concept Plan (See CUP flow chart for more details)

**Technical Plat Review Process:** County Staff and Utility companies review Plans and submissions. Meeting date posted on schedule. Applicant or Engineer/ Surveyor should be present at meeting. Comments are distributed to applicant/representative for corrections and changes if needed.

Applicant / Engineer/ Surveyor makes all needed changes to plans and submissions and resubmits by submittal date shown on schedule

If corrections are adequate, project proceeds to the scheduled **Planning Board/ Zoning Board of Adjustments meeting for approval.**

Once approved, contact the County Road Department for details on **Construction Plan Review**, Pre-Construction meeting, and bonding for your proposed improvements

**Final Plat Submission and Approval:** Once improvements are complete and inspected by Road Department (and City if within Planning Area), proceed through submittal and review process as indicated above (with the exception of notification letters), i.e. submit on required date, attend tech review, resubmit any changes, and attend the Planning Board/ Zoning Board of Adjustments meeting