

Chapter 16.20 – Preliminary Plats

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16.20.010 Submittal of Pre-application Plans and Data–Review by Engineer.

- A. Prior to the filing of an application for approval of the preliminary plat, the developer shall submit to the city engineer the plans and data as required in Chapter 16.12; provided, however, that such plans may be generalized in nature and that such submission shall not require the official filing of a subdivision application.
- B. The city engineer shall review said plans and data as submitted or modified and, within fifteen days, advise the developer in writing as to the general conformance or non-conformance with these regulations, as well as other city codes, requirements or policies that may apply to the plans submitted. The city engineer’s fees shall be paid by the developer.

16.20.020 Filing of Copies–Submittal of Title Report or Acceptable Alternative.

- A. Any owner desiring to subdivide a piece of land within the city shall file with the city engineer of Administrator one seven copies of the preliminary plat as required, together with a letter requesting that the preliminary plat be placed on the commission’s agenda for consideration. Such preliminary plat shall contain preliminary engineering design.
- B. In making application, the owner shall submit the current title report or such other evidence of ownership as is acceptable to the city engineer. If the applicant is other than the owner, a notarized letter of agreement to the application from the owner will be required in addition to the current title report.

16.20.030 Rerouting of Drainage Course or Irrigation Facilities–Evidence of Consent Required.

In the event the preliminary plat requires the rerouting of drainage courses or irrigation facilities, the developer shall furnish documentary evidence of consent to the rerouting of such facilities by all parties interested in such uses, or authorized representatives thereof. (Prior code s 11-15-4(C)(3)).

16.20.040 Preparation–Submittal to Planning Commission When.

The developer shall prepare a preliminary plat and such other supplementary material as may be required to indicate to the planning commission the general objectives of the subdivision. The developer shall submit, to the city one seven (7) copies of the preliminary plat, at least fourteen (14) days prior to the planning commission meeting at which time the preliminary plat will be considered.

16.20.050 Review and Recommendations by Agencies.

A. The applicant shall transmit one copy each of the preliminary plat to the following agencies with a letter of transmittal instructing the agency to review and return to the City Engineer of Administrator with comments and recommendations no later than twenty-five (25) days prior to the scheduled public hearing. The applicant shall provide verification of delivery of the plat to each agency. The City Engineer may request recommendations from such other agencies as he may deem necessary:

1. Butte School District;
2. Butte County Zoning Commission;
3. Electric Company;
4. Gas Company;
5. Communications Companies;
6. Irrigation district appropriate to area being platted;
7. Central District Health Department;
8. Cable television company;
9. State highway (if said plat abuts);
10. Fire chief;
11. Natural Resources Conservation Service;
12. Post Office;
13. Road and Bridge District;
14. Butte County Sheriff.

B. If no written recommendation's from any agency listed in subsection A of this section is received within fifteen (15) days after such notification, the approval of the preliminary plat by such agency will be considered to be granted.

16.20.060 Commission Action.

A. The commission shall approve, approve conditionally or disapprove the preliminary plat within forty-five (45) days of the date of the regular meeting at which said plat is first considered. If the preliminary plat is disapproved or approved conditionally, the reasons for such action shall

be stated by the chairman of the commission, and shall be attached to one copy of the plat and transmitted to the applicant.

- B. If no action is taken by the commission at the end of said forty-five (45) days, the plat shall be deemed to have been approved unless stipulation for additional time is agreed to by the applicant.
- C. Upon such approval or disapproval by the planning commission, the plat, together with a complete copy of commission findings and report of action, shall be transmitted to the Council and notice of this action shall be sent to the developer.

16.20.070 Council Action.

- A. The Council shall act upon the Planning Commission report at its regular meeting next succeeding receipt of the report. The developer, at his request, shall be entitled to at least one continuance of the hearing until the next regular meeting of the council.
- B. At the hearing, the council shall hear testimony of the developer and any witnesses in his behalf, and the testimony of representatives of the commission and any witnesses in its behalf.
- C. Upon conclusion of the hearing, the Council shall base its findings upon the testimony produced before it and, within fifteen days, declare, its findings. It may sustain, modify, reject or overrule by majority vote of the full Council any recommendations or rulings of the Commission, and may make such findings as are consistent with the provisions of state law and/or of this code.
- D. The time limits for acting on the preliminary plat, as specified in this section and Section 16.20.060, may be extended by mutual consent of the developer and the Council or Commission, as the case may be.

16.20.080 Scale–Required Information.

- A. Preliminary plats shall be drawn at a scale of not less than one hundred feet to the inch, except it may be smaller by approval of the city engineer and shall show the following:
 - 1. The scale, north point and date;
 - 2. The name of the proposed subdivision;
 - 3. The name and address of the owner of record, the developer, the licensed engineer and/or surveyor and the person preparing the plat;
 - 4. The names, with locations of intersecting boundary lines, of adjoining subdivisions, and the location of the city limits if falling within or immediately adjoining the tract;
 - 5. The land contours with appropriate vertical intervals referenced to datum and at intervals acceptable to the city engineer; provided, however, that where authorized by the city engineer, contour data may be provided in the form of elevations at street intersections and in drainage channels;

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6. The location of existing buildings, water bodies or courses, and the location of dedicated streets at the point where they adjoin and/or are immediately adjacent, provided that actual measured distance shall not be required;
 7. The boundaries of the tract, as determined by a legal survey of the tract with dimensions and bearing to section corner or quarter section corner, the proposed location, approximate grade, right-of-way width and pavement width of streets and alleys, the proposed location and width of easements and setback lines, proposed lot lines, the radius of all curves and approximate lot dimensions;
 8. The existing zoning boundary lines defining the proposed use of all portions of the subdivision;
 9. The proposed street names and system of numbering lots and blocks;
 10. The location, approximate size and proposed use of all land intended to be dedicated for public use or reserved for the use of all property owners within the proposed subdivision;
 11. The location, size and type of sanitary and storm sewers, irrigation lines and facilities, water mains, culverts and other surface and subsurface structures existing within or immediately adjacent to the proposed subdivision; and the location, layout, type and size of any proposed water mains and storage facilities, sanitary mains and laterals, storm sewers, irrigation lines and facilities, culverts and drainage structures, street improvements and any other proposed utilities;
- B. In addition to the information required by subsection A of this section, a preliminary plat of the proposed subdivision shall be submitted at the scale of one inch equals two hundred feet, reproducible size no larger than 11" X 17" unless determined by the engineer that a larger scale might be warranted. Said plat shall show the location of the proposed subdivision referenced to existing or proposed arterials and collector streets and to government section lines, the size and location of all proposed streets and roads, all lots drawn to scale, the numbering of all lots and blocks, and the names, if available, of all streets. The plat shall show preliminary engineering design.