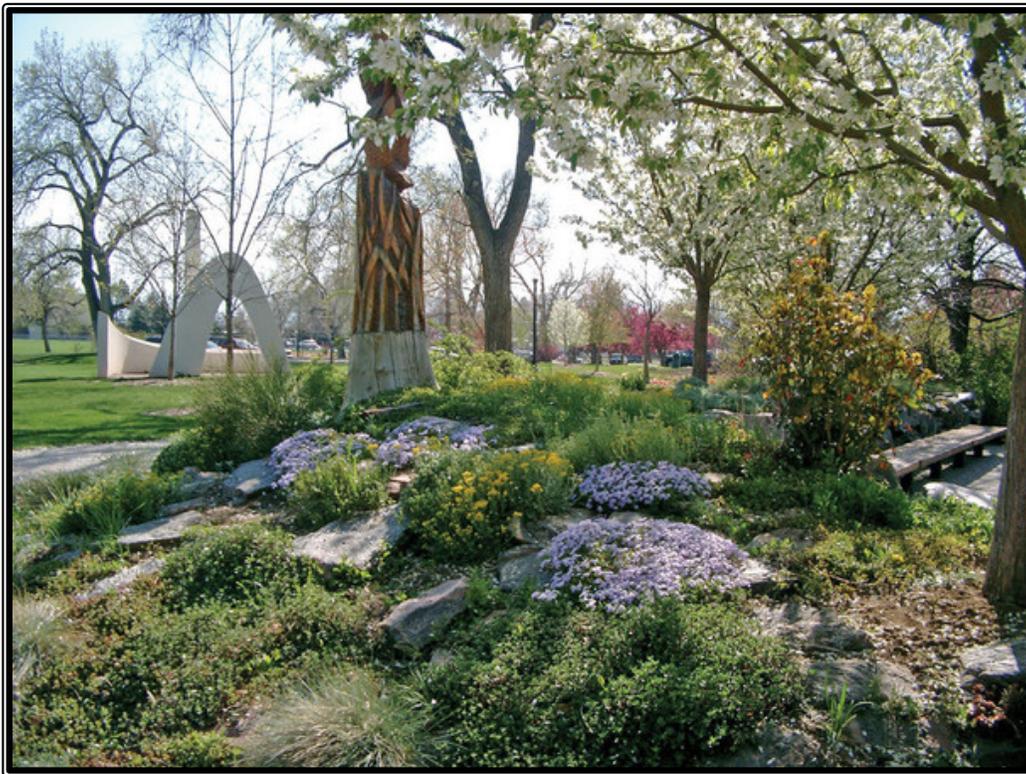


SUDIVISION EXEMPTION

Attachment to Development Application



SUBDIVISION EXEMPTION APPLICATION PROCESS AND REQUIREMENTS

Subdivision Exemption:

A subdivision exemption allows the division of land into not more than two (2) parcels, which meet the requirements of the governing zone district classification, without requiring submission of a subdivision plat. Approval of a subdivision exemption shall not exempt the applicant from securing and/or providing the necessary improvements including, but not limited to, sidewalks, curbs, gutters, street paving, storm drainage, and utilities. Any parcel that results from the approval of a subdivision exemption shall not be eligible for any subsequent division under the same provisions.

Property meeting the following requirements is eligible for a subdivision exemption:

1. A division of land must not exceed two (2) lots.
2. Such division will not violate the minimum requirements of the governing zone district classifications, the subdivision regulations and other applicable City ordinances and resolutions.
3. All lots must abut a dedicated and accepted City street.
4. The applicant must show evidence that adequate sanitary sewer facilities exist to serve the subject lots.
5. The applicant must show evidence that adequate water facilities exist to serve the subject lots.

Any proposed subdivision exemption which does not comply with all of the above requirements shall be considered as a minor or major subdivision as applicable.

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). 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.

REVIEW PROCESS

The subdivision exemption receives administrative approval by city staff and then recorded after approval. The following is a summary of the review process and submittal requirements for a subdivision exemption.

1. City Staff Review

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 subdivision exemption.

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 version of the subdivision exemption prior to recording.

2. Recording

After approval, the city shall record the subdivision exemption map. 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. If applicable, the subdivision improvement agreement, financial guarantee, and public improvement plans must be approved and executed prior to recording the map. The city may request an electronic file of the map with the submission of the mylars. ***Note: Recording of the map 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.**

3. 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

Subdivision Exemption

**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, which 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. (Three copies)
- 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).
- Subdivider's Improvement Agreement, including cost estimates for both public and private improvements.
- Improvement plans (includes civil improvements and landscaping)
- A letter of intent detailing the cash payment in lieu of land dedication to the City to fulfill the requirements of the City's Subdivision Regulations.
- In the event this subdivision is to be of commercial development, the applicant shall provide sufficient evidence of the current market value of the property in accordance with the City's Subdivision Regulations.
- A subdivision exemption map drawn at a scale not smaller than 1"=50' with 1" = 20' desirable. The map 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 exemption.

- Name, address and telephone number of the legal property owner(s) and subdivider.
- 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)
- The location, dimensions and use of all required easements.
- All lines of lots, blocks and other tracts of land shall have accurate dimensions in feet and hundredths with bearings or angles to street and rear lot lines. All lots and other tracts shall have accurate area in square feet and hundredths. Lots must close to one in five thousand (5,000).
- All lots and blocks in the subdivision exemption shall be numbered, beginning with the numeral "1" and continuing consecutively, with no omissions or duplications. All other tracts of land shall be designated, beginning with the letter "A" and continuing as above.
- The map shall accurately show all right- of- way lines, widths, locations and street names of all existing streets immediately adjacent to the property

- The map shall clearly show the high water line of any area subject to inundation by a flood of 100-year frequency. Bearings and distances shall be shown along this line and shall be labeled as a non-buildable easement.
- True bearings and distances to two (2) or more official monuments, which shall be accurately tied to the boundary lines of the subdivision exemption by distances and bearings.
- The following official certifications and signature blocks are required to be placed on the final plat:
 - Certification of Ownership
 - Mineral Estate Owners
 - Surveyor's Certificate
 - Clerk and Recorder's Certificate
 - Applicable City Approval Certifications