

# PUTNAM COUNTY SUBDIVISION REGULATION PROCEDURE

**NOTE: This is a general description of subdivision process. See the Subdivision Regulations for details.**

1. Staff discusses with subdivider, requirements of the Putnam County Subdivision Regulations.
2. Subdivider completes appropriate application and submits it to the Planning Commission office.
3. Planning Commission staff classifies application as a major or administrative subdivision.

## ADMINISTRATIVE

- \* Three or less lots
- \* Frontage on an improved road
- \* Create no new streets or improvements

1. Subdivider prepares final plat and submits to Planning Commission office.
2. Staff checks final plat conformance to Subdivision Regulations.
3. Staff approves, approves with conditions or disapproves plat.
4. a. Approved Plat  
Subdivider files approved final plat within ninety (90) days.  
b. Disapproved Plat  
Applicant may appeal disapproval by submitting application to the Planning Commission.

## EXEMPT SUBDIVISION

### LOT CREATED FOR FAMILY MEMBER

1. Subdivider submits to Planning Commission office final plat
2. Staff checks final plat conformance to Subdivision Regulations.
3. Planning Officer approves or disapproves.

## MAJOR

- \* Four or more lots
- \* Subdivisions not meeting the administrative or exempt requirements

1. Subdivider prepares major subdivision plat and submits to Planning Commission office.
2. Staff schedules and Planning Commission conducts major subdivision plat public hearing (30 days notice).
3. Planning Commission takes action on major subdivision plat to approve, conditionally approve, or disapprove.
4. Subdivider (if major subdivision plat is approved or conditionally approved) meets conditions of approval, prepares final plat and submits to Planning Commission office.
5. Staff checks final plat and improvements for conformance to the approved major subdivision plat and Subdivision Regulations (all improvements must be completed or an escrow established prior to final plat approval).
6. Staff submits completed final plat to President for signing.
7. Subdivider files signed final plat within ninety (90) days.