COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division

**Subdivision Process**
Generalized Concept

1. Applicant submits a Pre-Application Conference request

2. 7-10 days
   - Planning reviews for completeness
   - If incomplete, additional items requested

3. 14-21 days
   - Pre-application conference upon fee paid
   - Pre-application notes sent to applicant

4. Applicant submits Subdivision Application via the online portal

5. 7-14 days
   - Planning reviews for completeness
   - If incomplete, additional items requested
   - Fee paid upon completeness

6. Min. 70-days from complete app.
   - Planning and Zoning (P&Z) Public Hearing (PH) Scheduled

7. Prior to PH
   - P&Z Notices sent to jurisdictions, media, and site posting

8. P&Z Public Hearing

9. 3-5 weeks
   - Reasoned Decision and Minutes

10. Min. 3-5 weeks
    - Master Development Agreement (MDA) Coordination

11. Applicant dependent
    - Applicant to review and sign MDA

12. Next available City Council session
    - City Council reviews MDA

13. 2-3 weeks
    - Recorded documents provided to applicant

**Legend**

- Red = Approximate Timeline
- Light blue = Major Step

Post Falls Municipal Code Section 17.12: Application, Review, and Approval