CITY OF POST FALLS

PUBLIC SERVICES DEPARTMENT
Planning Division

Red = Approx Time Line

Subdivision Process

(generally 3 or 4 month process)

Applicant submits a pre-application request and fee

Within 2 weeks

Pre-application conference

Applicant dependent

Applicant submits a Subdivision application and fee

Incomplete, additional items requested

Within 1 week

Planner reviews for completeness

Within 45 days

Admin creates an electronic and hard copy file and circulates for review

15 days prior to Hearing

Public Hearing Notices generated/processed

P&Z Hearing

Next available P&Z meeting

P&Z Commission Findings and Minutes approved

14 Day Appeal Period

Within 1 month

Staff drafts Master Development Agreement

Within 60 days

Applicant signs documents

Next available Council meeting

Council Reviews MDA on Consent Agenda

Applicant dependent

Documents recorded and provided to applicant. Document scanned to system with remaining file documentation. File closed and physical file purged.

Applicant proceeds with Construction Plan Submittals, Construction Improvement Agreement and Final Plat with the Engineering Division