



TAYLOR COUNTY BUILDING & PLANNING DEPARTMENT

SUBDIVISION PROCESS

- STEP 1. PRE-APPLICATION CONFERENCE: Meet with the Planning Department for information concerning property zoning etc. Application, Preliminary Plat checklist and Final Plat checklist will be provided at this time.
- STEP 2. PRELIMINARY PLAT SUBMITTAL: Submit 3 copies of Preliminary Plat information as outlined on checklist. Include 1 - 11" x 17" copy of plat.
- STEP 3. PRELIMINARY PLAT REVIEW:
- Planning Department reviews application within 5 days of submittal.
 - Developer is notified of approval of application.
 - Plat is scheduled for review by the Technical Review Committee (TRC).
 - Written findings of TRC are sent to Developer.
 - Approved plat is scheduled for review by Planning Board.
- STEP 4. FINAL PLAT SUBMITTAL: Applicant submits 3 copies of final plat with information required on final plat checklist (include 1 - 11" x 17" copy of plat) and the following:
- Agreement indicating improvements shall be constructed in accordance with code.
 - Construction plans prepared by design professional.
 - Agreement, with timetable, indicating all improvements will be completed within agreed time.
 - Copy of executed construction contract or cost estimate prepared by applicant's Engineer
 - Agreement that County will use security if developer fails to make improvements.
 - Proof of security through one of the following:
 - Cashiers Check
 - Certified Check
 - Developer/lender/County agreement
 - Interest Bearing Certificate of Deposit
 - Irrevocable Letter of Credit
 - Surety Bond
- Note: *security amount to be 110% of total construction cost for improvements*
- STEP 5. FINAL PLAT REVIEW:
- Final plat information reviewed by TRC and County Attorney.
 - Developer notified of review findings.
 - Revisions reviewed for compliance.
- STEP 6. BCC APPROVAL: Plat is scheduled for review at County Commission meeting.
- STEP 7. RECORDING: After all required signatures are obtained; final plat is recorded in the office of the Clerk of Court.