

Section 38-20. Minor Plat

Sec. 38-20.1. Purpose

The purpose of a [Minor Plat](#) is to provide a limited means for simple land division under certain circumstances, which result in minimal lot creation.

In circumstances where adequate infrastructure, easements, and [Right-of-Way](#) already exist and the extension of any [City](#) facilities to serve any lot within the [Subdivision](#) is not required, then a [Minor Plat](#) may be suitable as an instrument to subdivide one (1) lot into three (3) or fewer lots.

In agreement with the intent of this [Subdivision Ordinance](#), [Minor Plats](#) are intended to ensure that public facilities are available and will have sufficient capacity to serve the proposed [Subdivision](#). Additionally, [Minor Plats](#) are intended to ensure the future growth and development of the entire [City](#) by ensuring new development does not hinder the provision of public facilities and services to neighboring and nearby properties.

Sec. 38-20.2. Applicability

An [Application](#) for approval of a [Minor Plat](#) may be filed when all of the following circumstances apply.

(A) Minor Plat Circumstances

- (1) The proposed division results in three (3) or fewer lots;
- (2) All lots in the proposed Subdivision front onto an existing public or approved private street and the construction or extension of a street or alley is not required to meet Subdivision Ordinance requirements;
- (3) All lots meet the Zoning Ordinance area regulations and standards (minimum frontage, etc.); and
- (4) The Plat does not require the extension of any City infrastructure, easements, and Right-of-Way to serve any lot within the proposed Subdivision.

Sec. 38-20.3. Minor Plat Requirements

To be considered a Minor Plat it must also meet the following requirements:

(A) Minor Plat Requirements

- (1) The proposed Plat shall be for the subdivision of one (1) lot into three (3) or fewer lots.
- (2) No parcel of land shall have more than one [Minor Plat](#) approved during any five (5) year period.
- (3) The proposed Plat shall meet all Zoning Ordinance requirements.
- (4) The proposed Plat shall meet all Subdivision Ordinance requirements (e.g., Improvement of [Substandard Streets](#), per [Sec. 38-42.3. \(B\)\(2\)](#)).
- (5) Private wells and private wastewater treatment facilities that meet the current [City](#) health standards shall be considered adequate when existing public water and sewer lines are not within the required area for utility extension and connection as specified in the [City](#) Code of Ordinances.

Sec. 38-20.4. Application Requirements

(A) Same as a Final Plat

The requirements for the submittal of a [Minor Plat](#) shall be the same as the requirements for a [Final Plat](#), as outlined in [Section 38-19 Final Plat](#).



(B) Preliminary Plat Not Needed

As stated in [Sec.38-16.6. \(A\)\(2\)](#), a [Preliminary Plat](#) is not required when a [Minor Plat](#) is submitted.

(C) Application Preparation

An [Application](#) shall be prepared by a [Land Surveyor, Registered](#) or an [Engineer, Professional](#).

Sec. 38-20.5. Review and Approval Process**(A) Review Action and Approval Action – Same as Final Plat**

The review and approval processes for a [Minor Plat](#) shall be the same as the review and approval processes for a [Final Plat](#) per [Section 38-19](#).

(B) Minor Plat Review Criteria

The following criteria shall be used to determine whether the Application for a Minor Plat shall be approved, approved with conditions, or denied.

- (1) The [Minor Plat](#) is consistent with all zoning requirements for the property (if applicable), and all other requirements of this Subdivision Ordinance that apply to the Minor Plat;
- (2) All lots to be created by the [Minor Plat](#) already are adequately served by improved public street access and by all required [City](#) utilities and services and by alleys, if applicable;
- (3) The ownership, maintenance and allowed uses of all designated easements have been stated on the [Minor Plat](#); and
- (4) The plat does not require the extension of any City infrastructure, easements, and [Right-of-Way](#) to serve any lot within the proposed [Subdivision](#).

Sec. 38-20.6. Procedures for Minor Plat Recordation Following Approval

The procedures for recordation of a [Minor Plat](#) shall be the same as the procedures for recordation of a [Final Plat](#), as outlined in [Sec. 38-19.10. Procedures for Final Plat Recordation upon Approval](#).

Sec. 38-20.7. Revisions to a Minor Plat Following Approval

Revisions may only be processed and approved as a [Replat](#) or [Amending Plat](#), as applicable.

Sec. 38-20.8. Example of a Suitable Lot for the Minor Plat Process

[Figure 3: Example of a Suitable Lot for the Minor Plat Process](#) shows a multi-acre parcel with all infrastructure already constructed and that could be divided in three (3) individual lots.



Figure 3: Example of a Suitable Lot for the Minor Plat Process