

## SECTION 4

### PROCEDURE

- 4.1 Preliminary Considerations. In order to make the most of opportunities related to land subdivision and in order to conserve time, effort, and expense, the owner or subdivider shall consult with the City Planning Commission, the City Engineer, and other public officials prior to the preparation of the Preliminary Plan. The City Comprehensive Plan shall be reviewed to determine how the proposed subdivision development will conform with the recommendations of said City Plan. The requirements for all improvements shall be determined prior to the preparation of the Preliminary Plan.
- 4.2 Plans Required. It shall be unlawful for any owner or subdivider of land within the jurisdiction of this Ordinance to subdivide said land except by plat in accordance with the provisions of said Ordinance except as specifically indicated in Section 4.3.
- 4.3 Plan Exceptions. Final Plans are not required for Minor Subdivisions, or as deemed appropriate by the City Planning Commission and City Council pursuant to the provisions of Section 10, "VARIATIONS AND EXCEPTIONS."
- 4.4 A person seeking to subdivide land as a Minor Subdivision shall file a written statement and a sketch indicating the nature of the proposed development with the Commission. If it is determined that said development qualifies as a Minor Subdivision, the subdivider may proceed with the project. The owner or subdivider of land which has been the subject of at least two (2) Minor Subdivisions shall be required hereafter to comply with all provisions of this Ordinance applicable to Major Subdivisions.