



## SECTION 1000: SUBDIVISION ORDINANCE AMENDMENT APPLICATIONS

### Section 1001— Procedures for a Subdivision Ordinance Amendment Application:

The procedures for the review and consideration of a Subdivision Ordinance Amendment Application are identified by Figure 5, herein.

1. **Determination of Application Completeness.** An application for a Subdivision Ordinance Amendment shall be considered by the Zoning Administrator for application completeness, as provided by Figure 1, herein.
2. **Commission Public Hearing Required.** Prior to recommending a Subdivision Ordinance Amendment Application to the Council, the Commission shall consider the Application at a public hearing by providing a minimum of ten (10) days notice of such hearing, as required by the Act, and Section 502, herein.
3. **Commission Recommendation.** At a meeting(s) following the meeting at which the public hearing was held, the Commission shall formulate a recommendation on the Subdivision Ordinance Amendment Application to the Council.
4. **Commission Recommendation Transmitted to Council.** After the Commission has conducted a public hearing, reviewed the application, and made its recommendation, the Commission shall transmit to the Council a copy of the Commission's recommendation and the meeting minutes, and all other relevant materials of the proceedings before the Commission. Following receipt of a copy of the Subdivision Ordinance Amendment recommendation from the Commission, and all other materials, the Zoning Administrator shall schedule a public hearing with the Council to consider the Commission recommendation of the Subdivision Ordinance Amendment Application.
5. **Council Public Hearing Required.** The Council shall consider the Subdivision Ordinance Amendment recommendations of the Commission at a public hearing by providing a minimum of ten (10) days notice for the required Council public hearing, as required by Section 502, herein.

6. **Council Action.** At a meeting, or meetings, following the meeting at which the public hearing was held, the Council may approve the Subdivision Ordinance Amendment Application, as presented, revise the proposed Amendment and approve the proposed amendment as revised, or deny the proposed Application. If the Council approves the proposed amendment as submitted or as revised, the Council shall adopt the Subdivision Ordinance Amendment by ordinance.

#### Section 1002— Noticing Requirements for Subdivision Ordinance Amendment Applications:

All requirements for the noticing of public hearings and public meetings to consider a Subdivision Ordinance Amendment Application are provided in Section 502, herein.

#### Section 1003—Appeal of Subdivision Ordinance Amendment Decisions:

Any person(s) aggrieved by a decision of the Council regarding a Subdivision Ordinance Amendment may appeal the Council decision to District Court, as provided in the Act.



FIGURE 5

### Subdivision Ordinance Amendment Application Review Procedures

