



Residential Subdivision Checklist

Completed ✓	Step #	Required Action
	1	Pre-application due diligence – Verify zoning, minimum lot sizes, density, lot coverage, building heights, easements, public improvements, existing utilities, natural features and hazards, subdivision name availability, etc.
	2	Pre-Application Conference – When you have a conceptual design for your subdivision, contact the City to schedule a pre-application conference. You will meet with City officials, and Fire/Rescue district officials, who can verify and assist you with what you have planned.
	2	Preliminary Plat Submission – It is recommended a preliminary subdivision plat be prepared by a licensed surveyor. The information in HMC 17.20.030 is required to be provided on the preliminary plat. The applicant shall submit a minimum of 15 copies of the preliminary subdivision plat for review. The preliminary plat shall be provided to the City a minimum of 60-days prior to the Planning Commission meeting in which you wish to have your land use request heard.
	3	30-day Staff Review – The application is reviewed by City staff and other regulatory agencies for completeness. This review can take up to 30 days.
	4	Application Complete – After the 30-day review, your application will either be deemed complete or you will be notified of additional information that is needed. Once all the information needed for the review has been submitted the application will be deemed complete.
	5	Public Notice – A public notice will be prepared and published in a local newspaper at least 10 days prior to the Planning Commission Public Hearing. The Planning Commission meets every third Tuesday of the month. The newspaper must receive the notice 21 days before the Planning Commission meeting to satisfy the 10-day notice requirement. Notices will also be sent to everyone within 100' of the subdivision, a minimum of 21 days prior to the Planning Commission meeting.
	6	Staff Report – You will receive a copy of the staff report seven days before the public hearing. The staff report will have a recommendation and any proposed Conditions of Approval. Please contact the City Planner with any questions or concerns that can be addressed before the Planning Commission hearing.
	7	Planning Commission Hearing – The commission will hear the applicant's presentation, staff's presentation, accept public testimony in favor, in opposition, and neutral testimony. Unless a request to hold the record open or a continuance has been made, the Planning Commission will typically close the public hearing and make a decision on the same night as the public hearing.
	8	Notice of Decision – You receive written notice of the Planning Commission decision within 10 days of the decision. The notice will include the conditions

Completed ✓	Step #	Required Action
		of approval and your rights to appeal. If no appeal is received by the City within 10 days of the Notice of Decision being signed, the decision will become final.
	9	Final Plat Submission – Within six (6) months of preliminary plat approval, the final plat must be submitted to the City for approval. The information on the final plat shall be consistent with HMC 17.25.020, and the supplemental information in HMC 17.25.030 shall also be submitted. The initial final plat shall be submitted on regular paper for review and comment.
	10	Final Plat Approval – The final plat and supplemental information shall be reviewed by City staff, including the City’s Engineer for consistency with the preliminary plat approval including conditions of approval. Once all applicable conditions have been met, and the final plat is deemed complete, the applicant shall submit mylar copies of the final plat for signature by the City Engineer and the City’s Planning Commission Chair.
	11	Development Agreement – If all public improvements are not constructed prior to recording the final plat, a Development Agreement shall be signed between the developer and the City. The agreement will state all requirements that must be met, including requirements for a bond and for deposits.

Have questions? Call (541) 995-6655, or e-mail jhitt@ci.harrisburg.or.us