



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Minor Subdivision (Minor Development)

Task	Date	Time Permitted/ Required	Task Start Date/ End Date	Action Items
PREREQUISITE				
<p>Prior to submittal of a minor development application, the applicant shall meet with the Planning Commission to discuss the procedure and submittal requirements. If it is determined that the applicant is using the minor development process to circumvent the subdivision process such as the submittal of adjoining multiple minor developments, the applicant shall be required to comply with the sketch plan, preliminary plan and final plat processes. A minor development shall not be permitted if the subdivision creates a parcel, or in the case of an existing nonconforming lot or parcel, a minor development shall not increase the nonconformity.</p>				
INITIAL REVIEW				
Applicant Land Use Packet		20 days	Begin xx End xx	
Staff Review				
Application to Referral Agencies	Mailing (xx)	25 days (not including mailing days)	Begins xx and ends xx (allow for mail to travel)	
PUBLIC NOTICE				
Planning Commission Public Hearing Notice Sent to Newspaper	Monday prior to publication by 12 noon to Ranchland News	Publication 15 days prior to hearing	Submit to Ranchland News on xx – send mailings to	Responsibility of applicant: Mailing to : must have



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Planning Commission Public Hearing Notice to Property Owners within 500' and on- property *Include both dates in mailing ***Must include an On-site posting – 15 days prior	Thursday, xx – Newspaper Publication On-site Posting must be done by publish date		property owners the same day	certified return receipt & return receipt/ letters that come back to the Town (Staff prepares documents)
PLANNING COMMISSION PUBLIC HEARING				
Planning Commission Public Hearing	Tentative date xx	EMC 16.1.180 [4] indicates scheduling of hearing depending on PC agenda load		
Planning Commission Deliberation and written Recommendation to Board of Trustees	TBD	Depends on Agenda/ Business Load		
BOARD OF TRUSTEES PUBLIC HEARING				
Board of Trustees Public Hearing	Tentative date xx	Depends on Agenda/ Business Load		
Board of Trustees Decision	TBD	Depends on load/ need to deliberate (Decision typically made at next Board of Trustees Meeting)		

Timeline range: 45 - 90 days