

Article 7. Subdivision Review

Table 7.1 Subdivision Review At A Glance	
Steps in the Process:	Responsibility of:
Sketch Plan [all subdivisions]:	
1. Submission of sketch plan, including any waiver requests	Applicant; at least 15 days prior to a regularly scheduled Development Review Board meeting
2. Development Review Board meeting	Attendance of applicant or designee required
3. Classification of subdivision as minor or major; written recommendations re: sketch plan	Development Review Board; within 30 days of completion of sketch plan review
Minor Subdivision [residential < 5 lots]:	
1. Submission of final subdivision plan, including any waiver requests, proposed plat and supporting documentation	Applicant; within 6 months of the date of sketch plan approval
2. Development Review Board public hearing	Development Review Board; within 30 days of receipt of the final subdivision plan
3. Subdivision/plat approval	Development Review Board; within 45 days of the hearing adjournment date
4. Final plat recording in the town records	Applicant; within 90 days of the date of subdivision approval
5. Submission of as-built drawings	Applicant; upon completion
Major Subdivision [other than minor]:	
1. Submission of preliminary subdivision plan including any waiver requests, supporting documentation	Applicant; within 6 months of the date of sketch plan approval
2. Development Review Board public hearing	Development Review Board; within 30 days of receipt of the preliminary subdivision plan
3. Preliminary subdivision/plat Approval	Development Review Board; within 45 days of the hearing adjournment date
4. Submission of final subdivision plan, including supporting documentation	Applicant; within 6 months of the date of preliminary plan approval
5. Final Development Review Board public hearing	Development Review Board; within 30 days of receipt of the final subdivision plan
6. Final subdivision/plat Approval	Development Review Board; within 45 days of the hearing adjournment date.
7. Final plat recording	Applicant; within 90 days of the date of final subdivision and plat approval
8. Submission of as-built drawings	Applicant; upon completion