

Section 10-9-7.1 Administrative Plat PROCEDURE - PR SUBDIVISION - SU

A. Generally. For any [subdivision](#) into four or fewer [lots](#), or any of the enumerated actions in Subsection B, below, an [Administrative Plat](#) may be used in lieu of the processes of Preliminary and [Final Plat](#) review or other applicable processes.

B. Applicability. Any subdivision that complies with the following requirements, as applicable, ~~and does not dedicate public land or right-of-way~~ shall be processed according to the provisions of this Section. Any proposed subdivision that does not consist of one or more of the actions enumerated below shall be considered a major subdivision and shall be processed in compliance with the [Preliminary Plat](#) and Final Plat provisions of this Article, and all other vacations of public easements shall be processed in compliance with Section [10-9-7.6, Vacation of Streets and Easements](#). An Administrative Plat may be utilized to accomplish any of the following:

1. *Minor Subdivisions.* Subdivide an existing lot or parcel into four or fewer new lots;
2. ~~Condominium. Develop a condominium plat subdivision;~~ *Right of Way Dedication.* ~~Right of way dedication that has been contemplated for acquisition under City adopted plans, at the time of application;~~
3. *Lot Line Adjustment.* Move, reconfigure, or revise an existing platted lot line;
4. *Boundary Adjustment.*
 - a. Adjust a platted subdivision boundary between not more than two existing platted lots within two separate filings or subdivisions;
 - b. Adjust a platted subdivision boundary to include an [adjacent](#) unplatted parcel of land;
5. *Easement/Building Envelope Vacation.* Vacate an existing platted building envelope on an existing platted lot or vacate an existed platted easement of the city's, provided that the building envelope or easement, as applicable, was dedicated and designated through a plat, only affects two lots or less, and, with respect to an easement of the city's, all benefitting utility providers' consent to the vacation; or
6. *Consolidation.* Consolidate platted lots.

C. Decision Criteria. The [Director](#) may approve, approve with conditions, or deny an Administrative Plat based on the following criteria:

1. *Lots.* The proposed plat contains from one to four [lots](#);
2. *Conformance with Subdivision Regulations.* The proposed plat conforms with the provisions of [Chapter 6, Subdivision Standards](#);
3. *Street Access.* All lots in the subdivision will have legal access to the public street system; and
4. *Number of Administrative Plats.* The lot or parcel has not been previously administratively platted more than two times as applicable; and
5. *Easement Vacation.* Any city easement being vacated is no longer necessary.

D. Procedure. The Director shall approve, approve with conditions, or deny the Administrative Plat.

E. Effect. Approval of an Administrative Plat shall require the applicant to file a copy of the approved Administrative Plat in the office of the County Clerk and Recorder within 30 days after the Director's approval.

(Ord. [18, Series of 2022](#))