

### **ARTICLE III**

#### **REVIEW PROCEDURE FOR MINOR SUBDIVISION PLATS**

The sub divider shall submit to the City Manager's designee the original tracing, "plat" of the proposed minor subdivision prepared by an approved land surveyor. The plat shall be of a size and in a format as required by the City Manager's designee together with the requisite number of copies of the plat as required by the City Manager's designee.

If any portion of the land being subdivided is subject to flood, as defined in Article I, Section D of these regulations, the limit of such flood shall be shown on the plat.

The plat shall be clearly and legibly drawn at a suitable scale and shall contain all information normally required in an official survey with a surveyor's certification plus:

1. The name and address of the owner of record;
2. A vicinity map showing the location and acreage of the subdivision;
3. The existing streets, buildings, water courses, utilities, and easements;
4. The present zoning classification, if any, for the land to be subdivided;  
If the land is within the planning region where septic tanks are to be used in the minor subdivision, the City Manager's designee shall require certificates of approval by the Health Authority and all requirements for submission of data review and approval procedures applicable to major subdivisions shall apply. Provided, however, that no Health Authority certificates shall be required where the property affected by the minor subdivision still meet the previously approved minimum requirements for septic tanks on building lots or where the tract to be subdivided does not meet the minimum lot requirements under these regulations and is not intended for building purposes, which fact shall be noted on the minor subdivision plat; and,
5. Any other certificates deemed necessary by the City Manager's designee;

The City Manager's designee shall check the plat for conformance to the rules and regulations and shall recommend approval or disapproval of the plat. If approval is recommended by the City Manager's designee, then the Secretary of the Paris Municipal Regional Planning Commission shall be authorized to sign the plat and such signature by the Planning Commission Secretary shall constitute approval of the plat as presented by the sub divider.

If the City Manager's designee disapproves the plat, a list of reasons for disapproval shall be provided the sub divider.

The City Manager's designee shall approve or disapprove the minor subdivision plat within 30 days from the date of submittal by the sub divider. The plat shall be considered approved and a certificate of approval shall be issued on demand if action

is not taken by the City Manager's designee within 30 days from date of submittal. However, the sub divider may waive this requirement and consent to an extension of time.