

# Procedure for submittals

## See all notes below

		1st Submittal for Eng & Atty	2nd Submittal For P&Z	3rd Submittal For TC	
		Developer/Owner submits			
required documents to the City Office.					
		At this point the documents will be sent to the Engineer and the Attorney for a 1 week review period. Eng and Atty will then submit their comments to the Developer/owner and Garden City w/in 1 week. Garden City will make sure the developer/owner is sent the comments.	Developer/Owner will have approx 1 week to make the changes required by the Eng & Atty before submitting new plans	If the P&Z requires changes the Developer/Owner will have until the next day at 4pm to submit new plans with the changes for	Board of Adjustments
Required Documents		the comments.	to the GC Office.	the Town Council*	or other
<b>Subdivision: Follow the ordinance 11E for all requirements.</b>					
<b>Preliminary Plat:</b> Application Fees Proof of Ownership Electronic version of plat with requirements as outlined in ordinances. 2 Preliminary Engineering plans with application Letters to Adjacent property Owners can be sent between 3 weeks and 10 days prior to the P&Z meeting Public Hearing is required 1 24" x 36" plat 20 Preliminary Plat, readable hardcopy Verification that all taxes and assessments are paid Engineer Comments		3 Weeks prior to P&Z @ noon with application with application with application Notice must be posted 7-14 days prior to P&Z meeting	1 Week prior to P&Z @ noon 1 Week prior to P&Z @ noon 1 Week prior to P&Z @ noon	(1) 1 week prior to TC by 4 pm (9) 1 Week prior to TC by 4 pm	
<b>Final Plat:</b> Once all requirements are met and approval has been given for Preliminary Plat by Planning Commission and Town Council Application Fees Electronic version of plat with requirements as outlined in ordinances. CC&R's 1 Final Plat, readable hardcopy Title Report Request for water share calculation 1 24" x 36" plat 20 Final Plat, readable hardcopy Engineer Comments Attorney Comments Mylar Bond		3 Weeks prior to P&Z @ noon With application With application With application With application	1 Week prior to P&Z @ noon 1 Week prior to P&Z @ noon	(9) 1 Week prior to TC by 4 pm	Prior to recording the plat Prior to recording the plat
<b>Planned Unit Development: Follow the ordinance 11F for all requirements</b>					
<b>Preliminary Plat:</b> Application Fees Proof of Ownership Electronic version of plat with requirements as outlined in ordinances. 2 Preliminary Engineering plans with application Letters to adjacent property owners can be sent between 3 weeks and 10 days prior to the P&Z meeting Public Hearing is required 1 24" x 36" plat 20 Prelim Plat, readable hardcopy Verification that all taxes and assessments are paid Engineer Comments		3 Weeks prior to P&Z @ noon with application with application with application Notice must be posted 7-14 days prior to P&Z meeting	1 Week prior to P&Z @ noon 1 Week prior to P&Z @ noon 1 Week prior to P&Z @ noon	(1) 1 week prior to TC by 4 pm (9) 1 Week prior to TC by 4 pm	
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<b>Conditional Use Permit: Follow the ordinance for all requirements.</b>					
Application Fees Proof of Ownership Title Report 1 Electronic Version of plat Public Hearing is required Letter to adjacent property owners can be sent 3 weeks to 10 days prior to P&Z meeting 13 Final Plat, readable hardcopy Engineer Comments Attorney Comments		3 Weeks prior to P&Z @ noon With Application With Application With Application With Application	Notice must be posted 7-14 days prior to the P&Z meeting 1 Week prior to P&Z @ noon 1 Week prior to P&Z @ noon 1 Week prior to P&Z @ noon		
<b>Variance: Follow the ordinance for all requirements.</b>					
Variances are done on demand with a 3 week lead time. Application Fees Proof of Ownership Title Report Electronic Version of Plat 10 Lot Layout with adjustments Engineer Comments Attorney Comments Letters to adjacent property owners can be sent between 3 weeks and 10 days prior to the Board of Adjustments meeting.		3 Weeks prior to B of Adj mtg @ noon With Application With Application With Application With Application			2 Weeks prior to B of A mtg @ noon 2 Weeks prior to B of A mtg @ noon
<b>Lot Split Outside a subdivision: Follow the ordinance 11E-506 for all requirements</b>					
Lot splits are done on demand. Approval is given by Mayor and PC Chair Application Fees Proof of Ownership Title Report 1 Lot Layout with adjustments Engineer Comments Attorney Comments Letters to adjacent property owners can be sent between 3 weeks and 10 days prior to the P&Z meeting Mylar or deeds?		3 Weeks prior to approval With Application With Application With Application With Application	1 weeks prior to decision 1 weeks prior to decision		
<b>Lot line adjustments outside of subdivisions: Follow the ordinance 11E-506 for all requirements</b>					
Lot line adjustments outside the subdivision are done on demand. Approval is given by Mayor and P&Z Chair. Application Fees Proof of Ownership Title Report 1 Lot Layout with adjustments Engineer Comments Attorney Comments Letters to adjacent property owners can be sent between 3 weeks and 10 days prior to the P&Z meeting Mylar or Deeds		3 Weeks prior to approval With Application With Application With Application With Application	1 Week prior to approval 1 week prior to approval		
<b>Subdivision/PUD Amendment: Follow ordinance 11E-528 for all requirements</b>					
<b>Or Lot line adjustment inside a subdivision</b>					
<b>Or Lot Split inside a subdivision</b>					
Application Fees Proof of Ownership Title Report Electronic version of the plat 20 Readable copy of the amended plat 1 24" x 36" plat Public Hearing is required Engineer Comments Attorney Comments Letters to adjacent property owners can be sent between 3 weeks and 10 days prior to the P&Z meeting Mylar		3 Weeks prior to P&Z @ noon With Application With Application With Application With Application Notice must be posted 7-14 days prior to the Planning Commission Meeting.	1 Week prior to P&Z @ noon 1 Week prior to P&Z @ noon	(9) 1 Week prior to TC by 4 (1) 1 Week prior to TC by 4	Prior to recording
<b>RE-zone: Follow the ordinance 11E-528 for all requirements</b>					
Application Fees Proof of Ownership Title Report Electronic version of the plat 20 Readable copy of the amended plat 1 24" x 36" plat Public Hearing is required Engineer Comments Attorney Comments Letters to adjacent property owners can be sent between 3 weeks and 10 days prior to the P&Z meeting		3 Weeks prior to P&Z @ noon With Application With Application With Application With Application Notice must be posted 7-14 days prior to the Planning Commission Meeting.	1 Week prior to P&Z @ noon 1 Week prior to P&Z @ noon	1 Week prior to TC by 4 1 Week prior to TC by 4	
<b>Encumbrance: Follow ordinance #</b>					
Application Fees Proof of Ownership Title Report 1 Electronic Version of plat 9 Final Plat, readable hardcopy		1 Week prior to TC at 4 pm With Application With Application With Application With Application			
<b>Termination of Encumbrance: Follow ordinance #</b>					
Application Fees Proof of Ownership Title Report 1 Electronic Version of plat 9 Final Plat, readable hardcopy		1 Week prior to TC at 4 pm With Application With Application With Application With Application			
<b>Appeal of Decision: Follow ordinance #</b>					
Application Fees Proof of Ownership Title Report 1 Electronic Version of plat 9 Final Plat, readable hardcopy Engineer Comments Attorney Comments		3 Weeks prior to Appeals Board Meeting With Application With Application With Application With Application			
<b>Other land use decision: Follow ordinance #</b>					
Application Fees Proof of Ownership Title Report 1 Electronic Version of plat 9 Final Plat, readable hardcopy Engineer Comments Attorney Comments		3 Weeks prior to ????? With Application With Application With Application With Application			
<b>AEG(Affected Entity Group):</b>					
Application Fees 1 Electronic Version of plat 9 Final Plat, readable hardcopy		3 Weeks prior to meeting With Application With Application With Application			

\* No changes will be accepted if the Town Council meeting is the day after the Planning Commission meeting.