



Planning & Development Services
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MINOR SUBDIVISION PLAT – FINAL

Attachment to Development Application



MINOR SUBDIVISION PLAT

APPLICATION PROCESS AND REQUIREMENTS

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). 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.

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 Final 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 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 of land dedication or any combination of cash or land to be donated 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.
- Phase development plan with time schedule for completion of each phase.
- A final 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:

- Name of proposed subdivision
- 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 length of centerline street curves, radius, delta, degree of curve, internal angles, points of curvature, length and bearing of tangents.
- 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 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.

- The plat shall accurately show all right- of- way lines, widths, locations and street names of all existing and proposed streets within and immediately adjacent to the subdivision.
- The plat 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 by distances and bearings.
- The following official certifications and signature blocks are required to be placed on the final plat:
 - Certification of Dedication and Ownership
 - Property Owner’s Attorney’s Certificate
 - Mineral Estate Owners
 - Holder of Deed of Trust (notarized)
 - Surveyor’s Certificate
 - Applicable City Approval Certifications
 - Clerk and Recorder’s Certificate