

Name of Land Divider:

**TOWN OF MT. PLEASANT
Procedure Outline for
Major Subdivision & Plat Approvals**

For Town Clerk:

Date _____

Date _____

Date _____

Date all
Submitted:

Escrow Amt Paid

Date _____

Received Postal
Receipts _____

Objections
Received _____

Date _____

Date _____

Date _____

Date notified:

Date submitted:

Approved Date:

Date _____

Date _____

1. PRELIMINARY CONSULTATION

- a. Land Divider informs Town Clerk in writing of impending land division. Town Clerk will notify land divider of meeting dates, deadlines, & filing requirements.
- b. Land Divider will meet with Plan Commission.
- c. Land Divider must submit a location map and a Preliminary Community Impact Statement.

2. SUBMISSION OF PRELIMINARY PLAT

- a. Six (6) copies of the following will be submitted to Town Clerk:
 - 1. Preliminary Plat
 - 2. Letter of Application
 - 3. Use Statement
 - 4. Zoning Changes
 - 5. Area Plan
 - 6. Adjacent Land Divisions
 - 7. Soil Testing
- b. Submission of Escrow Fund Deposit
- c. Within five (5) days of submitting preliminary plat, land divider shall send copies to State and local agencies
 - 1. Land divider shall have postal return receipts sent to Town Clerk
 - 2. Agencies have twenty (20) days to object.
 - 3. All objectives must be satisfied before approval
- d. Town Clerk's duties for preliminary plat submission
 - 1. Distribute submitted information to Plan Commission
 - 2. Schedule initial review of Preliminary Plat by Plan Commission with thirty (30) days of receipt of all required documents
 - 1. Schedule Public Hearing before Plan Commission
 - 2. Schedule review before Plan Commission
 - 3. All abutting & opposite property owners receive notice of hearing
 - 3. May submit copy of Preliminary Plat to Town Engineer

3. PRELIMINARY PLAT REVIEW & APPROVAL

- a. Plan Commission review
 - 1. Plan Commission holds Public Hearing
 - 2. Within ninety (90) days of plat filing, Plan Commission approves or rejects preliminary plat
 - 3. Reasons for rejection are stated in writing
 - 4. Failure to act in ninety (90) days constitutes approval of preliminary plat
 - 5. Town Clerk communicates actions of Plan Commission to land divider
 - 6. Town Clerk puts approved plat on Town Board's agenda

Name of Land Divider:

Approved Date:

Date _____

Date all
Submitted:

Date _____

Date _____

Date _____

Date _____

Approved Date:

Date _____

Date _____

Approved Date:

Date _____

Date _____

- b. Town Board review-upon approval by Plan Commission
 - 1. Within sixty (60) days of approval by Plan Commission, Board approves or rejects preliminary plat
 - 2. Failure to act in sixty (60) days constitutes board approval of preliminary plat
 - 3. Town Clerk communicates action of Town Board to land divider

4. SUBMISSION OF FINAL PLAT

- a. Land divider must submit final plat with Town Clerk within six (6) months of date of preliminary plat approval
- b. Six (6) copies of following will be submitted to Town Clerk:
 - 1. Final Plat
 - 2. Certificate of Ownership
 - 3. Restrictive Covenants/Legal Documents
 - 4. Public improvements- plans & specifications
 - 5. Street plans and profiles
- c. Town Clerk's duties for final plat submission

- 1. May refer to Town Engineer for review
 - 1. If done, engineer will send report to Plan Commission
- 2. May refer abstract or certificate of title to Town Attorney for review
 - 1. If done, attorney will send report to Plan Commission
- 3. Distribute submitted information to Plan Commission
- 4. Schedule review of final plat by Plan Commission within sixty (60) days of receipt of all required documents.

5. FINAL PLAT REVIEW & APPROVAL

- a. Plan Commission review
 - 1. Within sixty (60) days of final plat filing, plan commission approves or rejects final plat
 - 2. Reason for rejection stated in writing
 - 3. Failure to act in sixty (60) days constitutes approval of final plat
 - 4. Town Clerk communicates actions of Plan Commission to land divider
 - 5. Town Clerk puts approved final plat on Town Board's agenda
- b. Town Board review-upon approval by Plan Commission
 - 1. Within sixty (60) days of approval by Plan Commission, Board approves or rejects final plat
 - 2. Failure to act in sixty (60) days constitutes Board approval of final plat
 - 3. Town Clerk communicates action of Town Board to land divider and inscribes approval on final plat only if:
 - 1. No agencies have objected and/or objections have been corrected
 - 2. Required improvements are done or a contract and sureties have been filed
 - 4. Land divider files eight (8) copies of recorded (at Courthouse) final plat with Town Clerk within six (6) months of Board approval
 - 1. Failure to record in six (6) months vacates town approval

Name of Land Divider:

TOWN OF MT. PLEASANT
Outline of Major Subdivison Fees

Escrow Fund Deposit Amount*	\$ 2,500.00	Date Rec'd	
*Paid with submission of preliminary plat			
Preliminary Review Fees	\$ 125.00	Date Review	
Final Plat Review Fees	\$ 125.00	Date Review	
Special Meeting Fees	\$ -	Date	
	\$ -	Date	
	\$ -	Date	
Public Hearing Publication cost	\$ -	Date	
Public Hearing Special Mtg cost (if needed)	\$ -	Date	
Escrow Fund Balance Subtotal	\$ 2,250.00		
Engineering Fees*	\$ -	Date	
*attach copy of bill	\$ -	Date	
Legal Fees*	\$ -	Date	
*attach copy of bill	\$ -	Date	
Administrative Fees:			
	\$ -	Date	
	\$ -	Date	
	\$ -	Date	
Escrow Fund Balance Subtotal	\$ 2,250.00		
Escrow Replenished Amount*	\$ -	Date	
*if balance falls below \$625.00			
Escrow Fund Ending Balance	\$ 2,250.00	Date refunded	