



**Article Two ADMINISTRATION**

**Section 2.01 Duties of the Planning and Zoning Department Pertaining to this Ordinance:**

- A. Maintain permanent and current records with respect to these regulations including amendments thereto. Keep on file minutes and agendas of all meeting and hearings.
- B. Review all applications for Sketch, Preliminary and Final Plats and notify applicants of acceptability for review.
- C. Process and distribute all Sketch, Preliminary and Final Plats, together with applications and filing fees.
- D. Transmit Sketch, Preliminary and Final Plats to the Planning Commission, along with written comments.
- E. Transmit Planning Commission recommendations regarding acceptance of plats to the Governing Body for its action.
- F. Transmit Final Plats to Register of Deeds for filing.
- G. Review and approve, approve conditionally or disapprove lot splits per Article 5.

**Section 2.02 Duties of the City Engineer Pertaining to this Ordinance:**

- A. Determine the need for a detailed Drainage Study or storm water improvements based upon the submittal of the Sketch Plat per Section 4.02.
- B. Review all applications for Sketch, Preliminary and Final Plats and notify applicants of acceptability for review.
- C. Review and approve, approve conditionally, or disapprove Drainage Studies per Section 4.05.
- D. Review and approve, approve conditionally, or disapprove Construction Documents per Section 4.06.
- E. Review and approve, approve conditionally or disapprove lot splits per Article 5.
- F. Review or inspect all required improvements and as-built drawings and recommend acceptance, acceptance conditionally or rejection per Section 7.03.



**Section 2.03 Duties of the Planning Commission Pertaining to this Ordinance:**

- A. Review and approve, approve conditionally, or disapprove Preliminary Plats per Section 4.02.F-G within sixty (60) days after the first meeting of the Planning Commission constituting the official submission date as defined in Section 4.01 C.
- B. Review and approve, approve conditionally or disapprove Final Plats within sixty (60) days after the first meeting of the Planning Commission following the submission of the Final Plat per Section 4.04.F-G. Transmit approved Final Plats, together with appropriate recommendations to the Governing Body for its acceptance of dedications of public improvements.
- C. Review and approve, approve conditionally or disapprove Lot Splits where an applicant has appealed Staff's decision per Section 5.01.E.
- D. Review and approve, approve conditionally or disapprove variances, exceptions and waivers of conditions the regulations herein per Section 1.11.
- E. Make other determinations and decisions including making recommendations of amendments to these regulations as may be required of the Planning Commission from time to time per Section 1.12.

**Section 2.04 Duties of the Governing Body Pertaining to this Ordinance:**

- A. Consider Planning Commission recommendations on Final Plats and accept or reject dedications of public improvements within thirty (30) days after the first meeting of the Governing Body following action by the Planning Commission per Section 4.04.H.
- B. Accept or reject financial guarantees from subdividers in lieu of immediate completion or installation of improvements required by the regulation per Section 7.01.
- C. Accept, accept conditionally or reject dedication of required improvements following completion and inspection per Section 7.03.
- D. Take other action as required from time to time including the consideration of amendments to these regulations per Section 1.12.