

Chapter 16.12

PRE-APPLICATION PROCEDURE

Sections:

16.12.010 Pre-application (conference stage) (Stage I).

The pre-application state of subdivision planning comprises an investigatory period proceeding actual preparation of the preliminary plat by the subdivider. During this state, the subdivider shall make known his intentions to the subdivision review committee and be advised of specific public objectives related to the subject tract and other details regarding platting procedures and requirements. During this stage, it shall be determined whether a change in zoning will be required for the subject tract or any part thereof, and, if such change is required the subdivider shall initiate the necessary application for zoning amendment in conjunction with submission of the preliminary plat. In carrying out the purposes of the pre-application stage, the subdivider and the subdivision review committee shall be responsible for the following actions:

A. Actions by the Subdivider. The subdivider shall meet with the subdivision review committee and present a general outline of his proposal, including, but not limited to:

1. Sketch plans and ideas regarding land use, street and lot arrangements, and tentative lot sizes;
2. Tentative proposals regarding water supply, sewage disposal, storm drainage, and street improvements and any additional information required by the subdivision review committee.

B. Actions by the Subdivision Review Committee. The subdivision review committee may advise the subdivider of procedural steps, design and improvement standards, and general plat requirements. The subdivision review committee may then proceed with the following investigations, and report its recommendations to the subdivider:

1. Check existing zoning of the tract and of abutting properties, and determine whether a zoning amendment is necessary or desirable;
2. Determine the adequacy of existing and proposed schools, parks and other public facilities;
3. Determine the relationship of the site to major streets, utility systems and adjacent land uses, and determine whether there are any potential problems related to topography, utilities, drainage or flooding;
4. Determine whether a development master plan shall be prepared and approved prior to preparation and consideration of a preliminary plat.

C. Development Master Plan. Whenever, in the opinion of the subdivision review committee, the proposed subdivision is sufficiently large to comprise a major part of a future neighborhood, or, the tract initially proposed for platting is only a part of a larger land area the development of which is complicated by unusual topographic, utility, land use, land ownership problems or other conditions, the subdivider shall be required to prepare a development master plan for the larger area.

1. Preparation. The plan shall be prepared on a sheet twenty-four inches by thirty-two inches, shall be accurate, commensurate with its purpose, and shall include:
 - a. General street pattern with particular attention to the location and general alignment of collector streets and to convenient circulation throughout the neighborhood,
 - b. General location and size of school, park, and other public facility sites,
 - c. Location of shopping centers, multifamily residential, and other proposed land uses,
 - d. Methods proposed for sewage disposal, water supply and storm drainage;
2. Approval. When the plan has been approved by the subdivision review committee, it shall constitute the general design approach to be followed in the preparation of all preliminary plats within its limits. If development is proposed to take place in several stages, the plan shall be submitted as supporting data for each preliminary plat. The plan shall be kept up-do-date by the subdivider as modifications occur or become necessary. (Ord. 391 § 102, 1983)