Subdivision plat workflow: intake to recording

Hamilton County Planning Department · Major, minor and staff approved plats

Subject to change Jan 1 (PC1044)

Only 2 deficiency documents allowed +
strict 30/60 day deadlines

Intake and review

Pre-application meeting (optional)
15+ business days before submittal

Submit on OpenGov
All applications, every plat type

Staff approved
Up to 5 lots, no variance
No new street/utilities
No calendar deadline

Staff review
GIS, then Planning

Corrections
Surveyor revises plat

Preliminary plat
Major plats only

Submittal due
3rd Monday, noon ET
Pay by 4 PM · late = next month

Dept. review
3rd Wed after deadline, by 4 PM ET

Corrections due
2nd Fri after review
No changes after
Basis for staff report

PC hearing
2nd Mon, 1:00 PM ET
1250 Market St, DRC Room 1A

Construction plans
Approved via land disturbance permit
Required before final plat

Final plat
Minor, or major after preliminary

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3rd Monday, noon ET
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3rd Wed after deadline, by 4 PM ET

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Build + as-builts
Minor and major
Before signatures

Recording

Recording gate
Unapproved plats are rejected
Conditions must appear on plat

Pre-signing checks
CAD file to GIS

Print recording set
3 paper copies
Printed corrections only
No handwriting or tape-overs
Applicant signatures: wet black ink

Signing cutoff
Noon Wednesday to be signed that week
Gives all departments time to sign
Turn in with $17 check to Register of Deeds

Centralized signing
Wet black ink, originals only

Recorded
Register of Deeds · lots can sell

Separate requirements

Land disturbance permit
Required when disturbing more than 1 acre
All plat types

Groundwater Protection application
Needed for lots without public sewer
Approval needed before plat approval

Applicant submits · County review · Recording · Rule or caveat

Sources: Hamilton County Subdivision Regulations (amended 06-08-2026); Subdivision Deadlines Calendar 2026–2027.