

SUBDIVISION PLAT REVIEW PROCESS

_____ 15 COPIES OF PLAT FOR REVIEW TO PLANNING DEPT.,
ALONG WITH COPY OF RECEIPT OF PAYMENT OF \$50.00
REVIEW FEE TO CITY CLERK'S OFFICE

_____ .PDF FILE OF PLAT SENT TO PLANNING OFFICE

_____ THESE REQUIREMENTS MUST BE MET NO LATER THAN
ONE DAY BEFORE THE PACKETS ARE MAILED OUT TO
COMMITTEE MEMBERS. PACKETS ARE MAILED OUT ONE
WEEK BEFORE MONTHLY MEETING, AND THOSE DATES CAN
BE FOUND ON CITY WEBSITE AT www.vanburencity.org

PLANNING COMMISSION PLAT REVIEW PROCESS

_____ 15 COPIES OF PLAT FOR REVIEW TO PLANNING DEPT.,
ALONG WITH COPY OF RECEIPT OF PAYMENT OF \$50.00
REVIEW FEE TO CITY CLERK'S OFFICE

_____ .PDF FILE OF PLAT SENT TO PLANNING OFFICE

_____ PLAT MUST HAVE ANY CHANGES OR REQUIREMENTS
REQUESTED BY THE SUBDIVISION REVIEW COMMITTEE

_____ THESE REQUIREMENTS MUST BE MET NO LATER THAN
ONE DAY BEFORE THE PACKETS ARE MAILED OUT TO
COMMISSION MEMBERS. PACKETS ARE MAILED OUT ONE
WEEK BEFORE MONTHLY MEETING, AND THOSE DATES CAN
BE FOUND ON CITY WEBSITE AT www.vanburencity.org

**ALL STEPS MUST BE COMPLETED OR PLAT WILL NOT BE PLACED ON
AGENDAS**

**IF YOUR PLAT IS APPROVED BY PLANNING COMMISSION, IT WILL BE
YOUR RESPONSIBILITY TO GET HARD COPIES OF THE PLAT FOR
REVIEW BY CITY COUNCIL TO THE MAYOR'S ADMINISTRATIVE
ASSISTANT IN TIME TO BE INCLUDED IN THE CITY COUNCIL PACKETS.
THE PLANNING DEPT. WILL INFORM THE MAYOR'S OFFICE OF THE
AGENDA ITEM, HOWEVER YOU OR YOUR REPRESENTATIVE WILL NEED
TO GET COPIES FOR CITY COUNCIL PACKETS
TO THE MAYOR'S OFFICE IN A TIMELY MANNER.**

