Preliminary Plats
Municipal Code Section 17.20.30

Step 1: Pre-Application Meeting
Section 17.20.30.010

→ Application Link

Step 2: Submit Application
Section 17.20.30.010

10 Calendar Days

Step 3: Completeness Review by the Town
Section 17.20.30.020 (a)

Applicant submits complete application within 60 calendar days max

Complete

Incomplete

14 Calendar Days

Step 4: Town issues written, unified responses to applicant
Section 17.20.30.020 (b) (1)

Applicant fails to respond to memo from Town
Section 17.20.30.020 (b) (3)

- After 30 calendar days applications shall be deemed as withdrawn
- Town Manager or designee may grant one-time extension of deadline, of no greater than 30 calendar days

30 Calendar Days

Applicant responds to memo from Town
Section 17.20.30.20 (b) (2)

14 Calendar Days

Step 5: Town issues confirmation that application satisfies design requirements (once achieved)
Section 17.20.30.020 (b) (4)

Step 6: Town Clerk sets date for Planning Commission Hearing
Section 17.20.30.020 (b) (6)

Staff issues unified report to Planning Commission recommending approval or denial

Step 7: Planning Commission Hearing
Section 17.20.30.020 (c)

At Least 60 Calendar Days

At least 30 Calendar days

Denial

Approval with Conditions

Approval

Satisfaction of Conditions

Final Plat Approval
Section 17.20.40