



City of Portage Primary Plat Approval Process

- Step 1** **Pre-Application Meeting/ Staff Consultation**
 Petitioners are required to consult with the Planning Department staff regarding project proposals prior to submitting an application. Preparation ensures that all expectations are met and possible delays are avoided.
- Step 2** **Application Submittal**
 Petitioner will complete a primary plat application and file said application with the Department of Planning and Community Development with the appropriate payment for fees. If deemed complete, the application will be forwarded to the Development Review Committee (DRC) and a petition number will be created for the applicant. Applicant will be scheduled on the docket per the yearly adopted Calendar of Meeting and Filing Dates. Typically the scheduling is out approximately two to four weeks to allow staff time to process the application, prepare agendas, and send packets out to the Committee for their review.
- Step 3** **DRC Meeting and Notice of Public Hearing**
 Applicant will present project proposal to the Committee and present their proposal for primary plat layout and design. Petitioner will discuss project location, lot layout and size, civil drawings, landscaping, etc. During this time petitioner will also work with staff to receive a Notice of Public Hearing to be sent out to all adjacent property owners of the requested proposal via certified mail as well as a one day publication in the newspaper detailing the assigned public hearing date assigned to the project.
- Step 4** **Revisions**
 Following the completion of the DRC meeting staff will provide comments from the planning, sanitary, engineering, and fire, etc., to the petitioner. The petitioner will then provide responses and or required revisions to the Primary Plat. Once submitted, staff will then begin the process to review the petitioner's comments and or Primary Plat revisions. Petitioner will work with staff to provide edits and this process will continue to cycle until the petitioner is in compliance with all applicable regulations.
- Step 5** **Planning Commission Preparation**
 Following resolution of all staff comments, the Primary Plat proposal shall be placed on the agenda for the next scheduled Plan Commission meeting. During this time petitioner will prepare their Primary Plat presentation which should include a PowerPoint, hand outs to Commission and staff members (10 copies), and visuals of Primary Plat layout, landscaping, public infrastructure, etc.
- Step 6** **Planning Commission Review**
 The applicant and / or a representative of the applicant must be present at the Plan Commission meeting to present the Primary Plat Proposal and address questions from the Commission.
- Step 7** **Decision**
 The Plan Commission shall approve, approve with modifications, deny, or continue the Primary Plat Application.



Approve
 The Commission shall approve the Primary Plat if it complies with all applicable requirements of the Zoning Ordinance

Approve with Contingencies
 The Plan Commission may impose conditions on the approval of a Primary Plat if the conditions are necessary to satisfy the requirements and intent of the Zoning Ordinance. Any accepted conditions shall become written commitments of the applicant.

Continue
 The application may be continued based on a request by the Planning Director, the applicant, a remonstrator, or an interested party; or indecisive vote; a determination by the Commission that additional information is required prior to action being taken on the request; or if the applicant or an appropriate representative of the applicant fails to appear at the meeting.

Deny
 The Commission shall deny the Primary Plat if it is not consistent with the applicable requirements of the Zoning Ordinance. Site Development Plan applications that have been denied shall not be re-filed for a period of one (1) year from the date of denial, unless a different design, that addresses the reasons for denial is submitted.