

Final Plats

Municipal Code Section 17.20.40

Step 1: Submit Application
Section 17.20.40.020

[Application Link](#)

Step 2: Submit Fees & Signed Reimbursement Agreement
Section 17.20.40.020 (c)

10 Calendar Days

Step 3: Completeness Review by the Town
Section 17.20.40.030

Complete

14 Calendar Days

Incomplete

If applicant fails to correct deficiencies and resubmit application within 60 calendar days, the submittal shall be considered withdrawn.

Step 4: Town/ Authorized Agent/ Designee issues written, unified response to Applicant
Section 17.20.40.030 (e) (1)

30 Calendar Days

Step 5A: Applicant fails to submit responses to the written, unified response
Section 17.20.40.030 (e) (3)

- Applicant shall be deemed withdrawn, and Final Plat process must begin anew
- Town Manager/ designee may grant one-time extension (no more than 30 calendar days)

Step 5: Applicant submits responses to written, unified response
Section 17.20.40.030 (e) (2)

14 Calendar Days

Step 6: Town or its authorized agent or designee issue a confirmation that the application satisfies design requirements (once achieved)
Section 17.20.40.030 (e) (4)

Step 7: Town or its authorized agent or designee issues unified report to Planning Commission recommending approval or denial
Section 17.20.40.030 (e) (5)

Step 8: Planning Commission Hearing - Approval or Denial
Section 17.20.40.040 (1)

Step 9: Board of Trustees Hearing
Section 17.20.40.040 (2)

Approval

Denial

- Applicant must meet all conditions & covenants of the plat within 6 months