

# Administrative Plat Amendment Municipal Code Section 17.45

**Step 1: Pre-Application Meeting**  
Section 17.45.030 (a)

**Step 2: Submit Fees & Reimbursement Agreement**  
Section 17.45.030 (b)

**Step 3: Submit Application**  
Section 17.45.030 (c)

**Application Link**

10 Calendar Days

**Step 4: Completeness Review by the Town**  
Section 17.45.030 (d)

**Applicant Resubmits Completed Application**  
• Applicant has 30 calendar days to resubmit a completed application or the application shall be determined to be void

**Incomplete**

**Complete**

**Step 5: Review by Town and its Authorized Agents or Designee**  
Section 17.45.030 (f)

**Applicant notices and posts the application**  
Section 17.45.030 (e)

10 Calendar Days

10 Calendar Days

**Comments from adjacent property owners**

**Step 6: Comments provided by Town & its Authorized Agents or Designee**  
Section 17.45.030 (f)

5 Calendar Days

**(Optional) Referral to Planning Commission at next regularly scheduled meeting**  
Section 17.45.030 (g)

**Step 7: Decision by Town or its authorized agent or designee**  
Section 17.45.030 (h)

**Approval**

**Denial**

10 Calendar Days

**Appeal hearing with Board of Trustees**  
Section 17.45.030 (i)