

#### **502.4.2.1 Minor Plat Submission**

The subdivider shall submit to the Codes Administrator six (6) signed copies and a digital copy of the minor plat prepared in accordance with all applicable requirements of this ordinance. For a list of information items to be provided in a minor plat, see Minor Plat Requirements in Appendix H. The Codes Administrator shall review the minor plat to insure that it meets all the applicable requirements, and shall take one of the following actions; 1) approve the minor plat; or 2) disapprove the minor plat. If the minor plat is disapproved, written notice of such action, including the reasons for disapproval shall be mailed to the applicant and notification given to the Chairman of the Planning Commission. If the minor plat is approved, the Chairman of the Planning Commission shall sign the minor plat which shall be recorded at the expense of the applicant in the county clerk's office.