

TOWN OF FREEDOM
PRELIMINARY PLAT
(including Condominium Plats)
SUBMITTAL & REVIEW PROCESS

I. INITIAL CONTACT

Upon initial contact, please direct property owner or surveyor to Town Planner.

II. SUBMITTAL & DISTRIBUTION

A. Complete Application Packet. A complete application packet entails:

1. Two copies of Preliminary Plat, at a scale not less than 100 feet to one inch, on 22" x 30" paper.
2. Eight copies of Preliminary Plat, at a scale not less than 100 feet to one inch, on 11" x 17" paper.
3. Four paper copies of all other plans required by land division ordinance
4. Fully completed 'Application for Preliminary Plat', the plat, and all other supporting information and documentation in PDF format or an equivalent format acceptable to the Town.
5. Payment of Application Fee.

B. Confirmation of Receipt. Upon receipt of complete application packet (and in front of Applicant), Town Clerk stamps each 22" x 30" paper copy of Preliminary Plat with date/time of receipt.

C. Submittal Deadline. Complete Application Packet shall be submitted to the Town Clerk at least 15 days, but not more than 60 days, prior to the meeting of the Plan Commission.

D. Distribution.

1. Town Clerk retains one 22" x 30" paper copy of Preliminary Plat, one paper copy of "other plans required by ordinance", and one PDF copy of complete application packet for Town records.
2. Town Clerk forwards:
 - a. Complete application packet in PDF format to Town Board, Plan Commission, Sanitary District, Fire Department, Town Engineer, and Town Planner.
 - b. One 22" x 30" copy of Preliminary Plat to Town Engineer.
 - c. One 11" x 17' copy of Preliminary Plat for each Town Board and Plan Commission member who prefers paper copy.
3. Town Clerk adds Application Packet to agenda of next Plan Commission meeting.

III. REVIEW & RECOMMENDATION

A. Town Engineer and Town Planner prepare Staff Reports for Plan Commission with recommendation to approve, approve with conditions, or deny Preliminary Plat.

B. Plan Commission recommends approval, approval with conditions, or denial to Town Board.

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IV. DECISION

- A. ***Within 90 days of filing complete Preliminary Plat with Town Clerk***, Town Board approves, approves with conditions, or denies Preliminary Plat.
1. Approval. Subdivider proceeds with preparing and submitting Final Plat.
 2. Approval with Conditions. Depending upon conditions of Plan Commission approval, Subdivider:
 - (a) Proceeds with preparing and submitting Final Plat, or,
 - (b) Submits amended Preliminary Plat to Town Planner for review and approval.
 - (1) If approved, proceeds with preparing and submitting Final Plat.
 - (2) If denied, begins Preliminary Plat submittal process anew (see Section II, above).
 3. Denial.
 - (a) Town Board provides written reason for denial (minutes of meeting and Town Engineer and Planner Staff Reports).
 - (b) Town Clerk forwards written reason for denial to property owner and surveyor.
 - (c) Subdivider begins Preliminary Plat submittal process anew (see Section II, above).