PLAT APPLICATION - PROCESS FLOWCHART

cleburne
this is texas

Plat Application Received

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Staff Reviews All Application Materials at Front Counter

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Are All Required Documents Included? —NO→ **Application Not Accepted: Staff Returns Application**

↓ YES

Staff Accepts Application

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Staff Holds DRC Meeting

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Completeness Determination Made By DRC → **Is Application Complete?** —NO→ **Send Completeness Determination Letter to Applicant Stating:** *Application Is Incomplete* → **Return Application** → **Applicant Has 45 Days to Resubmit to Staff** → **Resubmittal Received within 45 days?** —YES→ **Return to Completeness Determination**

↓ (Is Application Complete? → YES)

Send Completeness Determination Letter & DRC Comment Letter to Applicant

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Resubmittal Received From Applicant

Resubmittal Received within 45 days? ↓ NO

Application Expires: New Application Required. Process Starts Over

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Staff Determines if All Comments Have Been Resolved

— YES (left) → **30 Day Clock Starts "Filing Date"** → **Minor Plat Minor Replat Amending Plat** → **Staff Sends Approval Letter to Applicant**

— YES (right) → **30 Day Clock Starts "Filing Date"** → **Preliminary Plat Final Plat Replat** → **Item Placed on P&Z Agenda** → **Send to P&Z with Recommendation of: Approval** → **P&Z Action** → **Council Action**

— NO (down) → **30 Day Clock Starts "Filing Date"** → **Send to P&Z with Recommendation of: Approve with Conditions or Disapprove** → **P&Z Action** → **Council Action**