

Procedures & Communication

A Combined Effort

Planning Board, Planner, Administration
Support & the Process
For Subdivision Applications & Staff
Reports



1 Planner starts sufficiency review and has 60 to 80 days to have it to final pre-application approval

2 Planner does review and creates a fact finding report on application, any evidence received, local regulations and State Statutes. Planner places conditions on application for Planning Board & Developer to review.

3 City/County Attorney reviews application, staff report, local and state regulations. Any legal changes that need to be made to the conditions are made. A tracking sheet is attached for his receipt date, comments on review & send date.

4 City/County Attorney reviews application, staff report, local and state regulations. Any legal changes that need to be made to the conditions are made. This is sent back to the Planning Department.

5 Planning Secretary stamps receipt date on "Tracking Sheet", places it with the Planner, and this starts the process once again.

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7 Once the final copy is made, Planner places it with Planner Secretary, with “Tracking Sheet” and final “stamped” on and date of receipt is stamped on by Planner Secretary.

8 Once Planner Secretary receives it, Planner Secretary contacts Planning Board President for meeting time and date confirmation.

9 After Planning Board President confirms date of Planning Board Meeting for Public Hearing, Planner Secretary publishes Public Hearing Notice three weeks in advance, posts final staff report online, sends surrounding property owners Notice, and sends Planning Board Staff Report.

10 Planning Board conducts public hearing, listens to public testimony, considers adverse impacts, and mitigation, considers everything in the application has met regulations and state law, and makes any changes they deem necessary to the conditions.

11 Planner takes all public testimony, planning board’s changes and considerations, and any mitigation that had been discussed and makes a final report.

12 Tracking sheet along with date stamp is placed on Planner’s Desk for Planner Secretary to schedule Public Hearing to be held before the City of Baker, Town of Plevna or the Fallon County Commission.