



**CHECKLIST
MAJOR SUBDIVISION PROCEDURE**

This checklist is provided to assist the applicant in the timely and complete submission of required materials and completion of all activities required for approval of all land subdivision classified as major subdivision by the *City of Battlefield Subdivision Regulations*. The checklist summarizes key steps and requirements of the major subdivision approval process. However, it is the applicant's responsibility to comply with all applicable requirements of the *Battlefield Subdivision Regulations* even though not listed on this checklist. Detailed checklists for the sketch plan, preliminary plat and final plat procedures and requirements are also available to assist the applicant. The applicant should check with the City Clerk for submittal deadlines and meeting dates with the Planning and Zoning Commission and Board of Aldermen.

Major Subdivision Procedure	
1.	Pre-Application Meeting Planning & Zoning Commission (recommended)
	Applicant discusses subdivision proposal with Planning and Zoning Commission prior to submission of sketch plan. Applicant will be informed of any general concerns or issues to be addressed in preparing the sketch plan. The pre-application meeting is recommended but not required.
Major Subdivision Application Process (required)	
2.	Sketch Plan Requirements
	Applicant prepares sketch plan to include information required in the <i>Battlefield Subdivision Regulations, Section 5.11.1</i> . Also see Sketch Plan Application Checklist for detailed requirements.
	Sketch plan to be submitted 15 working days before Planning and Zoning Commission meeting.
	Commission action to approve, approve with modifications, or disapprove the sketch plan. Commission has 30 days to make decision.
	Applicant will be notified of Commission's action within 10 days of decision.
	If sketch plan approved, applicant may proceed with preparation of Preliminary Plat and Engineering Report.
3.	Preliminary Plat Requirements
	Applicant prepares Preliminary Plat and Required Engineering Report. Preliminary Plat to include the information listed in the <i>Battlefield Subdivision Regulations, Section 5.11.2</i> and Engineering Report to include information listed in <i>Section 5.13</i> . Also see Preliminary Plat Application Checklist for detailed requirements.
	Preliminary Plat application to be submitted 15 working days before the Commission meeting.
	The preliminary plat application will be reviewed by the City prior to the scheduled Commission meeting. The City may submit the preliminary plat to other local bodies for review and comment as deemed necessary.
	Commission reviews the Preliminary Plat. The applicant or applicant's representative should attend the Commission meeting to respond to any questions or concerns that the Commission may have regarding the preliminary plat. The Commission has 60 days to make decision on the preliminary plat, but applicant may request a time extension.
	The Commission's recommendations to approve the preliminary plat, including any modifications required as a condition of approval, are forwarded to the Board of Aldermen for decision.

Major Subdivision Procedure	
	If preliminary plat is disapproved by the Commission, applicant will be notified within 10 days of the Commission's decision. Applicant may appeal Commission's decision to the Board of Aldermen. Appeal must be submitted within 60 days of the Commission's decision to deny approval.
	Board of Aldermen reviews the preliminary plat and takes action to approve, approve with modifications or disapprove the preliminary plat.
	Board of Aldermen approval of the preliminary plat authorizes applicant to prepare final plat and necessary plans for required public improvements. Preliminary plat approval does not authorize the sale of lots, construction of buildings or public improvements, nor does it constitute acceptance by the City of any land or public improvements to be dedicated to the City.
	Preliminary Plat approval is effective for 12 months unless an extension is granted by the Planning and Zoning Commission. Requests for a time extension must be made before expiration of preliminary plat approval.
4.	Final Plat Requirements
	A. Plans for Installation of Public Improvements
	Applicant prepares engineering design and construction plans for public improvements in accordance with the <i>Battlefield Subdivision Regulations</i> and specifications of the <i>Battlefield Design Standards for Public Improvements</i> . Such plans may be submitted for City review prior to or concurrent with the final plat.
	The design and construction plans for required public improvements to be approved by the City before any permits are issued for installation and construction of improvements.
	Applicant to submit "as-built" plans for all required public improvements and other certifications or improvements guarantees as required by the <i>Subdivision Regulations, Article VI</i> , prior to final plat recording.
	B. Final Plat Submittal
	Applicant prepares the Final Plat to include information listed in the <i>Battlefield Subdivision Regulations, Section 5.11.3</i> . Also see Final Plat Application Checklist for detailed requirements.
	Final Plat application to be submitted 15 working days before Commission meeting.
	Commission to review and approve the final plat unless it finds that the final plat is not in substantial compliance with the approved preliminary plat. Commission has 60 days to make decision.
	If final plat approved by Commission, the final plat is forwarded to Board of Aldermen for approval. Final Plat approval by the Board of Aldermen is contingent on installation of all required improvements in compliance with the <i>Battlefield Subdivision Regulations</i> and the requirements of the <i>Battlefield Design Standards for Public Improvements</i> . The Board of Aldermen will approve the Final Plat by ordinance.
	If the Commission disapproves the final plat, the applicant may appeal the decision to the Board of Aldermen.
	C. Final Plat in Phases
	The Final Plat for any major subdivision that has received preliminary plat approval may be submitted in sections or phases, provided that the following conditions are satisfied: <ol style="list-style-type: none"> 1. Each phase satisfies the requirements of the <i>Battlefield Subdivision Regulations</i>. 2. All required public improvements for the phased development are provided. 3. The final plat for a subsequent phase of a subdivision must be submitted within one (1) year of final plat approval for the prior phase of the subdivision, unless a time extension is granted by the Planning and Zoning Commission.
5.	Final Plat Recording

Major Subdivision Procedure	
	Upon approval of the Final Plat by the Board of Aldermen, applicant to provide the City with final copies of the approved plat for signature and recording, in accordance with the requirements of the <i>Subdivision Regulations, Article VI</i> .
	City shall record the final plat within thirty (30) days of signature of approval certificates and return recorded copy to the applicant.
6.	Sale of Lots and Construction of Buildings
	No lots shall be sold, conveyed or otherwise transferred and no building permits for construction of buildings or other uses shall be issued until the final plat has been recorded.
<p>Please refer to the <i>Battlefield Subdivision Regulations</i> and sketch plan, preliminary plat and final plat application checklists for details on application submittal requirements.</p>	

Submit Applications for Major Subdivision to:

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