

Minor Subdivision/Land Development Project  
**PRELIMINARY PLAN**

Meet with Planning Department Staff to Discuss Application

Submit application

- Application Fee
- Application Materials (PDF and hard copy)

Submit revised materials

Staff & TRC Review  
(DPS, Planning, Bldg)

Notice of Incompleteness

Certificate of Completeness

- 15 days without street creation/extension
- 25 days with street creation/extension
- 14 days or remaining time from previous review for resubmitted applications

Planning Board Review and Decision

- 65 days without street creation/extension & placed on Consent Agenda if recommended by the TRC
- 95 days with street creation/extension & public hearing

Obtain Variance or  
Special Use Permit  
(if required)

Submit a Final Plan application