



City of Portage Secondary Plat Approval Process



Approve
 The Commission shall approve the Secondary 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 Secondary 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.

Deny
 The Commission shall deny the Secondary Plat if it is not consistent with the applicable requirements of the Zoning Ordinance. Secondary Plat 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.

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.