



Planning & Development Services
2255 W Berry Ave. Littleton, CO 80120
Phone: 303-795-3748
Mon-Fri: 8am-5pm
www.littletongov.org

ADMINISTRATIVE PLAT/ REPLAT; CONDOMINIUM PLAT; CORRECTION PLAT APPLICATION PROCESS AND OPERATING STANDARDS

Pre-application Meeting

A pre-application meeting is required. Meeting materials shall be submitted through the City's eTRAKiT portal on the city website. The purpose of the meeting is to discuss with the applicant the concepts, feasibility, regulations and application requirements applicable to the proposal.

Administrative Plat Application Process and Requirements

Subdivision plat applications are divided into sub-categories of Minor Subdivisions, Major Subdivisions, and Administrative Plats. An Administrative Plat is defined as *a form of a Minor Subdivision to combine two lots into one lot or separate 1 lot into two platted lots and to establish boundaries*. Additionally, a proposal may only be considered an administrative plat if it fits within the provisions of sections 11-4-1(A) and (C) of the City Code.

The Administrative Platting Process is a single step review process.

Certification blocks and forms may be found on the city website under Building and Development, and Planning Services.

Administrative Plat

Cover Sheet (Sheet 1 of X)

1. New Subdivision:

Title block *SAMPLE*:

SUCH AND SUCH SUBDIVISION

Lots 1 and 2

SW/4 of Sec. 9, T6 S, R67 W of the 6th P.M., City of Littleton, County of xxxx, State of Colorado

8.06 Acres

Case Number____ - _____

2. Administrative Replat:

Title block *SAMPLE*:

SUCH AND SUCH SUBDIVISION, REPLAT A

Being a resubdivision of Such and Such Subdivision, Lot 1 Block 2 Planning Area H (if within a PD)

SW/4 of Sec. 9, T6 S, R67 W of the 6th P.M., City of Littleton, County of xxxx, State of Colorado

8.06 Acres

Case Number____ - _____

3. City certification blocks (Public Works Director, Community Development Director, and City Attorney)
4. Property owner certification block(s)
 - a. If easements are dedicated by the plat, include the certification of dedication and ownership
5. Mortgage holder certification block(s) - *if applicable*
6. Clerk and Recorder certification block
7. Mineral estates certification block
8. Surveyor's certification block
9. Vicinity map (clearly show subject site, streets, street names, schools, parks, railroads, public transit facilities, other identifying features of the area and any other public facilities within ½ mile from the proposed subdivision)
10. Scale – engineering scale - (BOTH written and graphic) not smaller than 1"=50" with 1"=20" being the desired scale
11. Names, addresses, and license numbers of the applicant, legal property owner, designer, surveyor, and or engineer
12. legal description including monumentation, by a registered land surveyor, and the total number of acres to be subdivided

Sheet 2 – Sheet 2 of X

1. Show all adjacent and included right-of-way locations, dimensions of streets, with delineation of proposed right-of-way dedication
2. Names of adjacent streets
3. Proposed lot layouts
4. Lot dimensions
5. Lot areas (square feet and acres)
6. Lot and block numbers
7. Tracts (denoted by letters)
8. Names, locations and property lines of adjacent subdivisions and locations; and property lines of abutting unplatted tracts and public lands
9. Location of all watercourses and any area inundated by the 100-year floodplain.
10. Reception numbers for all existing easements and for those easements to be dedicated by separate instrument
11. Land use summary chart

EXAMPLE:

<i>Land Use Summary Chart</i>		
<i>Type</i>	<i>Area (s.f.)</i>	<i>Area (acres)</i>
<i>Lot 1</i>		
<i>Lot 2</i>		
<i>TOTALS</i>	<i>401,994</i>	<i>9.23</i>

12. Tract Table

EXAMPLE:

<i>Tract Table</i>				
<i>Tract</i>	<i>Purpose</i>	<i>Ownership</i>	<i>Maintenance</i>	<i>Size (sf & ac)</i>
<i>Tract A</i>	<i>Open Space & Drainage</i>			<i>10,890 sf; 0.25 ac</i>
<i>Tract B</i>	<i>Open Space</i>			<i>2,178 sf; 0.05 ac</i>
<i>TOTAL</i>				<i>13,068 sf; 0.3 ac</i>

Condominium Plat Application Process and Requirements

Condominium applications shall be prepared and submitted in compliance with title 38, article 33 of the Colorado Revised Statutes, condominium ownership act. In addition to the requirements for a minor subdivision plat, the following additional elements pertain specifically to condominium subdivisions: (1) site plan; (2) floor plans; (3) common facilities; and (4) condominium declaration and by-laws.

Correction Plat Application Process and Requirements

Correction plats shall be used only for the purpose of correcting one (1) or more technical errors in an approved plat. The correction plat shall be consistent with the approved final plat except for those technical errors which are to be corrected.

The review of a correction plat shall be limited to those technical errors to be corrected and shall follow the process for an administrative plat review. Upon review of a correction plat, the community development director may approve the plat and shall record a copy of the signed correction plat in the county clerk and recorder's office.