

What is a subdivision?



The subdivision of land is required when a property owner within either the City limits or extraterritorial jurisdiction (ETJ) divides a tract of land into two or more parts for the purpose of sale, development, or extension of utilities to the property to be subdivided. Additional types of subdivisions include combining legal lots and/or portions of lots into new lots with a re-subdivision or adjusting lot lines between existing legal lots with an amended plat.

A subdivision is not zoning. If the owner wants to change the permitted land uses on a property in the City limits, the developer may have to go through the rezoning process. A subdivision is not a site plan or building permit and does not authorize the construction, demolition, or relocation of buildings or any site construction.

Informal Assessment/Consultation

An informal assessment or pre-submittal consultation can be requested by contacting Land Development Information Services (LDIS) prior to the submittal of an application. The assessment is based on the project information provided by the applicant and may include applicable code requirements pertaining to the site and identification of major development issues.

Completeness check

Completeness check is required prior to formal submittal of a subdivision application. It verifies all required items have been submitted and any prerequisites have been obtained.

Formal Submittal and Decision

After an application is deemed complete, it must be formally submitted on a submittal day. The decision (administrative or commission hearing) will be issued within 30 calendar days of formal submittal. Preliminary Plan and Plat applications expire 90 calendar days after formal submittal. Subdivision Construction Plans expire 1-year after formal submittal.

Updates

An application that has been disapproved for reasons or approved with conditions, may be updated to address said reasons/conditions until the application expires. A decision on an update will be issued within 15 calendar days after formal submittal.

Recording

After all conditions have been cleared the Case Manager will record the final plat at the county clerk's office.

Project Assessment

A Project Assessment is only required if a variance or waiver is proposed, and it must be completed prior to formal submittal of a subdivision application. The purpose of the Project Assessment is to obtain a staff recommendation on the variance or waiver before the formal review begins. Project Assessment recommendations are binding for 180 calendar days.

