



Planning Division  
52 W College Ave.  
San Angelo, TX 76903  
(325) 657-4210, #2  
[www.cosatx.us/planning](http://www.cosatx.us/planning)

# PLANNING

Planning is a Division of the Department of Planning & Development Services

## MAJOR SUBDIVISIONS

### *What criteria is used to determine if a subdivision is categorized as major?*

Any subdivision not meeting the criteria of an administrative or minor subdivision shall be classified as a major subdivision. This information can be obtained from the Administrative Subdivisions handout, or Ch. 1, Sec. 4 of the Subdivision Ordinance, and the Minor Subdivisions handout, or Ch. 1, Sec. II of the ordinance.

### *Is a sketch plan required, and how is this reviewed?*

A request for a Consultation (found at [cosatx.us/DRC](http://cosatx.us/DRC)) in order to review a sketch plan is not mandatory, but is highly recommended. This allows a single review by a team assembled from all of the City's development-related divisions, thereby avoiding the inconvenience of having to visit each division separately to obtain answers to important questions or needed guidance.

### *What is the review process for a major subdivision?*

A major subdivision includes two parts: a preliminary plat, used to lay out connectivity of streets, easements, drainage, & other important considerations; and, a final plat, used to finalize sections of the overall preliminary plat, for recording & developing.

#### *For Preliminary Plats*

- A completed application, plat checklist, applicable fee, and thirteen (13) paper copies of the proposed plat must be submitted and reviewed for completeness. Once deemed complete, the application is reviewed internally, & comments prepared. These comments – and an accompanying recommendation – are encompassed within the staff report.
- The staff presents the application & staff report to the Planning Commission, who will approve, approve with conditions or other necessary changes, or deny it.

#### *For Final Plats*

- A completed application, plat checklist, applicable fee, and thirteen (13) paper copies of the proposed plat must be submitted and reviewed for completeness. Once deemed complete, the application is reviewed internally, & comments prepared. The Development Staff meets approximately one week before the Planning Commission and will develop a unified recommendation on the plat.
- The staff presents the application & staff report to the Planning Commission, who will approve, approve with conditions or other necessary changes, or deny it.

- If denied, it may be appealed in writing to the City Council within thirty (30) days following the date of denial, or the Planning Commission's denial will be considered final.

***Who can approve a major subdivision?***

The Planning Commission's action shall be considered final, not requiring subsequent consideration by the City Council, unless that decision is appealed to City Council. Notwithstanding procedural requirements of the City Charter, a simple majority vote of the City Council members present shall be necessary to reverse or modify such decision made by the Planning Commission. An appeal of the Planning Commission's denial of a final plat must be made in writing, signed by the developer, and provided to the Director of Planning within thirty (30) days following the Planning Commission's denial.

***What happens after approval of the preliminary and final plat applications have been granted?***

*For Preliminary Plats*

The approval does not constitute an approval of the proposed land uses or the land subdivision; instead, it is merely approval to proceed with the preparation of a final plat consistent with the preliminary plat. This may be done in one or more sections. Approval also does not give permission to proceed with improvements on the land. The approval remains in effect until it is repealed by the Planning Commission – which may happen at any time after 24 months following the approval.

*For Final Plats*

The approval is effective for three (3) years. If this approval expires, a new application must be filed. To record the plat within the effective approval window, a completed plat submittal signature checklist – along with a minimum of 4 positive copies (at least 2 must be paper) must be provided. Once completion of conditions is verified and all City officials have signed, the copies are returned to the applicant for recording. Completion of conditions regarding infrastructure improvements may be accomplished either by the physical installation of infrastructure – consistent with City specifications – or the approval of a performance guarantee & accompanying agreement. Methods of guarantee include: letters of credit, bonds, cashier's checks, or cash payment. For more information, see the handout on Performance Guarantees or Ch. 6 of the Subdivision Ordinance. The applicant must provide the City with recording information before permits may be issued, and within seven calendar days of recording.