

## **What is a Preliminary Plat?**

A Preliminary Plat is a map showing a proposed subdivision which has been submitted to the Platting Authority. The Preliminary Plat allows infrastructure to be constructed. Sales of lots in a subdivision are forbidden until a Final Plat is filed or a Bond is procured to cover infrastructure costs. Information included with the preliminary plat may be items such as:

- location map
- topography information
- preliminary location of water, sanitary sewer and storm drains
- general location of existing streams, lakes, swamps, drainage, course and flood plain areas
- dedication of right-of-ways, easements and constructed roads within and abutting the plat area
- schools, other public uses and wetlands
- Watershed sign-off
- any other information of importance or as required by the Platting Official

## **What is a Final Plat?**

A Final Plat means a map of a subdivision of land made up in final form ready for approval and filing.

## **What are the steps to the platting process?**

- Property owner(s) determines whether the property is capable of being subdivided or recombined to form larger lot(s).
- Property owner(s) makes application to the City. This person is now referred to as the petitioner.
- Public hearing notices for platting applications are sent out by the City to residents adjacent to the petitioner's property where the property is located.
- Notice of the City Council's public hearing is published in the newspaper.
- Comments on plats from the public and pertinent departments are returned to the City staff. Staff makes recommendations and sends the application to the City Council.
- The City Council holds a required public hearing and accepts the plat with conditions, rejects the plat, or returns the plat for redesign and modification to address specific concerns of the Board.
- Any adversely affected party may appeal the Council's decision within 15 days of the Council's action.
- The petitioner has 18 months to finalize the plat.
- A final plat is submitted and the staff checks to ensure that conditions of approval have been met. The plat is routed to Public Works for checking, then returned to the City for further processing, including receipt of the Department of Health and Environmental Protection approval concerning safe and adequate water and sewage treatment, tax certificate, current certificate to plat (land title report), and signatures of various officials. When completed it is ready for recording at the State of Blue Ridge District Recorder.
- Once the property is subdivided (final plat recorded), lots are available for sale.

## **Property owner(s) determines whether the property is capable of being subdivided or recombined to form larger lot(s).**

- Property owner(s) makes application to the Planning Department, Zoning and Platting division. This person is now referred to as the petitioner.
- Public hearing notices for platting applications are sent out by the Planning Department to residents adjacent to the petitioner's property and to the community council where the property is located.
- Notice of the Platting Board's public hearing is published in the newspaper.
- Comments on plats from the public and pertinent departments are returned to the Platting staff. Staff makes recommendations and sends the application to the Platting Board.
- The Platting Board holds a required public hearing and accepts the plat with conditions, rejects the plat, or returns the plat for redesign and modification to address specific concerns of the Board.
- Any adversely affected party may appeal the Board's decision within 15 days of the Board's action.
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## **What is the Public Notification Process for platting?**

After the application has been submitted to the Platting Section, copies of the notice of Public Hearings are sent to the:

- Property Owners within which the property lies within 200 feet
- All public utilities

If you have specific concerns relating to parks, traffic, water runoff, etc., contact the City of Blue Ridge. Remember, your comments could be very helpful. Staff evaluations of the plat or rezone would then also include community concerns.

Notice for the application for a preliminary plat or a case before the Planning and Zoning Commission or City Council is sent to the owners of property within 200 feet of the proposed case. If you receive notice in the mail, this gives you an opportunity to express your concerns. Submitting your comments in writing to the City in advance of the public hearing will help ensure that your comments are distributed to Board or Commission members before the hearing. This gives members an opportunity to do further research regarding your comments. Even if you have already submitted written comments it can also be helpful to testify at the hearing. This gives the Board or Commission members a chance to ask questions.

While you may believe you are affected by this subdivision, you will not receive notification of the hearing unless you own property within 200 feet of the proposed plat.