

# PUTNAM COUNTY SUBDIVISION REGULATION PROCEDURE

(Amended 12-13-22)

**NOTE:** This is a general description of subdivision process. See the Subdivision Regulations for details.

1. Staff discusses with subdivider, requirements of the Putnam County Subdivision Regulations.
2. Subdivider completes appropriate application and submits it to the Planning Commission office.
3. Planning Commission staff classifies application as an Exempt Division of Land, a Minor Subdivision, or a Major Subdivision.

## **Types of Subdivision:**

Whenever any division of land is proposed, before any contract is made for the sale of any part thereof, the subdividing owner, or his authorized agent, shall apply for and secure approval of such proposed subdivision in accordance with the following procedures:

### **1. Exempt Division of Land:**

- a. Application Completed
- b. Planning Director and Staff Review and Action
- c. Requires no public hearing

### **2. Minor Subdivision:**

**\*Minor Division of Land:** See Article 100

- a. Application Completed
- b. Planning Director and Staff Review and Action
- c. Requires no public hearing

**\*Minor Subdivision Development:** See Article 100

- a. Application Completed
- b. Planning Director and Staff Review and Action
- c. Requires no public hearing

### **3. Major Subdivision:**

**\*Major Division of Land:** See Article 100

- a. Application Completed
- b. Planning Director and Staff Review and Action
- c. Requires no public hearing

**\*Major Subdivision Development:** See Article 100

- a. Application Completed
- b. Conceptual Plat Review by Planning Director and Staff
- c. Major Subdivision Development Plat Review and Action by Planning Director and Staff and requires a public hearing
- d. Final Subdivision Development Plat Approval by President of Planning Commission

## **Appeal:**

The applicant may appeal the Planning Director's decision in determining subdivision type by submitting the application as an appeal to the Planning Commission.