



# MILLCREEK SUBDIVISION FLOWCHART

## DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING

OBTAIN AND COMPLETE A DRC APPLICATION AND SUBMIT WITH REQUIRED PLANS AND DOCUMENTS TO PLANNING AND ZONING DEPARTMENT. THE DRC APPLICATION CAN BE FOUND ONLINE AT [MILLCREEK.US](http://MILLCREEK.US) OR BY CLICKING [HERE](#).

## SUBDIVISION AGENCY REVIEW

OBTAIN THE SUBDIVISION AGENCY REVIEW PRE-APPLICATION PACKET AND PREPARE SUBDIVISION APPLICATION FOR AGENCY REVIEW. STAFF REVIEW AND APPLICATION APPROVAL IS REQUIRED PRIOR TO SCHEDULING PLANNING COMMISSION DATE FOR PRELIMINARY SUBDIVISION APPROVAL. SEE PRELIMINARY SUBDIVISION APPLICATION SUMMARY OF REQUIREMENTS WITHIN PACKET.

ONCE SUBDIVISION AGENCY REVIEW APPLICATION IS DEEMED COMPLETE AND ACCEPTABLE, ALL REQUIRED FEES HAVE BEEN PAID, MILLCREEK PLANNING STAFF PREPARES PUBLIC HEARING NOTICES, STAFF REPORT(S) AND SCHEDULES NEXT AVAILABLE PLANNING COMMISSION MEETING.

## PLANNING COMMISSION

MILLCREEK PLANNING COMMISSION GRANTS PRELIMINARY SUBDIVISION APPROVAL, DISAPPROVAL, OR CONTINUANCE. SUBDIVISION APPLICATION MAY BE REQUIRED TO VISIT PLANNING COMMISSION FOR FINAL PLAT APPROVAL.

## PRELIMINARY APPROVAL

AFTER PLANNING COMMISSION REVIEW AND APPROVAL, PLANNING STAFF WILL ISSUE A PRELIMINARY PLAT APPROVAL LETTER DETAILING THE APPROVAL AND ANY CONDITIONS REQUIRED BY THE PLANNING COMMISSION.

## FINAL APPROVAL

FINAL PLAT APPROVAL IS FINALIZED WITH STAFF. ALL FINAL PLAT REQUIREMENTS AND FEES MUST BE COMPLETED.

## PRINT MYLAR AND RECORD PLAT

- PRIOR TO PRINTING THE MYLAR, FINAL PLAT MUST BE APPROVED BY ALL NECESSARY AGENCIES.
- PRIOR TO RECORDING PLAT, ALL APPLICABLE FEES MUST BE PAID, BONDING IS APPROVED AND COMPLETED AND ALL SIGNATURES MUST BE OBTAINED.

REVIEW OF APPLICATION SUBMITTAL MAY NOT BE SUFFICIENT AND REQUIRE MULTIPLE AGENCY REVIEWS.