

## SUBDIVISIONS



**Apply to:** Housing & Community Development Department

The Subdivision process involves the review and approval by City Departments and Utilities, the Plan & Zoning Commission, and the City Council.

- Submit **Preliminary Plat** to the Zoning Office for Development Review by staff and utilities.
- **Preliminary Plat** is reviewed and the Plan & Zoning Commission makes a recommendation to the City Council.
- City Council reviews and makes a decision regarding the **Preliminary Plat**.
- Submit **Final Plat** to the Zoning Office for Development Review by staff and utilities.
- **Final Plat** is reviewed and the Plan & Zoning Commission makes a recommendation to the City Council.
- All legal documentation required by the Office of the County Recorder must be submitted to the Zoning Office prior to the City Council meeting.
- City Council reviews and makes a decision regarding the **Final Plat**.

This guide is designed to serve as a reference for development and permit procedures for residents, builders, contractors, developers and other individuals interested in Marshalltown. The requirements of the City Code and other regulations have been summarized in order to provide basic information. Specific questions and requests regarding the information provided should be directed to the appropriate department.

The City will not be financially liable for mistakes made in the development/construction process. City employees perform only limited roles in these matters and do not work directly for the developer, owner, lender, or contractor. Be certain to obtain competent expert advice from consulting engineers, planners, lawyers, and surveyors.