



## LAND USE APPLICATION SUBDIVISION PROCEDURE

1. Complete the subdivision application. If you have questions about the application, Planning staff will assist you.
2. Prepare a tentative plan as required in Sections 3.050 through 3.080 of the Morrow County Subdivision Ordinance.
3. Submit the complete application and tentative plan to the Planning Department with the applicable filing fees.
4. Planning staff will then review the application and, if all required information has been provided, the application will be deemed complete.
5. A subdivision review committee will be convened to review the application and make initial comments.
6. The Planning Commission will consider the application with recommendations of the Subdivision Review Committee. Planning Commission hearings are generally held the last Tuesday of each month. Attendance at the hearing is recommended. If the Planning Commission has questions regarding the subdivision and the applicant is not present, the Planning Commission may postpone the hearing to the following month.
7. If the subdivision application is approved by the Planning Commission, a letter will be sent to you indicating approval and the conditions of approval. A letter stating reasons for denial will be mailed if the Planning Commission denies the subdivision.
8. All conditions of approval must be completed before the planning director will review the final plat map.
9. The final plat map will be reviewed for compliance with Article 4 of the Morrow County Subdivision Ordinance. Submit five copies, one original and four certified copies, of the final plat. The copies must be signed in the following order:
  - Landowner
  - County Surveyor (reproducible)
  - West Extension Irrigation District Manager, if required
  - Planning Director
  - County Assessor
  - Tax Collector
  - County Clerk (reproducible).
10. Record the final plat with the County Clerk after all appropriate county officials have reviewed and signed the plat. The fees for reviewing and recording the plat will be based on the current fee ordinance and can be obtained in the Clerk's office. Typical fees will include a review fee by the County Surveyor, Tax Collector, and Assessor. The County Clerk also will require a recording fee and, if required, fees to record other necessary documents.