



Plat Application Review Process Flow Chart

Preliminary Plat

Development Review Team (DRT) 1

Pre-Application Meeting Regarding Proposal
Identify Issues & Application Procedures
(Applicant, County, Township)

Development Review Team (DRT) 2

Review & Address All Issues in the Application
(Applicant, County, Township)

Submit Land Use Application

(Staff determines application completeness
within 15 days of receipt)

Public Hearing Notice is published in
newspaper & mailed to adjacent residents

Township Reviews Application & Planning
Staff Report. **Township Recommendation**
Forwarded to County Planning Commission

Planning Advisory Commission
Holds a **Public Hearing** & Considers
Application Request

Public Hearing on Plat Request may be
continued & additional information requested

Planning Advisory Commission
Makes Recommendation to the County
Board on Preliminary Plat

County Board
Approves or Denies
Application Request

Applicant has 6 months to
submit final plat application or
preliminary plat becomes void.

Final Plat

Submit Land Use Application (Final Plat)

(Staff determines application completeness
within 15 days of receipt)

County Surveyor & Recorder review final
plat. Surveyor, Recorder, and Attorney
review title work. Assessor reviews property
tax information.

Township Reviews Application & Planning
Staff Report. **Township Recommendation**
Forwarded to County Planning Commission

Planning Advisory Commission reviews
final plat & considers application request

Planning Advisory Commission
Makes Recommendations to the County
Board on Final Plat

3-Way Development Agreement
(County, Township & Developer) on Plats
Prior to Request for County Board Action

Applicant pays Twp & County final plat
fees. Applicant and Township sign Mylars

County Board
Approves or Denies
Application Request

County Surveyor, Attorney,
and Administrator sign Mylars

Applicant records Mylars and any
other required documents. Must
pay recording fees and any due
property taxes.