

**ARTICLE II.**  
**PROCEDURE FOR PLAT APPROVAL**

**A. General**

1. The procedure for review and approval of a subdivision plat consists of two (2) separate steps. The initial step is the preparation and submission to the planning commission of a preliminary plat of the proposed subdivision. The second step is the preparation and submission to the planning commission of a final plat together with required certificates. This final plat becomes the instrument to be recorded in the office of the Campbell County Register of Deeds when duly signed by the secretary of the planning commission.

The subdivider shall consult early and informally with the planning commission and its technical staff for advice and assistance before the preparation of the preliminary plat and its formal application for approval. This will enable him to become thoroughly familiar with these regulations, official plans, or public improvements which might affect the area. Such informal review should prevent unnecessary and costly revisions.

2. Any owner of land lying within the area of jurisdiction of the planning commission who wishes to divide such land into two (2) or more lots, sites, or divisions, for the purpose, whether immediate or future, of sale or building development, and includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or area subdivided, shall submit a plat of such proposed subdivision to the planning commission for approval and shall obtain such approval prior to the filing of his subdivision plat for record. Any such plat of subdivision shall conform to the minimum standards of design for the subdivision of land as set forth in Article III of these regulations, and shall be presented in the manner specified in the following sections of this Article. No plat of a subdivision of land within the area of planning jurisdiction shall be filed or recorded by the county register without the approval of the planning commission as specified herein.
3. In order to secure review and approval by the planning commission of a proposed subdivision, the prospective subdivider shall, prior to the making of any street improvements or installations of utilities, submit to the planning commission a preliminary sketch plat as provided in Section B of this Article. On approval of said preliminary sketch plat he may proceed with the preparation of the final plat and other documents required in connection therewith as specified in Section C of this Article and the improvements set forth in Article IV.

**B. Preliminary Sketch Plat**

1. At least ten (10) days prior to the meeting at which it is to be considered, the subdivider shall submit to the planning commission seven (7) copies of a preliminary plat of the proposed subdivision drawn to a scale of not less than one (1) inch equals one hundred (100) feet. (Copies of the plat should be conveyed to the Building Inspector at the LaFollette Municipal Building.) A preliminary plat shall not be acceptable for submission unless it meets all the required standards of design, and unless it contains all the required information, or a written request for a variance from the requirements, along with supporting reasons for the request. A request for a variance shall be submitted in writing by the subdivider, along with the submitted subdivision plat.

As noted in Article III, Section A, Subsection 10, street or road profiles shall be submitted with the preliminary plat for any proposed street or road. The profiles shall display both natural and

finished grades, and shall be drawn to a scale no greater than one (1) inch equals one hundred (100) feet horizontally and one (1) inch equals twenty (20) feet vertically.

As noted in Article IV, Section C, Subsection 3, a stormwater drainage plan shall be submitted with the preliminary plat, where the plat includes any proposed streets or roads. For convenience, the drainage plan may be integrated into the preliminary plat.

2. The preliminary sketch plat which shall meet the minimum standards of design as set forth in Article III and the general requirements for the construction of public improvements as set forth in Article IV shall give the following information insofar as possible.
  - a. The proposed subdivision's name and location, the name(s) and address(es) of the owner or owners, and the name of the designer of the plat who shall be an engineer or registered surveyor.
  - b. Date, approximate north point, and graphic scale.
  - c. The location of existing and platted property lines, existing streets, buildings, water courses, railroads, sewers, bridges, culverts, drain pipes, water mains, any public utility easements or lines, detention basins, the present zoning classification on the land to be subdivided and on the adjoining land, and the names of adjoining property owners or subdivisions.
  - d. Plans of proposed utility layouts (sewers, water, gas, fire hydrants and electricity) showing feasible connections to the existing or any proposed utility systems. When such connections are not practicable, any proposed individual water supply and/or sewage disposal system must be approved by the appropriate health authorities.
  - e. The proposed street names, and the locations and dimensions of proposed streets, alleys, easements, parks, and other open spaces, reservations, lot lines, building setback lines and utilities.
  - f. Topographic contours at vertical intervals of not more than five (5) feet.
  - g. The acreage of the land to be subdivided.
  - h. Location sketch map showing relationship of subdivision site to area.
  - i. If any portion of the land being subdivided is subject to flood as defined in Article III, Section E, the area subject to flood shall be shown.
3. A subdivider may omit the submission of a preliminary plat, submitting only a final plat if all the following conditions are met:
  - a. The proposed subdivision does not contain more than five (5) lots, sites, or divisions.
  - b. All public improvements as set forth in Article IV are already installed, or because of the nature of the development deemed not necessary by the planning commission. Any construction, installation, or improvement of any public improvements shall require submission of a preliminary plat as prescribed by Section B of Article II.
  - c. The subdivider has consulted informally with the planning commission and/or planning staff for advice and assistance before preparation of a final plat and its formal application for approval.

4. Within thirty (30) days after submission of a preliminary sketch plat (including all necessary information and materials), the planning commission shall review it and indicate its approval, disapproval, or approval subject to modifications. If a plat is disapproved, reasons for such disapproval shall be stated in writing. If approved subject to modifications, the nature of the required modifications shall be indicated.
5. One (1) copy of the preliminary sketch plat shall be retained in the planning commission files; one (1) copy shall be retained by the planning commission staff; one (1) copy shall be returned to the subdivider at the time of approval or disapproval with any notations as to required changes, if any.
6. The approval of the preliminary plat by the planning commission shall not constitute acceptance of the final plat and shall not be indicated on the preliminary sketch plat.
7. The approval of the preliminary plat shall lapse unless a final plat based thereon is submitted within twelve (12) months from the date of such approval, unless an extension of time is applied for and granted by the planning commission.

C. **Final Plat**

1. The final plat shall conform substantially to the preliminary sketch plat as approved, and, if desired by the subdivider, it may constitute only that portion of the approved preliminary sketch plat which he proposed to record and develop at the time, provided however, that such portion conforms to all requirements of these regulations. A final plat shall not be acceptable for submission unless it contains all of the required information, or where appropriate, a written request for a variance from each specific deviation from the requirements with reasons therefore.
2. To allow sufficient time for review and processing by the regional planning commission and staff, the subdivider shall submit seven (7) copies of the final plat, together with any other plans required by the commission at least ten (10) days prior to the meeting at which it is to be considered. (Copies of the plat should be conveyed to the building inspector at the LaFollette Municipal Building). The plat shall be drawn to a scale of one (1) inch equals one hundred (100) feet on sheets no larger than 24" x 30" in size. When more than one sheet is required, an index sheet of the same size shall be filed showing the entire subdivision with the streets lettered in alphabetical order as a key. When the plat has been approved by the planning commission, one (1) copy shall be returned to the subdivider with the approval of the regional planning commission certified thereon for filing with the county register as the official plat of record. One copy shall be retained in the records of the planning commission; one copy shall be retained by the planning staff; one copy shall be provided any utilities department or utility district as applicable.
3. The planning commission shall approve or disapprove this final plat (including all necessary information and materials) within thirty (30) days after its submission. If the plat is disapproved, the grounds for disapproval shall be stated upon the records of the planning commission.
4. Approval of the final plat by the planning commission shall not constitute the acceptance by the public of the dedication of any street or other public way or ground.
5. The final plat shall show:
  - a. The lines of all streets and roads, alley lines, building setback lines, lots numbered in numerical order, house numbers, reservations for easements, and any areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and any limitations.

- b. Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, block line and building line, whether curved or straight, and including true north point. This shall include the radius, central angle and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.
  - c. All dimensions to the nearest one hundredth (100th) of a foot and angles to the nearest minute.
  - d. Location and description of monuments.
  - e. The names and locations of adjoining subdivisions and streets and the location and ownership of adjoining unsubdivided property.
  - f. Date, title, name and location of subdivision, graphic scale, and approximate north point.
  - g. Location sketch map showing site in relation to area.
  - h. If any portion of the land being subdivided is subject to flood, as defined in Article III, Section E, the limit of such flood shall be shown.
6. The following certificates shall be presented with the final plat:
- a. Certification showing that applicant is the land owner and dedicates any necessary streets, rights-of-way, or other sites for public use.
  - b. Certification by surveyor or engineer to accuracy of survey and plat and placement of monuments.
  - c. Certification of the approval of public water utility
  - d. Certification of the approval of public sewer utility
  - e. Certification of subsurface sewage disposal
  - f. Certification that all streets and appurtenances have been installed in accordance with established standards.
  - g. Certification from the E-911 coordinator that all street names in proposed subdivisions do not conflict with other street names in the county.
  - h. Certification for the installation of electric lines
  - i. Certification for recording by planning commission.

An example of each certification form noted above is provided on the following pages..

- 7. **All final plats shall be submitted on the standard plat sheet as required by the planning commission.**