

SUBDIVISION APPROVAL PROCESS

	PROJECT NAME	Check
	PROCESS (Must be done in this order)	
1	SUBMIT FOR A ZONING CHANGE (IF NEEDED) TO PLANNING MANAGER	
	PLANNING BRING TO JUC FOR INPUT & COLLECTS WILL SERVE LETTERS (WATER,POWER & SEWER)	
2	PLANNING COMMISSION MEETS AND SUBMITS RECOMMENDATION FOR ZONING TO TC	
3	TOWN COUNCIL MEETS AND CONSIDERS AND VOTES ON ZONING CHANGE (IF APPROVED GO NEXT STEP)	
4	SUBMIT PRELIMINARY PLAT TO JUC (Joint Utility Committee) FOR COMMENTS	
5	OBTAIN WATER DISTRICT PRELIMINARY WILL-SERVE LETTER FOR SUBDIVISION	
6	OBTAIN SEWER DISTRICT PRELIMINARY WILL-SERVE LETTER FOR SUBDIVISION	
7	OBTAIN POWER COMPANY PRELIMINARY Will-SERVE LETTER FOR SUBDIVISION	
8	OBTAIN PHONE COMPANY PRELIMINARY Will-SERVE LETTER FOR SUBDIVISION	
9	OBTAIN COMMENTS FROM APPLE VALLEY PUBLIC WORKS DEPARTMENT	
10	OBTAIN COMMENTS FROM UDOT IF APPLICABLE	
11	OBTAIN COMMENTS FROM APPLE VALLEY FIRE DEPARTMENT	
12	OBTAIN COMMENTS FROM PLANNING AND ZONING	
13	PLANNING SUBMITS PRELIM. PLAT TO PLANNING C. FOR VOTE W/WILL-SERVE LETTRS & COMMENTS	
14	PLANNING WILL SUBMIT PRELIMINARY PLAT TO TOWN COUNCIL FOR THEIR VOTE	
15	IF APPROVED SUBMIT PROPOSED CONSTRUCTION PLANS TO PUBLIC WORKS MANAGER	
16	P.W. MGR WILL DISTRIBUTE PLANS TO JUC MEMBERS FOR PLANS TO BE REDLINED	
17	PUBLIC WORKS MANAGER RETURN REDLINES TO DEVELOPER FOR CORRECTIONS	
18	DEVELOPER SUBMIT CORRECTED MASTER PLANS TO PUBLIC WORKS MANAGER	
19	Power Signs off on Master Plans (All Signatures collected by Public Works Manager)	
20	Water Signs off on Master Plans	
21	Phones Signs off On Master Plans	
22	Sewer Signs off On Master Plans	
23	FIRE CHIEF SIGNS OFF ON PLAN	
24	UDOT SIGNS OFF ON PLANS IF APPLICABLE	
25	Town Engineer signs off on Master plans	
26	PUBLIC WORKS SIGN OFF ON PLANS (ROADS, STORM WATER & PLANS MEET ALL CODES)	
27	SUBMIT FINAL PLAT TO TOWN PLANNING MANAGER (WHO COLLECTS ALL SIGNATURES)	
28	FINAL PLAT REVIEWED AND SIGNED BY TOWN ENGINEER	
29	FINAL PLAT IS APPROVED AND SIGNED BY MAYOR	
30	FINAL PLAT IS REVIEWED AND SIGNED BY PLANNING COMMISSION CHAIRMAN	
31	FINAL PLAT IS REVIEWED AND APPROVED BY TOWN ATTORNEY	
32	DEVELOPER TO SUBMIT ENGINEERS ESTIMATE FOR SUBDIVISION IMPROVEMENT COSTS	
33	DEVELOPER TO PROVIDE GUARANTEE BOND IF RECORDING PRIOR TO COMPLETION	
34	OR COMPLETE IMPROVEMENTS FIRST	
35	DEVELOPER PROVIDES 1 YEAR WARRANTY BOND OF 10-20 % OF COST	
36	PUBLIC WORKS MANAGER ISSUE NOTICE TO PROCEED ON CONSTRUCTION	
37	FINAL PLAT IS RECORDED BY TOWN ATTORNEY WITH RECORDING PAID BY DEVELOPER	

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38	DEVELOPER CAN START SELLING LOTS OR BUILDING HOMES	
39	AFTER 1 YEAR SUBDIVISION IS INSPECTED AND PUNCH LIST PROVIDED TO DEVELOPER	
40	DEVELOPER FINISHES PUNCH LIST AND REQUEST RELEASE OF WARRANTY BOND	
41	PUBLIC WORKS MANAGER INSPECTS IF PUNCH LIST IS COMPLETE	
42	IF PUNCH LIST IS COMPLETE THE WARRANTY BOND IS RELEASED	