

# Minor Subdivision Municipal Code Section 17.40

**Step 1: Pre-Application Meeting**  
Section 16.15.060

**Step 2: Pay Fees & Sign Reimbursement Agreement**  
Section 17.40.20 (b)

**Step 3: Prepare Final Plat**  
Section 17.40.20 (c)

5 Calendar Days

**Step 4: Completeness Review**  
Section 17.40.30 (a)

Incomplete

Complete

Referral to outside agencies

21 Calendar Days

**Step 5: Town issues confirmation that application satisfies design requirements (once achieved)**  
Section 17.40.30 (c)

10 Calendar Days

Minimum of 21 Calendar Days

**Step 6: Planning Commission Hearing**  
Section 17.40.40 (a)

- Follow same noticing procedures used for Final Plats, Section 17.20.40

Approval

Approval with Conditions

Denial

At least two weeks after Planning Commission hearing

**Step 7: Board of Trustees Hearing (next meeting)**  
Section 17.40.40 (b)

Denial

Approval

**Step 8: Recording with Grand County**  
Section 17.40.40 (d)

Not less than 14  
Calendar days