

Subdivision & Land Development Flow Chart

PHASE 1: SKETCH PLAN and APPLICATION SKETCH SUBMITTAL

(1) Applicant Submits Sketch Plan to Town for Review.

- Town Council and Planning Commission Review Sketch Plan
- Town Council determines whether Plan is acceptable or Recommends changes to applicant.

(2) Applicant Submits Preliminary Subdivision and or Land Development Plan to Town.

- Application must be received by 15th of Month preceding Council Meeting

(3) Administrative Review for Completeness by Town Manager.

- Only Complete Applications proceed to Town Manager Review

(4) Town Manager Submits to Town Council for Recommendation for Planning Commission

- Land Use and Development Committee

(5) Distribution of Project Information by Town Manager.

- Planning Commission
- Town Engineer
- Townsend Fire Co.
- Townsend Police

(6) Planning Commission

- Review Plans

(7) Town Engineer

- Review Letter issued to Town Manager and Applicant ONE WEEK before Council Meeting.

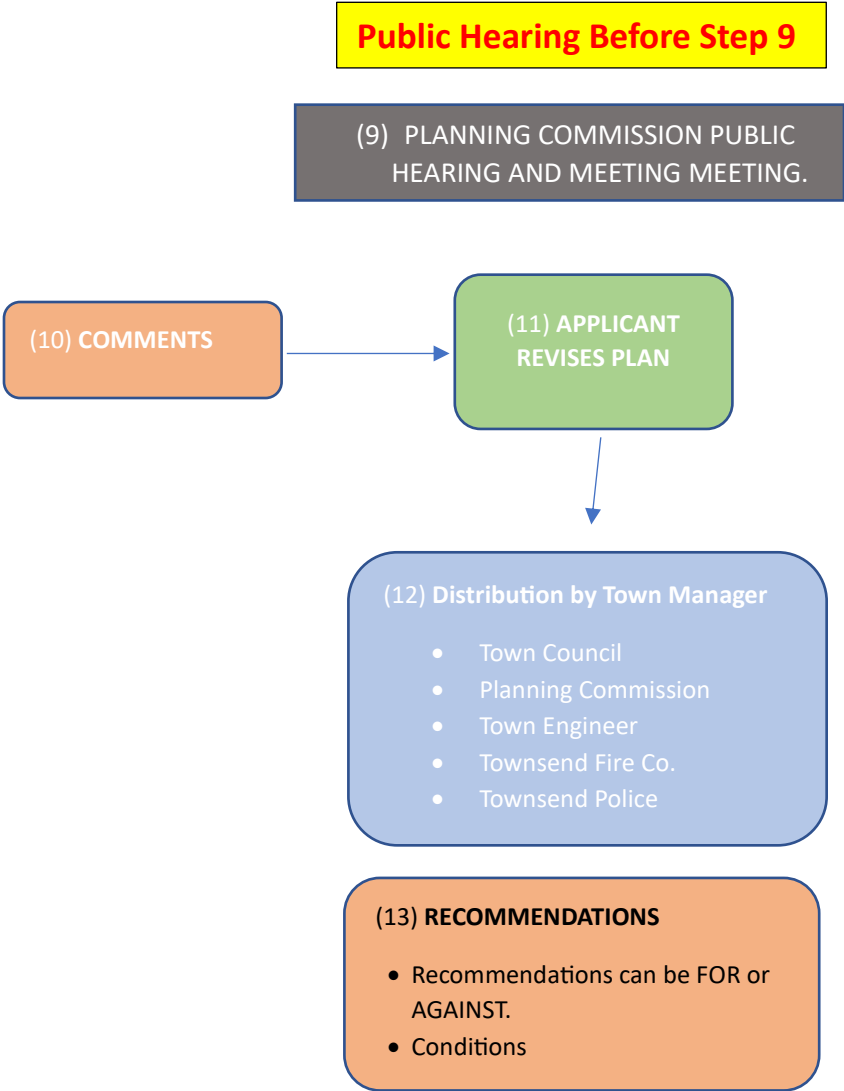
(8) Townsend Fire Company

- Review Letter issued to Town Manager and Applicant ONE WEEK before Council Meeting.

1 - 2 MONTHS – DEPENDS ON HOW CLOSE SUBMISSION DATE IS TO THE NEXT REGULARLY SCHEDULED MEETING

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PHASE 2: PRELIMINARY PLANS REVIEW AND RECOMMENDATION



*If the Planning Commission provides comments, the Applicant can decide to:

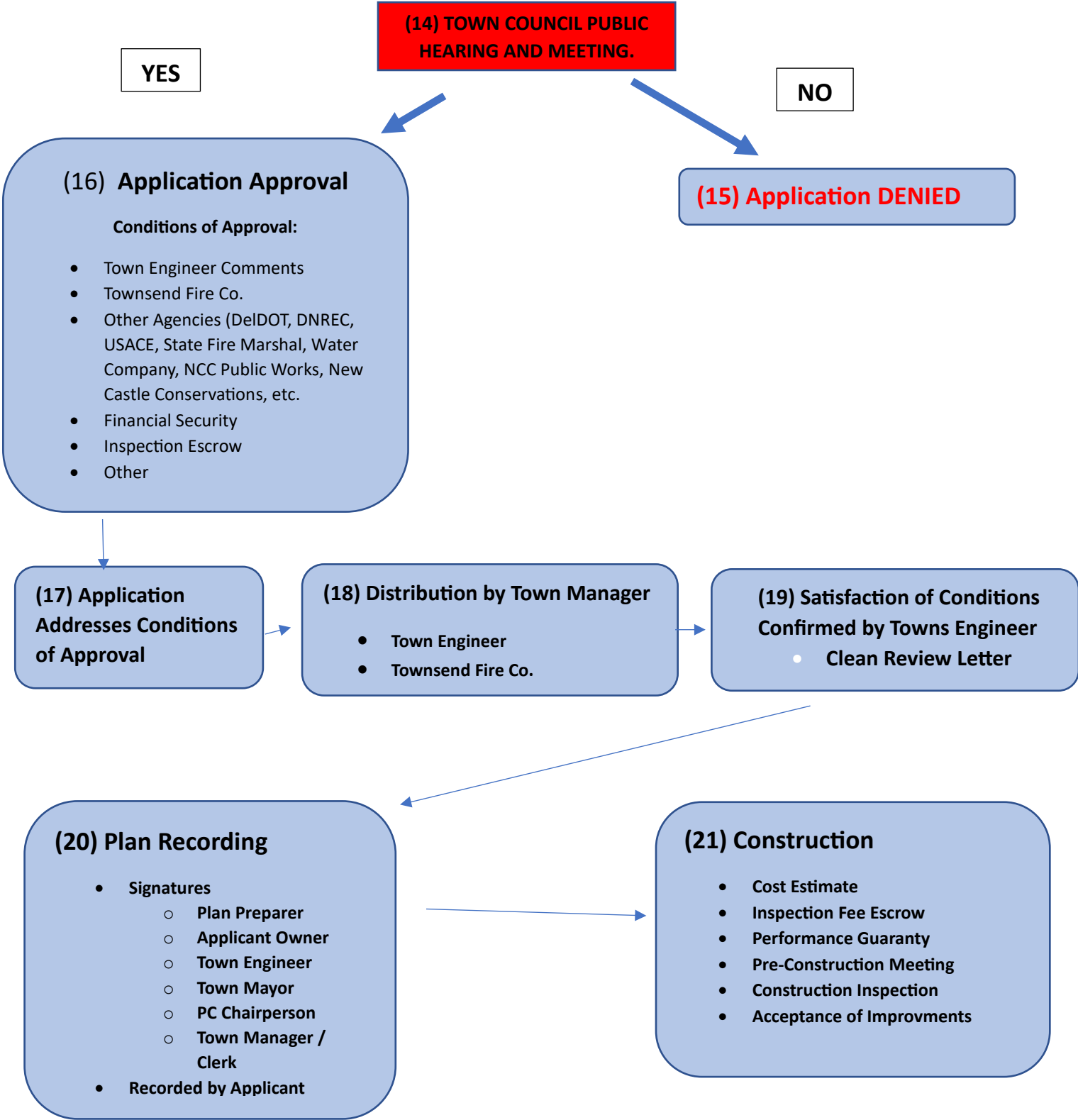
- a. Address comments and resubmit revised plans for consideration by the Planning Commission
- b. Request consideration by Town Council without addressing comments; or
- c. Address the comments and requested consideration by the Town Council. If revised plans are being resubmitted to the Town, Town Manager will distribute the revised plan as described previously and request updated reviews from the Town Engineer and the Townsend Fire Co.

**The Planning Commission can make a recommendation FOR or AGAINST approval of the application to the Town Council. The Planning Commission’s recommendation for approval may be given conditionally based on the Applicant satisfactorily addressing certain items.

MINOR DEVELOPMENTS 4 – 6 MONTHS	MAJOR DEVELOPMENTS 6 – 12 MONTHS
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PHASE 3: RECORD FINAL PLAN OR DENY



MINOR DEVELOPMENTS 1 – 2 MONTHS	MAJOR DEVELOPMENTS 1 – 3 MONTHS
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