

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING ARTICLE I, SECTION 19-104; ARTICLE II, SECTIONS 19-201, 19-202 AND 19-204; ARTICLE III, SECTIONS 19-301, 19-302, 19-305, AND 19-306; ADDING A NEW SECTION 19-307; AMENDING SECTIONS 19-308 THROUGH 19-320; AMENDING ARTICLE VI, SECTIONS 19-602 AND 19-606 ; TO EXTEND THE VALIDITY PERIOD OF PRELIMINARY PLATS AND TO ESTABLISH FEES THEREFOR; TO REMOVE THE REQUIREMENT FOR PLANNING COMMISSION APPROVAL OF FINAL PLATS; TO AMEND THE DEVELOPMENT APPLICATION PROCESS; TO REMOVE THE REQUIREMENT FOR PRE-DEVELOPMENT MEETING FOR PROPERTIES SUBDIVIDED BY CERTIFICATE OF SURVEY; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 1. That Secs. 19-104, 19-201, 19-202, 19-204, 19-301, 19-302, 19-305 through 19-320, 19-602 and 19-606 of Chapter 19 of the Code of Ordinances of the City of Norman shall be amended and/or added to read as follows:

Sec. 19-104. Relation to zoning.

In order to provide adequate information for evaluation and decision by the Planning Commission and the City Council, and to provide documentation of intent for public record, the following requirements are mandatory:

- A. A rezoning request which includes any amount of unplatted land shall be accompanied by a preliminary plat of the land in question, and any adjacent land which is fifty (50) percent or more owned or under option to buy by the applicant; provided, however, that any land for which a plat is not required as a prerequisite for a building permit is exempted from this requirement. The preliminary plat shall be submitted for consideration as an agenda item before the Planning Commission simultaneously with the rezoning request.
- B. In the instance of proposed planned unit development(s), as provided in Chapter 22 of this Code, five (5) copies of a site development plan shall also be included with the submission of the preliminary plat when application is made for Planning Commission approval.
- C. Provided that no final plat may be considered for approval by the City Council until the preliminary plat and proper zoning in terms of density, lot size, and land use has been approved by the City Council regarding the subject property.

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Sec. 19-201. Agenda.

Each plat submitted for preliminary approval shall be placed on the Planning Commission's agenda only after fulfilling the appropriate requirements of this chapter. However, a plat not meeting all the requirements may be submitted if the subdivider presents with the plat a letter requesting the specific exception(s) and enumerating in detail the reason(s) therefor.

Sec. 19-202. Filing fee.

To partially defray the costs of staff review and reports, a filing fee, calculated on the basis of the total acreage included within the property proposed to be platted, shall be paid to the City at the time of submission in accord with the following:

- A. *Preliminary plats*: One hundred fifty dollars (\$150.00), plus ten dollars (\$10.00) per acre or portion thereof; provided, however, that for open space areas contained within a Rural Cluster Development the acreage charge shall not apply to that portion.
- B. *Preliminary Plat renewal*: \$ 900.00.
- C. *Final plat for all zoning district classifications*: Three hundred fifty dollars (\$350.00), plus ten dollars (\$10.00) per acre or portion thereof; provided, however, that for open space areas contained within a Rural Cluster Development the acreage charge shall not apply to that portion. In addition thereto, the following fees shall be assessed to cover the cost of the City's Geographic Information System expense:
 - 1. One hundred dollars (\$100.00) per lot for every lot in each final plat.
- D. *Short form plats (section 19-604 of this chapter), and Norman Rural Certificates of Survey*: One hundred fifty dollars (\$150.00), plus ten dollars (\$10.00) per acre or portion thereof. In addition thereto, the following fees shall be assessed to cover the cost of the City's Geographic Information System expense:
 - 1. One hundred dollars (\$100.00) per lot for every lot in each final plat.

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Sec. 19-204. Official recording.

No plat or description of land subdivision shall be filed in the office of the County Clerk, Cleveland County, until it has received approval of the preliminary plat and acceptance of the final plat by the City Council as required by law. No lots shall be sold from any plat until it has been recorded as herein provided. Failure to record such approved plat within

two (2) years of approval of the final plat by the City Council shall void all approvals thereto.

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Sec. 19-301. The preliminary plat: General.

The subdivider shall prepare a preliminary plat for presentation to the City. It shall conform with the minimum requirements of the Norman 2025 Plan, and this Code, and shall include the land in question, and any adjacent land partially or fully owned or under option by the applicant, notwithstanding that all of said land may never be finally platted.

For all cases of subdividing and development within the scope of this chapter, a preliminary plat of the land in question shall be drawn and submitted to the Planning Commission and City Council and a final plat of the land in question shall be submitted to the City Council for acceptance of dedications and improvements, as provided in this chapter.

Sec. 19-302. Preliminary Plat: Procedure for filing application for consideration of the Planning Commission.

1. When a Preliminary Plat is submitted to the Public Works Department for consideration by the Planning Commission, a Pre-Development Informational Meeting must be held. The purpose of the Pre-Development meeting is to allow surrounding neighbors to meet with the applicant in an informal setting and share information about the proposed application. In order for the meeting to occur, the following items must be submitted to the Public Works Department:

- (a) The written legal description of the property.
- (b) A written description of the proposed development which provides details of the proposal that can be mailed to neighbors. The narrative should be as detailed as practicable, without being lengthy or technical. It should describe the proposed uses contained in the development, any proposed open space or parks, and connections to nearby major roads and subdivisions.
- (c) Because this is a preliminary meeting, a fully finished preliminary plat is not required, however, three full-sized drawings are required, as well as an 8 ½" by 11" reduction, generally showing lots, roads, topography, flood plains, existing easements and structures, physical features (such as ponds, creeks, and large stands of trees), and proposed parks and open spaces.

- (d) A site plan must accompany any request for commercial, industrial, multi-family, or Special Use, generally showing in a preliminary manner proposed buildings, parking, driveways, landscaping areas and screening.
- (e) A certified ownership list for all property within a three hundred fifty (350) foot radius of the exterior boundary of the subject request.
- (f) A completed Greenbelt Enhancement Statement if required by and in accordance with Section 4-2027 of the Code of the City of Norman. (O-1011-23)
- (g) A filing fee of one hundred twenty-five dollars (\$125.00), which will be credited against any filing fee charged for a future preliminary plat application for the same property. This fee is non-refundable, and must be paid each time a separate meeting is requested.

A complete Pre-Development application packet must be filed in the Planning Department by 4:00 p.m. seventeen (17) days before the regularly scheduled Pre-Development meeting. The Planning Department will make available the Pre-Development packet to the City of Norman's website as soon as possible but no later than ten (10) days before the regularly scheduled Pre-Development meeting. Pre-Development meetings will be held on an as-needed basis, and are anticipated to occur ~~at least~~ once a month. Staff will notify all persons identified on the certified ownership list, and will include a copy of the written description of the proposed project as well as any reduced drawings. If an applicant does not submit an application for Planning Commission within six months from the date of the Pre-Development meeting, a new Pre-Development meeting must be held prior to the Planning Commission hearing.

At that same time, an application packet may also be submitted for a preliminary plat. By submitting both application packets at the same time, the application will be scheduled for a Pre-Development meeting, and then a Planning Commission hearing in the month immediately subsequent to the Pre-Development meeting.

However, if the application for Planning Commission hearing is not filed in the Public Works Department at the same time the Pre-Development application is filed in the Planning Department according to the above deadline, the application will be scheduled for a Planning Commission hearing at the time that application is received in the Public Works Department.

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Sec. 19-305. Preliminary plat: Duration of approval.

Approval of a preliminary plat by the City Council shall be valid for a period of five (5) years from the date of approval; provided, however, that if one (1) or more final plats are filed for record within said five (5) years time frame, the preliminary plat validity shall be extended for two (2) years, or a total of seven (7) years from the initial date of approval by the City Council.

Sec. 19-306. Preliminary plat: Changes from the approved plat.

In any instance where a final plat includes: A rerouting of a collector street; a change in relationship between uses of land; an increase in the number of lots by more than five (5) percent; or a request for a change of specific elements of the preliminary plat, then the preliminary plat must be reapproved, and the subdivider shall pay a full preliminary plat filing fee on that part of the preliminary plat not previously filed of record as a final plat.

Sec. 19-307. The preliminary plat: Requirements for Administrative Renewal.

- A. Prior to the expiration of a preliminary plat, previously approved by Planning Commission and City Council, the period of validity may be administratively renewed by the Development Committee for one subsequent five (5) year term upon application by the property owner if the following requirements are met:
 - 1. The renewal fee of \$900.00 is paid upon application for renewal of the preliminary plat.
 - 2. The preliminary plat to be renewed is identical to the preliminary plat on file or contains only minor amendments.
- B. Submission of Plat and Site Plan. If the preliminary plat to be renewed is identical to the preliminary plat currently on file, resubmittal of copies of the preliminary plat and site plan is not required. If the preliminary plat to be renewed contains minor amendments to the preliminary plat currently on file, the following items must be submitted with the application for renewal for review by the Development Committee: five (5) copies of the preliminary plat that comply with §19-303 and five (5) copies of a site plan that comply with the requirements of §19-302(2)(c).
- C. All proposed amendments to the preliminary plat currently on file will be reviewed by the Development Committee for a determination of whether the proposed amendments are minor or major as provided herein. Major amendments cannot be approved administratively by the Development Committee and must go through the normal development process described in §19-302 and §19-304 herein. Minor

amendments to the preliminary plat can be administratively approved after a favorable determination by the Development Committee.

- D. Major amendments to the preliminary plat are those that significantly alter the layout and use of the preliminary plat, increase the number of lots by more than ten percent (10%), alter any streets except as allowed in (6) below, or significantly alter the design or scope of the preliminary plat.
- E. Changes to parkland location, for either a permanent or temporary park, may be approved administratively by the Development Committee but only upon approval by the Director of Parks and Recreation, or his or her designee. If the Director of Parks and Recreation or his or her designee denies a proposed change in parkland location, the application for renewal of the preliminary plat cannot be approved administratively.
- F. Street alterations may be approved by the Development Committee if necessitated by a request for an increase or decrease in the number of lots, so long as the layout of the streets are not substantially altered. All alterations to streets must conform to adopted public safety and traffic management standards before being approved administratively.
- G. Final plats, submitted after administrative renewal, must comply with all intervening modifications to Chapter 19 to other pertinent City of Norman regulations occurring from the date of approval of the preliminary plat to submission of the final plat for approval. Accordingly, if a preliminary plat is administratively renewed, at the time of renewal, a notation must be placed on the preliminary plat that states: "Approval of the corresponding final plat, when presented to City Council for such approval and acceptance, must comply with any and all intervening modifications to Chapter 19, or other pertinent chapter, of the Code of Ordinances of the City of Norman occurring from the date of first approval to the date of submission of the final plat to City Council for approval."

Sec. 19-308. The final plat: General.

The subdivider shall prepare a final plat for presentation to the City Council. It shall conform with the minimum standards of this Code and with the preliminary plat approved by the City Council.

Sec. 19-309. Final plat: Procedure for filing application for consideration of the City Council.

In order to be included on the agenda of the City Council, an application shall be in compliance with all of the following:

- A. Three (3) dark line prints of a final plat, neatly drawn, shall be submitted to the Public Works Department before 1:30 p.m. Monday, not less than thirty-one (31) days prior to the next City Council meeting.
- B. At the same time, there shall be submitted three (3) sets of the proposed plans and specifications in final form for all required public improvements.
 - 1. Prior to the installation and construction of the required public improvements within any subdivision, plans and specifications therefor shall be prepared by a registered professional engineer and submitted to the City through the Public Works Department. That department shall, if warranted after the examination and inspection of said plans and specifications, submit to the City Council, a report that, in its opinion, the plans and specifications comply with all current ordinances and standards applicable thereto. No installation or construction of any public utility or required public improvement shall be commenced without approved plans and specifications and permission from the Public Works Department.
 - 2. Three (3) sets of plans and specifications for all required public improvements shall be filed with the City through the Public Works Department for final approval. The Development Committee shall review and approve such plans prior to the consideration of the final plat by the City Council.
 - 3. City approval of public improvement plans for any required public improvement or any part thereof is null and void two (2) years from the date of approval unless said public improvements are under construction and will be completed within ninety (90) days. Plans for which approval has expired shall be resubmitted for review and current approval before any work is undertaken on the project and coincident with any consideration of the renewal of a corporate surety bond associated therewith; provided, however, this shall not preclude the City from instituting a legal action to recover under said corporate surety bond.

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- F. The final plat shall conform with the preliminary plat as approved by the City Council, and shall not include the rerouting of a collector street, a change in the relationship between uses of land, an increase in the number of lots by more than five (5) percent, or a change of specific elements of the preliminary plat. Plats

failing to meet these requirements or other requirements of this chapter shall not be placed on the City Council agenda.

Sec. 13-310. Final plat: Contents.

A. The final plat shall be drawn on a scale of one hundred (100) feet to the inch from an accurate survey and on sheets whose dimensions do not exceed twenty-two (22) inches by thirty-two (32) inches between border lines on a mylar or equivalent standard twenty-four (24) by thirty-six (36) inch sheet. However, in the instance of the platting of a small area, the scale of the drawing may be changed such that one (1) inch will equal less than one hundred (100) feet in order to allow a larger representation of the tract; and, for platting of large lot subdivisions in the rural area containing more than one hundred (100) acres, then a scale of one (1) inch equals two hundred (200) feet may be used. On every sheet of every plat there shall be a key map showing the location of the subdivision referenced to government survey section lines and major streets and a legal description. If more than two (2) sheets are required for the plat, the key map shall show the number of the sheet for each area. A border of one (1) inch surrounding the sheet shall be left blank at the top, bottom, and right hand side, and a margin of three (3) inches at the left side for binding purposes.

B. The final plat shall contain the information required for approval of a preliminary plat. Every sheet of the final plat shall also include the following:

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21. The following certification and appropriate signatures shall be made and shown on the submitted original tracing in black ink:

- (a) Owner's certificate and dedication, executed and acknowledged. The certificate shall be substantially in the following form: "As owner, I hereby certify that I have caused the land described in this plat to be surveyed, divided, mapped, dedicated and access rights reserved as represented on the plat." Dedication of the streets, easements, and other public areas shall be made as a part of this certificate. This certificate shall be executed in the same manner as a real estate conveyance is executed;
- (b) Certificate by the owner's surveyor to the effect that the owner's surveyor has fully complied with the requirements of the City of Norman Subdivision regulations and the subdivision laws of the State of Oklahoma governing surveying, dividing, and mapping of the land; that the plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision of it; that the plat represents a survey made by the surveyor and

that all monuments and benchmarks indicated thereon actually exist in their location, size, and material are correctly shown;

- (c) Certificate of bonded abstractor, executed;
- (d) Certificate for release of mortgage for any portion dedicated to the public, executed and acknowledged;
- (e) County Treasurer's certificate, executed;
- (f) Certificate of City Council acceptance of ways, easements, and public land dedications; and,
- (g) Certificate by the Chairman of the City of Norman Development Committee that the improvements comply with the approved standards and specifications.

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Sec. 19-312. Final plat: City Council action.

- A. The City Council shall approve or disapprove the final plat. Approval shall be shown on the plat with the date of such approval and over the signature of the Mayor.
- B. If the final plat be disapproved, the reasons for such action shall be specifically stated in writing, a copy of which, signed by the Mayor, shall be transmitted with the tracing and prints to the applicant.
- C. No plat shall be approved which does not comply with this chapter.

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Sec. 19-313. Permit for public improvements required.

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Sec. 19-314. Accomplishment of improvements: General procedure.

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Sec. 19-315. Improvement construction prior to filing and/or submitting a surety to secure the actual construction of required improvements.

- A. Normally a subdivider elects to install and construct any or all of the public improvements required herein prior to the filing of a final plat. Under such circumstances, the procedure shall be as follows:
 - 1. The subdivider shall submit a written request to the Public Works Department indicating in specific detail the required public improvements

which the subdivider proposes to install and construct prior to the filing of the approved final plat.

2. The Public Works Department shall review the construction drawings and documents and prepare a written report for the Development Committee.
3. The Development Committee shall approve the program for accomplishing all required public improvements is feasible and in compliance with the approved preliminary plat and not contrary to the public interest. If approved, the City of Norman Public Works Department is authorized to issue construction permits for all required public improvements.
4. In all cases where the Development Committee approves a program of construction of required public improvements prior to the filing of a final plat, a copy of the final plat, without benefit of required signatures of City officials, shall be held in escrow by the City through the Public Works Department. It shall not be released for any purpose until the approved program of construction is completed and all public improvements are accepted by authorization of the City Council. Subsequent to the acceptance of all required public improvements included in the construction program and the accomplishment of all other commitments, if any, of the subdivider, the final plat shall be executed by the City and recorded at the County Courthouse.
5. An approved program of construction under this method shall be completed within a period of two (2) years. Two (2) years from the date of approval by the Development Committee, the approval of any construction program which has not been initiated shall become null and void.

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Sec. 19-316. Completion and City acceptance of public improvement.

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Sec. 19-317. Final plat: City Council Action.

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Sec. 19-318. - Final plat: Recording.

The owner or the owner's engineer shall submit the original tracing of any plat and the recording fee for filing of said plat in the office of the Cleveland County Clerk to the Public Works Department at the time approval by the City of Norman Development Committee is requested in writing. All required signatures shall be properly affixed. The City will retain possession of said original, securing City Council signatures. The Public Works Department will make reproducibles and dark line prints for recording purposes, and will record said plat at the owner's expense within ten (10) days after approval of the final plat by the City of Norman Development Committee. In such cases where a subdivision is to be bonded and filed prior to the improvements, said bonds will be approved by the City Council at the time of acceptance.

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Sec. 19-319. Procedure for amendment of site plans.

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Sec. 19-320. Procedure for amendment of final plats.

In such case where a final plat has been reviewed and approved by the City Council, the owner may submit, prior to its recording, to the City of Norman Development Committee an amended final plat. The City of Norman Development Committee may approve said amended final plat provided that there are no changes which significantly alter the layout, use, number of lots, or other material features of the plat. It is intended that such adjustments might include such things as minor lot configurations or slight adjustments necessitated in the field at the time of construction of improvements. If the unanimous vote of the City of Norman Development Committee concurs, then said final plat will be accepted and filed of record in accordance with the remaining procedures of this Code. Otherwise, any such change including any additional dedications of easements or rights-of-way will necessitate a review and acceptance on the part of the City Council.

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Sec. 19-602. Exception for issuing a building permit.*A. Exception from Platting in A-1, A-2, and RE zoning districts:*

1. In the A-1, A-2 and RE zones, building permits may be obtained on all tracts of ten (10) acres or more which abut on a minimum fifty-foot

private roadway easement, granted to abutting property owners, which connects to a City street without the requirement to plat if the land and roadway easement were filed of record prior to February 7, 1984. The instrument which establishes this easement shall indicate that it is intended for future roadway purposes and shall not be accepted nor maintained by the City until and unless constructed according to the City's street standards. This easement shall contain a provision which expressly grants right of access to police, fire, sanitation, inspection, and health department vehicles and personnel who are in the process of performing their normal responsibilities as City, county, state or federal employees. All other zoning requirements for the particular zone in which these tracts are located shall be complied with and satisfied.

2. In the A-1, A-2 and RE zoning districts, building permits may be obtained on all tracts of five (5) acres or greater that abut a public street that is open, and which were filed of record on or before June 27, 1997. Prior to receiving a building permit to construct a new residential dwelling on such tracts, the owner must deliver to the City a duly executed roadway and utility easement for all adjoining public or section line roads which abut the property, in an amount sufficient to accommodate the proposed roadways as reflected on the adopted City of Norman Transportation Plan. Dedication is not mandatory for building permits which do not constitute a change of use, such as a residential addition, or which involve agricultural uses. For tracts containing more than forty (40) acres, the roadway easement would only be required adjacent to that portion of the entire tract that approximates a forty (40) acre parcel. Such tracts shall comply with all other zoning requirements of the City of Norman. The purpose of all such dedications is to facilitate the eventual improvement of rural roadways. Any private improvements within the expanded roadway easement may remain until a roadway project occurs, at which time the City would either pay for any existing improvements or institute condemnation action to acquire the real property as required by law. All existing improvements must be noted on the dedication.

B. *Deferral of public improvements:*

1. It is the purpose of this section to provide, in specific cases, as are hereinafter designated, a procedure whereby the City Council may temporarily defer the construction of certain public improvements required by the Code of the City of Norman at the time of acceptance of a final plat within a subdivision; provided that the City Council, in its sole judgment, deems that such deferment shall be immediately in the interest of public health, safety, or general welfare. It is the further purpose of this section to provide in specific cases where construction of required drainage

improvements outside the boundary of a subdivision plat or other tract of land cannot be accomplished because the necessary easements or rights-of-way cannot be reasonably obtained, a procedure whereby the City Council may temporarily defer the construction of certain public improvements required by the Code of the City of Norman at the time of acceptance of a final plat and the associated program of improvements.

2. The City Council, after recommendation from the Director of Public Works, may accept a final plat and authorize the issuance of building permits prior to the construction of such deferred public improvements required by the Code of the City of Norman in the following situations:
 - (a) Where incompatible grades exist;
 - (b) Where there are inadequate or a lack of connecting facilities;
 - (c) Where construction of the improvement would not immediately function for its intended use; or
 - (d) Where such improvement would be replaced by a planned future project.
3. The City Council, after recommendation from the Director of Public Works, may accept a final plat and the program of improvements and defer public drainage improvements with the condition that the deferred drainage improvements are a part of the program of improvements but are the responsibility of the City of Norman to construct under the following situations:
 - (a) Where construction of required drainage improvements outside the boundary of a subdivision plat or other tract of land cannot be accomplished because the necessary easements or rights-of-way cannot reasonably be obtained; or
 - (b) Where documentation is provided which demonstrates that reasonable and proper attempts have been made to obtain the necessary easements and rights-of-way to construct the drainage improvements required by the City and that these attempts have been unsuccessful.
 - (c) Deferral of such improvements shall not result in any increased flooding of any street or habitable structure.
4. Whenever it is deemed necessary by the City Council to defer construction of any improvement, other than drainage under section 19-602B.3, the applicant shall pay the cost, as determined by the Director of Public Works, of future improvements to the City within ten (10) days of City Council acceptance of the final plat. Payment of cost shall be in cash or certificate of deposit.

In the case of deferred construction recommended under subsection 19-602B.3. above, the applicant shall make the following payments:

- (a) An initial payment based on the engineer's estimate of the cost of construction as approved by the Director of Public Works plus the estimated costs of right-of-way acquisition and competitive bidding. The initial payment shall be in cash or certificate of deposit and shall be made within ten (10) days of City Council acceptance of the final plat.
- (b) A final payment based on the actual cost of construction, right-of-way acquisition, and competitive bidding minus the initial payment. If the initial payment is greater than the actual cost, the difference will be returned to the applicant upon action of the Council upon request from the applicant. The final payment shall be in cash.
- 5. Monies received by the City under the authority of this section shall be separately accounted for and expended for no other purpose than in conjunction with the later construction of deferred improvement, except for deferred drainage improvements.
- 6. Monies received by the City under authority of this section for drainage improvements must be separately accounted for, but may be used for a drainage improvement other than the specific deferred improvement with the approval of the City Council if the proposed drainage improvement addresses a problem of the tract of land that the specific deferred improvement serves. The applicant is relieved of the obligation for the deferred improvement when its deferred funds are expended.
- 7. If construction of the deferred facility has not commenced within ten (10) years from the date of deferment, then the cost paid or the certificate of deposit may be returned upon action of the Council upon written request of the payor.
- 8. A deferment as contemplated by this section shall be submitted to the Development Committee for a recommendation of approval or disapproval at the same time the final plat is submitted. The deferment and recommendation shall then be submitted to the City Council for its consideration at the same time the final plat is submitted for acceptance.

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Sec. 19-606. Exception to allow Norman Rural Certificates of Survey as plats in A-1 and A-2 Zoning Districts.

A. It is the purpose of this exception to allow lots of ten (10) acres or more to be developed and sold adjacent to public or private roadways in the A-1 and A-2 Agricultural Districts; however, private roadways should be constructed and maintained in such a manner that said roadways may be traversed and used by police, fire and other official vehicles of all municipal, county, state and federal agencies. Lots created under

this process shall be designated as "Norman Rural Certificate of Survey Subdivisions" and may be permitted under the following procedures (Ord. No. O-0203-34):

1. Any applicant contemplating a Certificate of Survey may voluntarily request a pre-development meeting, subject to the same filing requirements. The purpose of the meeting is to allow surrounding neighbors to meet with the applicant in an informal setting and share information about the proposed application. In order for the meeting to occur, the following items must be submitted to the Public Works Department:
 - (a) A copy of the deed to the property.
 - (b) A written description of the proposed development which provides details of the proposal that can be mailed to neighbors. The narrative should be as detailed as practicable, without being length or technical. It should describe the proposed type of homes contained in the development, any proposed open space or parks, and connections to nearby major roads and subdivisions.
 - (c) Because this is a preliminary meeting, a fully finished Certificate of Survey is not required, however, three (3) full-sized drawings are required, as well as an eight and one-half (8½) inch by eleven (11) inch reduction, generally showing lots, roads, topography, flood plains, existing easements and structures, physical features (such as pounds, creeks, and large stands of trees), and proposed open spaces and greenbelts.
 - (d) A certified ownership list for all property within a three-hundred fifty-foot radius of the exterior boundary of the subject request.
 - (e) A filing fee of one hundred twenty-five dollars (\$125.00), which will be credited against any filing fee charged for a future Rural Certificate of Survey application for the same property. This fee is non-refundable, and must be paid each time a separate meeting is requested.

A complete application packet must be received in the Public Works Department by 4:00 p.m. seventeen (17) days before the regularly scheduled Pre-Development meeting. Such meetings will be held on an as-needed basis, and are anticipated to occur at least once a month. Staff will notify all persons identified on the certified ownership list, and will include a copy of the written description of the proposed project as well as any reduced drawings

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§ 2. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance, except that the effective date provision shall not be severable from the operative provisions of the ordinance.

ADOPTED this _____ day
of _____, 2013.

Cindy Rosenthal, Mayor

ATTEST:

Brenda Hall, City Clerk

NOT ADOPTED this _____ day
of _____, 2013.

Cindy Rosenthal, Mayor