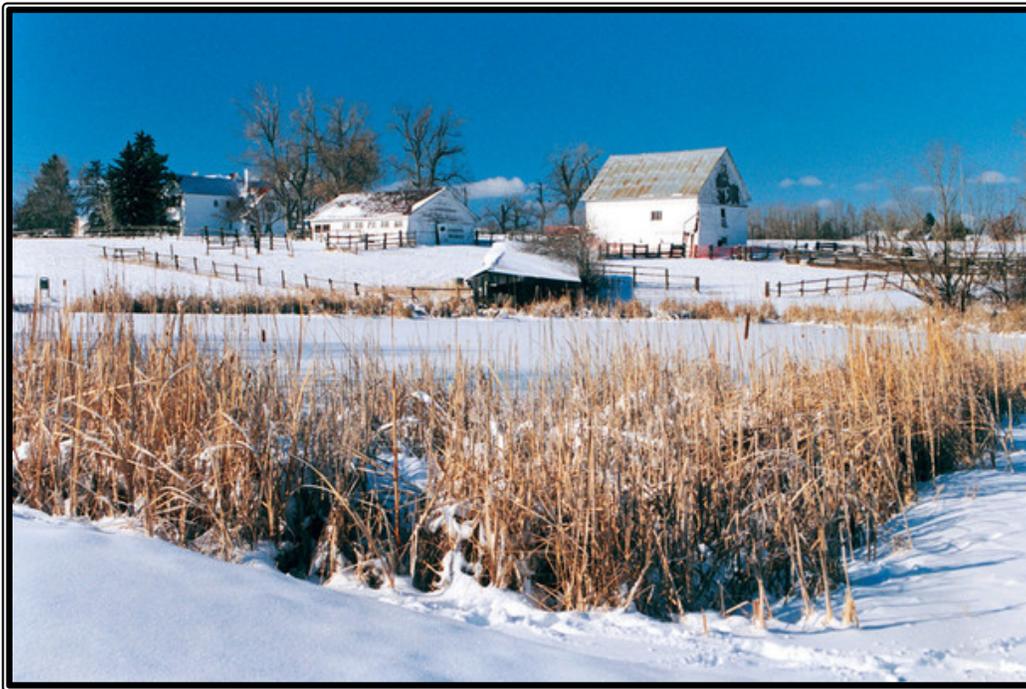


# MINOR SUBDIVISION PLAT – PRELIMINARY

*Attachment to Development Application*



# MINOR SUBDIVISION PLAT

## APPLICATION PROCESS AND REQUIREMENTS

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### **Minor Subdivisions:**

A minor subdivision is any subdivision of land that complies with all of the following requirements as defined in Chapter 4, Title 11 of the City Code (Subdivision Regulations).

1. The proposed plat shall contain ten (10) or fewer lots;
2. All lots must abut a dedicated and accepted City street;
3. The proposed plat shall meet the minimum requirements of the subdivision regulations and zoning regulations.

A major subdivision is any proposed subdivision that does not comply with all of the requirements as defined hereinabove and, therefore, will be subject to the application process described in Chapter 3, Title 11 of the City Code (Subdivision Regulations).

**Pre-application conference (Concept Meeting):** A pre-application conference is required. The pre-application (Concept Meeting) form and information is on the City of Littleton website ([www.littletongov.org](http://www.littletongov.org)). The applicant will follow the instructions stated in the pre-application form and information and submit the required materials to the Community Development Administrative Coordinator. The purpose of the meeting is to discuss with the applicant the concepts, feasibility, regulations and application requirements applicable to the proposal. City staff will also advise the applicant of other processes, which may include Site Development Plan.

**Neighborhood Outreach Meeting:** A neighborhood outreach meeting is required for the following application types: GPDP, GPDP Amendment, Conditional Use, Rezoning, and PDO.

The purpose of the neighborhood outreach meeting is to help educate adjacent property owners regarding a proposed development application in order to identify issues prior to filing the initial application with the city.

### **REVIEW PROCESS**

The platting process is a two-step (2) review process divided into a preliminary plat and a final plat. The preliminary plat receives administrative approval by city staff while the final plat is subject to City Council approval. The following text provides a summary of the review process and submittal requirements for a Minor Subdivision Plat.

## **1. Preliminary Plat**

The applicant shall submit to the Planning Division in Community Development a completed application form and all checked submittal items on the application requirement checklist provided at the pre-application conference. The checklist on the following pages contains the requirements for preparing the preliminary plat application.

Once the city receives the application and assigns it to a planning case manager, the application will be referred to various city departments and appropriate outside agencies for review. Attached is a complete list of city and outside reviewing agencies. Please note that not all of the agencies listed receive every application for review.

City staff will schedule a technical review meeting with the applicant to discuss the proposal. This meeting will be set four (4) to six (6) weeks from the date the application is submitted in order to provide adequate time for a complete review of the proposed application. The Planner (case manager) will inform the applicant as to the scheduled date of this meeting, so that he applicant and their team of consultants may attend. The applicant will receive comments prior to the meeting. The technical review meeting is an opportunity for the city staff and the applicant to discuss issues pertinent to the site and proposal based on the review of the application materials. At this time, city staff will discuss any required public and private improvements and other issues of concern to assist the applicant in preparing the final subdivision plat.

## **2. Final Plat**

After the technical review meeting, the applicant will then prepare the final plat application, incorporating the comments received from city staff and the reviewing agencies and the items discussed at the meeting during the review of the preliminary plat. The applicant shall include a letter that addresses each comment. The applicant must make all required revisions to the application materials and resolve all outstanding issues prior to scheduling for final approval by the City Council.

The applicant shall submit the final version of the application materials directly to the planner (case manager). The application will be referred to various city departments and appropriate outside agencies for final review. If necessary, city staff will schedule a second technical review meeting with the applicant. City staff shall review the proposed final plat for compliance with subdivision regulations, the comprehensive plan, other applicable regulations, existing and proposed development, and comments from affected agencies and shall frame the city staff's formal recommendation on the proposal.

## **3. City Council**

If the Director of Community Development and the Director of Public Works certify that the final plat complies with the accepted engineering principles, and the ordinances of the City, and the City Attorney approves the plat as to form, City Council shall review said plat for final approval. The City Council meetings are on the 1st and 3rd Tuesdays

of the month.

#### **4. Recording**

After approval, the city shall record the Final Plat. The applicant must submit two sets of mylars of the plan, containing the property owners' notarized signature and the recording fees made payable to the County Clerk and Recorder of the appropriate county. The subdivision improvement agreement, financial guarantee, and public improvement plans must be approved and executed prior to recording the plat. The city may request an electronic file of the plat with the submission of the mylars. **\*Note: Recording of the final plat must occur within one year from the date of approval; otherwise, the plan will become invalid. Unless the Director of Community Development grants a time extension, formal action of the City Council is required to reinstate the approval.**

#### **5. Time Extension**

The Director of Community Development may grant an extension of approval for no more than one year, if the applicant files a written request for extension with the Planning Division prior to the date of expiration. A decision to grant or deny the requested time extension shall be given not more than ten (10) calendar days from the request.

## **Application Submittal Requirements**

### **Minor Subdivision Preliminary Plat**

*\*The actual number of copies of the application documents will be determined at the pre-application conference.*

- Official Development Application Form, completed and signed.
- Application Fee.
- A current title commitment and, if applicable, a notarized statement signed by the property owner consenting to the proposed application.
- Copy of notice sent to mortgage holder by registered mail (if applicable).
- Name and addresses of all mineral owners and lessees of mineral owners, including signed certification signature block that must be included in the application materials (see attached).
- A drainage study prepared in accordance with the City's "Storm Drainage Design and Technical Criteria Manual" as authorized in Title 7, Chapter of the City Code.
- The boundary survey computed closure calculations of the entire subdivision boundary and all lot boundaries within the subdivision to close within one in five thousand (5,000).
- In the event that the preliminary plat covers only a portion of the subdivider's entire holding the following must be submitted: 1.) 3 copies of phase development plan with time schedule for completion of each phase, and 2.) a sketch of the prospective street system for the entire tract. (Note: application fees will not be required to be paid for the additional area until such time that a preliminary plat is submitted for each area.)
- The subdivider shall submit with the preliminary plat legal documentation for any proposed homeowner's association.
- A preliminary plat at a scale not smaller than 1"=50' with 1" = 20' desirable. The plat must be prepared by a registered land surveyor and comply with the criteria stated below and set forth by the ordinances of the city and state law. The plat must be on one or more 24" x36" sheets and shall include the following:
  - o Name of proposed subdivision
  - o Name, address and telephone number of the legal property owner(s) and subdivider.
  - o Name, address and telephone number of owner of subsurface mineral

estates, including the name and address of mineral lessees, if any.

- Name, address and telephone number of the designer, surveyor and/or engineer.
- An accurate legal description of the subdivision by metes and bounds, certified by a registered land surveyor to be a true closed and balanced traverse. The total number of acres to be subdivided shall be shown.
- Written and graphic indication of the scale.
- North point
- Date of preparation.
- Location map
- Statement by the surveyor describing all monuments both found and set which mark the boundaries of the property to be subdivided, all control monuments used in conducting the survey, and an explanation how bearings, if used, were determined. All bench marks used in conducting the survey shall be shown and shall be based on US datum.
- Boundary lines of the subdivision with accurate distances and bearings, the exact location of all existing or platted streets intersecting the boundary. All dimensions must balance and close within the limits of one in five thousand (5,000)
- Contours for the existing ground slopes at two foot (2') intervals. Five foot (5') intervals area acceptable for ground slopes over five percent (5%) grade. Contours shall extend into adjacent properties a sufficient distance to establish topographic relationship.
- Delineation of location, width and direction of flow of all watercourses, and the approximate boundaries of area subject to inundation for the one hundred (100) year flood frequencies.
- Location, size and species of any existing trees with a trunk diameter of four inches (4") or greater.
- Locations, names and dimensions of all existing or platted streets, alleys, railroads or other rights of way. Said rights of way shall extend beyond the boundaries of the proposed subdivision a sufficient distance to establish continuity with the proposed subdivision. Existing traffic controls (traffic lights, stop signs, street striping, etc.) shall also be shown.
- The location, dimensions and use of all required easements.

- Names, locations and property lines of adjacent subdivisions, and the owners' names, locations and property lines of abutting unplatted tracts and public lands.
- The existing uses on the property proposed for subdivision, and those properties abutting the proposed subdivision with the outline, to scale, of permanent structures located on the property, which are to be retained.
- Location, size, type and, where applicable, grades of existing sanitary and storm sewers, water and gas mains, electrical lines, telephone lines, fiber optic lines, cable, culverts and drains and fire hydrants on the property proposed for subdivision and adjacent thereto.
- Designation of the existing zoning for the property proposed for subdivision, and for abutting properties.
- The approximate lot layout, lot dimensions, lot areas and lot and block numbers of the proposed subdivision.
- All lots and blocks in the subdivision shall be numbered, beginning with the numeral "1" and continuing consecutively, with no omissions or duplications. All other tracts of land in the subdivision shall be designated, beginning with the letter "A" and continuing as above.
- Location, names, width, grades, approximate angles and centerline radii of all curves of proposed streets and other vehicular access.
- The approximate location and width of all proposed sidewalks and pedestrian ways.
- The approximate location of all building setback lines.
- The approximate location and width of easements for all proposed sanitary and storm sewers, water and gas mains, electrical, telephone, cable and fiber optic lines.
- Location of all proposed fire hydrants.
- Location of bridges, culverts, catch basins and all other provisions for collecting and discharging surface and subsurface drainage.
- Location, area and dimensions of all parcels to be reserved in the deeds for the common use of all property owners in the proposed subdivision.
- Location, area and dimensions of all parcels which have been designated by the City's Comprehensive Plan as land reserved for public purchase.

- True bearings and distances to two (2) or more official monuments, which shall be accurately tied to the boundary lines of the subdivision by distances and bearings.
- Gross (total) land area within the subdivision in acres
- Net land area of the subdivision, defined as the gross area minus:
  - All rights of way access, roadways and surface parking for use by motorized vehicles, and
  - All dedicated public open space in acres
- Total and individual area of rights of way, access, roadways and surface vehicular parking in acres.
- Area of dedicated public open space in acres.
- Area of common open space in acres.
- Intended use of land; i.e. residential, commercial, industrial, public or recreational, and number of acres in each use
- The following official signature blocks are required to be placed on the preliminary plat:
  - Certification of Ownership
  - Mineral Estate Owners
  - Surveyor's Certificate
  - Applicable City Approval Certifications
  - County Clerk and Recorder's Certificate