

**1111.3 SUBJECT: PROCEDURE – LAND SUBDIVISION AND ANNEXATION**

- :1 OBJECTIVE:  
Represent the City in matters pertaining to expansion of City corporate limits and/or the development of land.
- :2 AUTHORITY:  
This procedure amended by City Council March 5, 2001, Item A-12.
- :3 DIRECTION:  
City Engineer, as an appointed official serves at the pleasure of the Mayor, and receives direction through the Public Works Director.
- :4 FUNCTIONS:
- A. Provides information to prospective land developers concerning paving, storm drainage and sanitary sewerage requirements, concurrency management, platting, outside regulatory agencies.
  - B. Reviews preliminary and final plats and municipal improvement plans for City regulation and Code compliance.
  - C. Responsible for recordation of final plats.
  - D. Develops feasibility studies of sanitary sewer extensions and storm sewer systems and submits recommendations to the Public Works Director.
  - E. Provides information for agreements with developers for extension of public works to projects.
  - F. The Office of Permitting Services inspects projects throughout construction for compliance with Code and approved plans. Issues certificates of final inspections.
- :5 FORMS:  
Fixed Asset Report, Performance Bond, Maintenance Bond, Letter of Credit/Performance Guarantee.
- :6 COMMITTEE RESPONSIBILITY:  
None.
- :7 REFERENCE:  
City Code, Section 65.400-454, 65.530-554. Procedure adopted by City Council on July 14, 1969, Item 25; amended May 12, 1975, Item 24; reviewed and found current October 24, 1977, Item 13; amended April 14, 1980, Item 10; amended August 16, 1982, Item 29(C); amended September 27, 1993, Item 4NN; amended March 5, 2001, Item A-12.
- :8 EFFECTIVE DATE:  
This procedure effective March 5, 2001.