**Major Subdivision Plat Process**

The typical approval process for a Final Plat with public improvements is as follows:

1. A PDF of the plat and application can be emailed for review. The review will begin once the application fee has been received at PDS office. The application can be submitted online including the payment of fees.
2. Staff shall review the Final Plat and approve, disapprove, or require revisions to the Final Plat within 10 business days from the date the Final Plat submittal is determined to be complete.
3. Any revisions required are made by the surveyor until the plat is accepted.
4. A Mylar bearing the appropriate signatures, stamps, & seals is requested to be delivered for approval.
5. Staff meets with the Chairman to get the approval certificate on the Mylar signed.

Prior to releasing a plat, we require the following:

1. Construction of public improvements for the section are required to be finished
2. A construction punch list is generated and must be satisfied, or items bonded
3. An engineer’s estimate of the bonded items is supplied to us and we review/approve the amounts
4. A bond may be supplied in the amount of the approved engineer’s estimate
5. SD1 does final acceptance of sanitary sewer and storm sewer based on our inspection reports and documentation
6. A final geotechnical report is reviewed by staff

Once the above items are satisfied, an email is sent to the engineer/surveyor or developer/applicant to let them know it is ready to be picked up from our office.

For additional questions or concerns please contact Steve Lilly at the PDS office.

Steve Lilly, PLS, GISP, CPII
Land Surveying Analyst