

CHAPTER 24 – SUBDIVISIONS

Sec. 24-5. Minor land divisions; approval of the application

- (a) The procedures for approval, modification, or disapproval of minor land division applications shall be as follows:
- (1) **Approval:** If the City Manager or his designee approves the minor land division application, the City shall issue a certificate of approval upon the map, first making sure that: (a) all conditions of approval have been complied with; (b) the other required certifications have been duly signed; and (c) that any instruments for required street right-of-way dedications have been prepared, executed, and duly recorded.
 - (2) **Modification:** If the City Manager or his designee finds that the minor land division application requires further modification, the application shall be returned to the applicant for necessary modification. Such modification(s) must be completed and submitted within thirty (30) days of the return to the applicant. If such modifications are not submitted within the specified period above, the application will become null and void. In order to reactivate the minor land division, a new application and new fees in accordance to this code shall be filed.
 - (3) **Denial:** If the City Manager or his designee disapproves of the minor land division application, the applicant will be furnished a letter stating the reasons for the denial. The application may be refiled if suitable revisions can be made to resolve the conflicts noted by the City Manager or his designee as originally proposed without additional fee if refiled within thirty (30) calendar days of City Manager or his designee action.

(Ord. No. 96-83, 9/17/96, enacted)