

## City of Sherwood

# LAND DIVISION PROCESS—FROM PLANNING TO BUILDING

## Process Overview

There are three departments involved in the process to divide land for the purposes of development:

### Planning

### Engineering

### Building

The three departments have separate processes, but do coordinate with one another to ensure that you do not get too far in the process with one department without addressing issues and concerns that another department may have.

**It is recommended that you hold a pre-application meeting with staff prior to submitting your application. By identifying issues up front, it may save you both time and money in the long run.**

## *What can you do to help the process go faster?*

- Do your homework – hold a pre-application conference.
- Submit a complete land use application.
- Once the Notice of Decision is issued be sure to read all conditions carefully. If you have questions or concerns let staff know immediately, do not wait until it is too late.
- Meet the conditions specified in the Notice of Decision.
- Submit complete public improvement plans to the Engineering Department.
- Submit application for Final Plat approval to the Planning Department.
- If changes are needed, coordinate with appropriate departments.

**Don't assume, ask!**

## City of Sherwood



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## Process

**If you are not a developer and/or are not familiar with the land use process, it is strongly recommended that you hire someone to help you through this process. A planning consultant, architect or engineer who is familiar with land use reviews would be helpful.**

### PLANNING REVIEW

Planning is the first step. Planning looks at the whole site and coordinates with the appropriate departments and agencies to ensure the site can be developed as planned.

To get started, submit an application with all required submittal elements. It will take up to 30 days for the initial review to determine if all necessary information has been submitted.

Once all required information has been submitted, staff will deem the application complete and schedule the review. The typical review period is approximately 6-8 weeks from when your application is deemed complete. The decision will be denial, approval, or approval with conditions.

If the proposal is approved, or approved with conditions, the Notice of Decision will outline specific conditions that must be met at specific stages:

- 1) Grading
- 2) Issuance of Engineer Plans
- 3) Final Plat approval
- 4) Recording the approved Plat
- 5) Submittal of Building permits
- 6) Issuance of Building permits

### ENGINEERING REVIEW

At this point, you may submit your plans to the Engineering Department for review of the public plans. The Notice of Decision may have required plans to be revised to address specific design conditions. The Engineering Department will not review the public improvement plans until after the land use Notice of Decision has been issued.

The Engineering Department reviews the public improvements (roads, water, sewer and storm lines). *It is the developer's responsibility to coordinate installation of other utilities.*

The Engineering Department review period takes approximately 6-8 weeks, but varies depending on the completeness of the plans and the number of other projects in for review. Once the Engineering Department has approved the public improvement plans, the applicant must sign a Compliance Agreement, post bonds and schedule a pre-construction meeting.

### FINAL PLAT APPROVAL

Once Engineering has approved the public improvement plans and applicable conditions of approval have been met, you can submit for Final Plat approval. You must submit a Final Plat application form along with the required fee, a narrative describing how the conditions of approval have been addressed and three copies of the final plat. Planning coordinates with the appropriate departments and typically issues a Notice of Decision within 1-2 weeks.

Once Planning has approved your Final Plat, a "plat release letter" will be sent to Washington County indicating that they

may begin review of the plat. The County review of plats varies, but takes approximately one month.

After the County approves the plat, a Mylar of the plat must be submitted to the City for signature. Planning staff will once again review the decision to ensure any additional conditions have been addressed. If everything is in order, the plat will be signed, generally within 48-72 hours. Once the Plat is recorded, building plans may be submitted.

### BUILDING PERMITS

Building permit applications may not be submitted until the final plat has been recorded at the County and the public improvements have been completed and approved by the Engineering Department. Prior to issuance of the building permit, a Planner will complete plot plan review to ensure the structure complies with all applicable setback and height requirements as well as any special conditions placed on the subdivision through the land use decision.