



PO Box 398; 235 W Main ST

Cedaredge, CO 81413

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Title 16 Application

Cover Sheet

The Cedaredge Board of Trustees adopted Title 16 February 18, 2010. Title 16 Land Use and Development includes Subdivision and Zoning regulation previously separated in two separate titles of the Municipal Code. Title 16 includes references to the Public Works Manual. It is recommended that the applicant acquire a copy of Title 16, Public Works Manual and Public Works Manual Drawings. The Town fee for all three documents is \$84 or the applicant can access all of the associated documents on the Town website www.cedaredgecolorado.com.

Application Packet: This packet contains important information regarding the application requirements. Complete the top portion of the Pre-Application Meeting Form. At and/or following the Pre-Application meeting the Planning Staff will provide information on completing the application, fee and process. Compliance with Federal, State and County regulations may be required in addition to Title 16 documented regulations. Although Planning Staff can identify a limited set of external regulations, compliance with such regulations is the direct responsibility of the applicant.

Planning Commission: The Planning Commission meets on the first Tuesday of each month. The majority of all Land Use and Development applications are reviewed by the Planning Commission. A Public Hearing is scheduled at some point during the process. The Public Hearing is scheduled for the applicant to present their application, the staff will present comments regarding the application, the public will be given the opportunity to ask questions, express their comments in favor of or against the application in the presence of the Planning Commission. The Planning Commission can participate in the Public Hearing, however the goal of a Public Hearing is for the public to be heard. At some point after the Public Hearing, the Planning Commission will schedule the item on a Regular Meeting for the purpose of reviewing, discussing and moving on action on the application. The Planning Commission action is based on whether or not the application is compliant with Title 16 in one of three decisions; approval, approval with conditions or denied.

Board of Trustees: The Board of Trustees meets on the third Thursday of each month January through November and second Thursday in December. The Board of Trustees, as elected officials, have the authority to make final decisions. The manner and timing of the Board of Trustees action on specific items is documented in Title 16.

Board of Adjustments, Planning Staff, Public Works Director, Town Administrator Town staff and other agencies will be involved with the applicant, application, public and review. A telephone and email list can be requested for your convenience.

Ex Parte Contact: Unlike legislative decisions, a Land Use or Development Application creates a Quasi Judicial decision process restricting the Planning Commission and Board of Trustees from discussing the application privately with the applicant, proponents or opponents. Ex Parte Contact Defined" Any written or verbal communication initiated outside of a regular noticed public hearing between an official with decision-making authority and one or more of the parties (but not all parties) about a subject that is under, or is about to be under consideration by that official and that seeks to influence or present information about that subject. The official may stop the person and explain why contact is not appropriate or during a noticed meeting disclose the contact and may abstain from voting. The applicant, proponents and opponents should forward all comments or questions to the Planning Staff. The Planning Staff is charged with the responsibility to document all comments and questions for the public record and is available at Town Hall.

Fees: The fee schedule is provided. Fees as listed should be paid at time of application and/or prior to request.



Title 16 Application
Pre-Application Meeting Form

Prior to scheduling a Pre-Application meeting with the Town Administrator. Please complete this form and provide to the Planning Staff.

Type of Application: _____

In the lines provided above identify the type of application that will be discussed. In addition to the type of application indicate what phase of the process the application will be considered, such as; sketch, preliminary, final, maybe the application was denied in a previous attempt or recently annexed.

Delta County Assessor Parcel Number(s): _____

Who will be attending the Pre-Application Meeting? _____

Contact Telephone Number: _____

Per applicant, what Planning Staff should attend the Pre-Application Meeting?

Public Works Director Town Clerk/Planning Assistant Town Engineer Other _____

Per Planning Staff Pre-Application Meeting: Date: _____ Time: _____

For Town Use: Land Use and Development Number: _____

Type of Application: _____

Phase: _____

Estimated Fees: _____

Estimated 1st Scheduled Public Hearing: _____

Public Hearing Template: _____

Board of Adjustments Process: _____

Identify key items that should be submitted with the application:

Notes: _____



Title 16 Application

Common submittal requirements

Unless indicated otherwise in this Title or by the Planning Staff, three (3) copied sets of the application, which includes one (1) original, shall be submitted. Except for text amendment and zoning variance applications, all applications identified in Chapter 9 of this Title shall include:

Primary Contact Information: All owners of the property are required to sign unless an authorized agent can act on behalf of all property owners or the agency named as owner.

Name of Owner 1: _____ Signature _____

Owner 1 Mailing Address: _____

Name of Owner 2: _____ Signature _____

Owner 2 Mailing Address if different from Owner 1: _____

Exhibit A: For additional owner names copy this form and attach.

All correspondence will be mailed to Owner 1 unless an alternate primary contact is completed below.

Alternate Primary Contact Information: Complete this portion if being represented by an alternate primary contact.

Alternate Primary Contact Name _____

Alternate Primary Mailing Address: _____

Signature of Primary Contact: _____

Telephone Numbers and Emails: Please provide two telephone numbers and one email, if applicable, where Planning Staff can contact the primary or alternate primary contact.

Telephone Number 1 _____ 2 _____

FAX Number _____

Email Address: _____

Attachments:

- Attach a Legal Description: Label as Exhibit B:
- Attach Proof of Ownership: Label as Exhibit C:
- Attach Land Use and Development Authorization from all Lien Holders:
Label as Exhibit D: Or Check Not Applicable
- Attach names and mailing addresses of any property owner 200' of any portion of the property: Label as Exhibit E:
- Attach a statement of the purpose of the application and a brief description of the proposal: Label as Exhibit F:
- Attach a vicinity map indicating the location of the property included in the land use application: Label as Exhibit G:

Title 16 Land Use and Development Fee Schedule (Resolution 16-2012 Adopted December 12, 2012)

Chapter and Type	Fee Calculation	Delta County Recording Fees Due
Chapter 1:		
Building	See Related Building Code Ordinance	
Land Dedication Fee	A medium value of appraised vacant land within the Town boundary valued by the Delta County Assessor within the last year or 105% of the value within the last two years.	
Parks Recreation and Education per living unit constructed	\$500	
Street and Circulation System Impact Fees	See Related Impact Fee Ordinance	
Certified copy of Certificate of Occupancy (Not the original) Record and Filing Fee	\$25 Per Certified Copy	
Copies	25 cents per page	
Chapter 2:		
Petition to Annex Fee	\$100 per acre proposed to be annexed	Yes
Obligations and Requirements	Note: Additional costs of annexation should be anticipated per the cost of bringing water to the town, developing infrastructure to the annexed property and required submittals	
Chapter 9:		
Land Development Application Fee	Unless otherwise indicated \$100 per acre plus the larger amount of \$100 per legally described parcel of land that exists or \$100 per legally described parcel of land that is proposed.	Yes
Chapter 10:		
Common submittal and review Fees		
Amended Plats	\$200	Yes
Request review by Board of Adjustment	\$100 (If the Board of Adjustment rules in favor of the applicant 50% of the paid fee shall be refunded.)	
Conditional Use	\$300	
Final Subdivision	\$100	Yes
Financial Obligation review, such as; Letter of Credit, Escrow, etc. (Each)	\$200	
Request to inspect and accept infrastructure As Built Planned Unit Development and Major Subdivisions only (Each)	\$500	
Request to inspect and accept infrastructure As Built for all other developments (Each)	\$100	

<u>Title 16 Land Use and Development Fee Schedule (Resolution 16-2012 Adopted December 12, 2012)</u>		Delta
Chapter & Type	Fee Calculation	County
		Recording
		Fees Due
Mobile Home Subdivision	\$500	Yes
Planned Unit Development	\$500 plus \$10,000 Review Deposit	Yes
Public Hearing Sign	\$100 plus refundable \$200 Deposit	
Single Lot Adjustment	\$200	Yes
Subdivision Improvement Agreement submitted for review (Each)	\$50	Yes
Applicant Initiated Subdivision Vacation	\$200	Yes
Preliminary Subdivision review by Certified Engineer (Each)	\$1,000	
Preliminary Subdivision review for compliance with Public Works Manual and Sketch Plan approval Planned Unit Development and Major Subdivisions only (Each)	\$300	
Preliminary Minor Subdivision review for compliance with Public Works Manual (Each)	\$200	
Public Hearing (Each)	\$50	
Chapter and Type		
Chapter 10 continued:		
Public Hearing rescheduled due to applicant failing to provide proof of notification per 16.01.050	\$500	
Rezoning (Amendments to Zoning Map)	\$300	
Text Amendment	\$50	
Variance	\$500	
Chapter 12: Signs		
Regulated Signs that Require Permit Approval	\$50	
Restricted Signs by Public Review and Board Approval	\$100	
Chapter 13: Fence		
Special Use Permit	\$100	

16.10.030. Drawing and report requirements.

A. General map requirements. Any maps or other graphic plans shall be drawn in black or dark blue waterproof ink or may be clearly legible "blueprint" copies or photocopies. The dimensions of all maps shall be twenty-four (24) by thirty-six (36) inches, eleven (11) by seventeen (17) inches, eight-and-one-half (8½) by eleven (11) inches, or to scale, unless another size is approved by the Planning Staff prior to submittal of the application. However, no map shall exceed twenty-four (24) by thirty-six (36) inches. In the case of multiple sheets, a key map showing the relationship of individual sheets shall be provided and locations of adjacent sheets shall be indicated on each sheet. Each map or other graphic plan shall include:

1. The section, township, and range of the property included in the application;
2. The name, address, and telephone number of the owner and applicant;
3. The name, address, and telephone number of the person or firm that prepared the map and the date of preparation;
4. A north arrow and scale, which shall not exceed one (1) inch equals fifty (50) feet; and
5. The title of the map, which shall also indicate the type of application.

B. General report requirements. All reports shall contain consecutively numbered pages and shall include, or clearly indicate by reference, any maps or other relevant elements required by this Title that are necessary for the report. Any report required by this Title shall include:

1. The name, address, and telephone number of the person or firm that prepared the report and the date of preparation; and
2. The title of the report.

C. Qualifications of preparers of maps and reports. All maps and reports must bear suitable evidence of the professional qualifications of the person responsible for the preparation of the map or report. Maps containing information pertaining to water supply, sanitation, wastewater treatment, utilities, drainage, soils, grading, roads, structures, or any other engineering information must be certified by a professional engineer licensed in the State. All required documents containing land survey descriptions and topographic maps must be certified by a professional land surveyor licensed in the State. All data submitted regarding environmental studies and other disciplines, not currently requiring registration by the State, must be accompanied by a résumé of such qualifications sufficient to demonstrate the author's degree of expertise and experience. Geology maps and reports must be prepared and certified by a qualified geologist. Additional professional qualifications may be specified in other sections of this Title.

16.10.040. Site plan requirements.

In addition to the requirements of Section 16.10.030 above, any site plan required in this Title shall include:

1. The location of all existing and proposed buildings, utilities, and other improvements on the property. A building envelope (a portion of the property within which a building may be located) shall be shown for proposed buildings to allow minor adjustments;
2. The location and number of parking spaces for off-street parking and loading areas;
3. A traffic circulation plan showing the direction of traffic flows and indicating the locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings;
4. The location of service and refuse collection areas;
5. The location of all signs indicating the size, shape, and height of each sign;
6. The area and location of recreation areas;
7. The location and type of outdoor lighting;
8. The location of existing and proposed fences, landscaping features, and other methods of visual screening. The proposed landscaping plan shall indicate the method of maintenance of the landscaping, as well as a list of type, size, and quantity of plant materials and the general location of the landscaping;
9. The estimated date of completion of the proposed improvements.

16.10.110. Text amendment applications.

- A. Applications for text amendments submitted by landowners shall include:
1. An application form, signed by an owner of property located within the Town, in the format provided by the Planning Staff; and
 2. A statement of the purpose of the application, a brief description of the proposed text amendment, and the proposed new text.

B. Text amendment applications initiated by the Planning Commission or the Board of Trustees are not required to include an application form.

16.10.120. Zoning variance applications.

In addition to the common submittal requirements of Section 16.10.020 above, all applications for approval of a zoning variance shall include:

1. A letter stating the reasons and justification for the request; and
2. A plot plan and improvement survey showing the existing natural and manmade features, utilities, utility easements, and structures on the property, and indicating the effects of the requested variance.

16.10.130. Conditional use applications.

In addition to the common submittal requirements of Section 16.10.020 above, all applications for approval of a conditional use shall include:

1. A site plan prepared in conformance with Section 16.10.040 above;
2. Architectural elevations showing the proposed use as it will appear upon completion of construction or placement, indicating the pitch of the roof, and details necessary to accurately depict the finished appearance of the proposed use.
3. A site/plot plan showing the placement of the proposed use on the lot, indicating manmade and natural features on the lot and adjacent to the lot on which the proposed use will be located.
4. Detail showing the foundation or supports upon which the proposed use will be placed and the methods of connection for water supply, waste disposal, and other utilities.

16.10.140. Rezoning (amendments to Zoning Map).

In addition to the common submittal requirements of Section 16.10.020 above, all applications for approval of a rezoning shall include a petition for rezoning signed by the owners of the majority of the area of land or area of lots subject to the rezoning application. The Planning Commission or the Board of Trustees may also initiate applications for rezoning, which initiated application shall not require a petition and shall not be subject to the requirements of Subsections 16.10.020(3), (4), and (7) above.

16.10.150. Subdivision sketch plans.

A. Required information. In addition to the common submittal requirements of Section 16.10.020 above, all applications for approval of a subdivision sketch plan shall include the information set forth in this Section.

B. Sketch plan map. Fifteen (15) copies of a sketch plan map shall contain the following information presented either graphically or as a statement on the map:

1. The name of the proposed subdivision.
2. A vicinity map depicting the location of streets, highways, and utility systems within one-half (½) mile of any portion of the proposed subdivision. The vicinity map shall also show the natural drainage courses of streams within one-half (½) mile of any portion of the subdivision, with the limits of tributary areas shown where reasonable. A U.S.G.S. quadrangle map may be used as the basis of the vicinity map.
3. Topography of the proposed subdivision showing, at a minimum, ten-foot topographic contours that shall clearly and accurately depict the site topography and the location of existing natural and manmade features on and adjacent to the site.
4. Legal description of the site and indicated along the perimeter boundary of the proposed subdivision.
5. Written legal description of the site of the proposed subdivision.
6. Labeled access to the site (Including but not limited to Town street, county road, state highway, public right-of-way and easement).
7. Location, type, and size of existing utility lines, including water, sewer, natural gas, oil, and gasoline; cable television; electric; and all other existing utility lines; utility easements; and other easements on and adjacent to the site of the proposed subdivision.
8. General location and general scaled dimensions of existing and proposed lots, streets, alleys, road rights-of-way, parks, irrigation ditches, and waterways within and immediately adjacent to the site of the proposed subdivision.
9. Names, mailing addresses, and telephone numbers of: the owner of the property to be subdivided, the applicant, designer, engineer, and surveyor who may be associated with the preparation of the application.
10. Land use summary statement:
 - a. Total area of the proposed subdivision;
 - b. Acreage of developable land;

- c. Number of residential and nonresidential lots and the area of land designated for each type of use;
- d. Statement of any uses other than detached single-family dwelling units;
- e. Number of residential dwelling units by type of dwelling unit;
- f. Gross and net residential density (units per acre of developable land designated for residential uses);
- g. Total area of nonresidential floor space;
- h. Total number of proposed off-street parking spaces; and
- i. Existing and proposed zoning.

C. Supplemental information. Three (3) copies of the sketch plan supplemental information shall be submitted as part of the sketch plan application. The information provided pursuant to this Section must contain sufficient detail for reviewers to determine the general adequacy and feasibility of the proposed subdivision. The supplemental information shall be submitted in the written or graphic format appropriate for the information being submitted and shall include the following:

- 1. A map showing the soil types and their boundaries, as shown on Soil Survey maps prepared by the U.S. Department of Agriculture, Soil Conservation Service (SCS), and the tables of interpretation for the soil types shown on the SCS maps.
- 2. A preliminary report assessing the potential radiation hazards at the site.
- 3. A report assessing the impacts resulting from the development of the proposed subdivision to the lakes, streams, and topography of the subdivision site.
- 4. Evidence of adequate legal access from a public road to the subdivision site in accordance with Town, county or state highway standards, as applicable.
- 5. A report identifying the utility companies that will provide electricity, natural gas, telephone, cable television, and all other utilities, to the proposed subdivision.
- 6. The names and addresses of any owners of mineral rights for the property.

16.10.160. Combined sketch plan/ preliminary plan submittal requirements.

In the event that an applicant chooses to submit a combined application for major subdivision sketch plan and preliminary plan, the submittal requirements for a preliminary plan shall apply and shall constitute the complete submittal requirements.

16.10.170. Subdivision preliminary plan.

A. In addition to the common submittal requirements of Section 16.10.020 above, all applications for approval of a subdivision preliminary plan shall include the information set forth in this Section.

B. Preliminary plan map. The applicant shall submit fifteen (15) copies of the preliminary plan map as part of the preliminary plan application. The map shall clearly and accurately represent the character of the area of the proposed subdivision, as well as the natural and manmade features on and near the site of the proposed subdivision. The map shall be of sufficient clarity and detail to allow an assessment of the physical design of the proposed subdivision. **A poorly drawn or illegible plan is sufficient cause for its rejection.** The following technical drawing requirements and information shall be adhered to and included on the preliminary plan map:

1. The name of the proposed subdivision, which shall not duplicate the name of any recorded subdivision in the County.
2. A vicinity map depicting the location of streets, highways, and utility systems within one-half (½) mile of any portion of the proposed subdivision. The vicinity map shall also show the natural drainage courses of streams within one-half (½) mile of any portion of the subdivision, with the limits of tributary areas shown where reasonable. A U.S.G.S. quadrangle map may be used as the basis of the vicinity map.
3. A legal description of the site and indicated along the perimeter boundary of the proposed subdivision.
4. Written legal description of the proposed subdivision.
5. Topography of the site of the proposed subdivision showing the existing topography at minimum two-foot contour intervals.
6. Names, mailing addresses, and telephone numbers of: the owner of the property to be subdivided, the applicant, designer, engineer, and surveyor who may be associated with the preparation of the application.
7. The street and lot layout, with the dimensions of all lots to the nearest foot (these may be scaled values) and including the approximate area of each lot. The lots and blocks shall be numbered consecutively.

8. Departing property lines and names and addresses of owners of record of all land parcels adjoining the proposed subdivision, including those separated only by a public right-of-way.

9. Labeled access to the site (Including but not limited to Town streets, county road, state highway, public right-of-way and easement).

10. Location, type, and size of existing and proposed utility lines, utility easements, and other easements on and adjacent to the site of the proposed subdivision.

11. The location of existing available water and sewer facilities and the proposed extension of water and sewer lines.

12. Location, scaled dimensions, and legal description of existing lots, streets, alleys, road rights-of-way, easements, irrigation ditches, and waterways within and immediately adjacent to the site of the proposed subdivision.

13. Proposed easements for drainage, irrigation, access, and utilities, including solar access easements if applicable.

14. Common space not reserved or dedicated to the public.

15. Sites to be reserved or dedicated to the public for parks, schools, or other public purposes.

16. Approximate grades and centerline curve data of proposed roads.

17. Existing and proposed zoning and zoning district boundaries for the proposed subdivision and land adjacent to the proposed subdivision.

18. Land use summary statement:

a. Total area of the proposed subdivision;

b. Acreage of developable land;

c. Number of residential and nonresidential lots and the area of land designated for each type of use;

d. Statement of any uses other than detached single-family dwelling units;

e. Number of residential dwelling units, by type of dwelling unit;

f. Gross and net residential density (units per acre of developable land designated for residential uses);

;

- g. Total proposed number of off-street parking spaces; and
- h. Statement indicating the availability or lack of irrigation water.

C. Supplemental preliminary plan information. Three (3) copies of the preliminary plan supplemental information shall be submitted as part of the preliminary plan application. The information provided pursuant to this Section must contain sufficient detail for reviewers to determine the general adequacy and feasibility of the proposed subdivision. The Town and the reviewing agencies shall determine the adequacy of the information provided. The applicant shall be required to submit additional technical information needed by a reviewing agency in order for the agency to complete its review of the proposed subdivision. All maps and plans shall be submitted at the same scale as the preliminary plan, and all proposed lot lines shall be clearly shown on the maps and plans. The supplemental information shall be submitted in the written or graphic format appropriate for the information being submitted and shall include the following:

1. Proof of present legal ownership of the property to be subdivided, including signed statements from the owners, as well as all lien holders and all other security interest holders of record, indicating that the owners and interest holders do not object to the subdivision of the property as proposed on the preliminary plan and that they will subordinate their interests to any dedications to the Town shown on the preliminary plan. If there are not any other holders of interest in the property, the owners shall so indicate by a signed statement.
2. The names and addresses of owners of minerals and lessees of mineral owners of record of the area proposed to be subdivided.
3. The proposed terms of reservations or dedications of sites for public and private common facilities.
4. The proposed plan for the phased development of the subdivision, if applicable.
5. Evidence that all lots and parcels will have access to a public right-of-way.
6. The method proposed for the maintenance of all public and common areas and facilities, including provisions for the maintenance of the subdivision roads.
7. A water supply report, which shall include the following information:
 - a. The expected water requirements of the subdivision at full development, including the various water uses to be permitted and the manner in which these requirements will be met;
 - b. A conceptual water distribution plan prepared at the same scale as the preliminary plan map; and
 - c. A report prepared by a licensed, professional engineer summarizing the effects of the proposed subdivision on the Town water system.

8. A sewage disposal report prepared in accordance with the requirements of the Public Works Director, including a report prepared by a licensed, professional engineer summarizing the effects of the proposed subdivision on the Town sewer system.

9. A preliminary street plan and profile prepared per the specifications of the Public Works Director, including graphic alignment, dimensions of right-of-way widths, curve radii, and tangent lengths. The street plan shall contain sufficient detail to ensure that the proposed street plan will satisfy Town requirements and will bear logical relationships to the grades of existing public streets at the point of intersection. The proposed typical structural and geometric cross-sections; location, type, and approximate size of appurtenant structures such as bridges and culverts; street lighting; and traffic control devices shall be shown. Road grades shall be designated within the road rights-of-way. The preliminary road plan information may be annotated on the preliminary plan map.

10. A preliminary drainage report, including the following data: Drainage criteria set forth by the Public Works Director shall be used as a guideline. Information required under this Section may be annotated on copies of the preliminary plan map if feasible and practical.

a. A contour map defining on-site drainage basins and illustrating existing drainage patterns, paths of flow, and concentration points, with estimates of contributory acreage and the peak flow of runoff.

b. A U.S.G.S contour map (7.5-minute quadrangle) showing all off-site drainage basins that drain through the subdivision and illustrating paths of flow with estimates of contributory acreage and peak flow of runoff.

c. A sketch of the proposed subdivision showing the consequent changes in the drainage patterns, concentration points, and flooding limits with estimates of acreage, runoff coefficients, and peak flow for the areas to be developed, both now and in the future, within each basin, and showing the limits of flooding and peak flow of runoff from off-site basins. Calculations shall be based on a twenty-five-year frequency storm for the design of drainage structures and a one-hundred-year frequency storm to be used to designate areas subject to flooding.

d. A narrative explaining the proposed method of managing the increased drainage at the concentration points and areas where the drainage pattern or characteristics will be changed.

11. A preliminary irrigation plan, if irrigation water will remain with the property, which shall designate, on copies of the preliminary plan map, the irrigation water distribution plan, including but not limited to, all distribution facilities such as ditches, diversion structures, lakes and easements. A narrative shall accompany the plan explaining the nature of the organization that will own the irrigation water and the entity that will own and maintain the irrigation distribution system. A letter shall be submitted from any ditch company presently

responsible for any irrigation system providing irrigation water to the site. The ditch company letter shall indicate the approval in concept of the preliminary irrigation plan and shall indicate that the other users of the ditch company's water and facilities will not be injured by the development of the approved subdivision.

12. A geotechnical (soils/geology) report, describing soils and geological conditions of the site, specifically addressing the suitability of the soils and geology for the land use proposed. Any mitigation efforts required to properly develop the property shall be identified in the report. The report shall include maps and written information, as appropriate, addressing the following:

a. A soils/geologic map showing the proposed subdivision, including the lots and road alignments, the natural topography of the site shown by contour lines, the location of any test holes used in the investigation, surface geology, and the designation of soil types and their boundaries based on the National Cooperative Soil Survey prepared by the U.S.D.A. Soil Conservation Service (SCS).

b. A narrative report describing the bedrock geology of the site; the surface geology of the site; the hydrology of the site, including the depth to groundwater; and a table of interpretations of the soil types as prepared by the SCS. The report shall identify any geological hazards and soil conditions that may preclude development of any part of the site or that may require particular design considerations.

c. Any radiation hazards shall be identified.

13. A utility report identifying the utility companies that will provide electricity, natural gas, telephone, cable television, and all other utilities, to the proposed subdivision. The report shall reference the preliminary plan map that shall show the location of the utility facilities.

16.10.180. Final subdivision plan.

A. In addition to the common submittal requirements of Section 16.10.020 above, all applications for approval of a final subdivision plan shall include the information set forth in this Section.

B. Final subdivision plat. The applicant shall submit two (2) reproducible final plats and fifteen (15) print copies of the final plat. The final plat shall be drafted legibly, with black waterproof ink, on sheets of permanent reproducible material, measuring twenty-four (24) inches by thirty-six (36) inches, with clear margins of two (2) inches on the left side of the plat and one-half (½) inch on the remaining sides. Where multiple sheets are necessary to depict the total filing, the legal description of the subdivision boundary and all certifications and dedications shall be shown on the cover or title sheet, and a key map indicating the location of subsequent sheets of the subdivision shall also be shown on the cover or title sheet. The scale of the final plat shall be one (1) inch equals fifty (50) feet or scaled as directed by planning Staff. The final plat shall meet the minimum standards for land survey and subdivision plats as required by state law. All final plats shall clearly and accurately set forth and include

the following information in the format prescribed, in addition to any other information required to be shown on the final plat as a condition of the preliminary plan approval:

1. The name of the subdivision.
2. The legal description of the boundary of the subdivision.
3. The date of the survey and monumentation of the subdivision, the location and description of the primary control points for the survey, all of the property monumentation on the perimeter boundary of the subdivision, and the basis of bearing of the survey.
4. The definition of the scale of the final plat and an arrow indicating north relative to the basis of bearing used.
5. The names of all streets or roads, block indicators, and lot numbers depicted in a manner permitting easy lot identification.
6. A vicinity map showing the subdivision in relation to section lines and township and range lines.
7. The perimeter boundary and the boundaries of lots, blocks, and road rights-of-way shall be drawn in solid black lines; easements or other rights-of-way shall be shown in dashed lines. Each lot shall be numbered with dimensions and area noted. The following standards shall be complied with:
 - a. Perimeter and lot boundaries shall be shown to the nearest one-hundredth (0.01) foot;
 - b. Areas of less than one (1) acre shall be shown to the nearest one (1) square foot, and areas of greater than one (1) acre shall be shown to the nearest one-thousandth (0.001) acre;
 - c. Bearings shall be shown to the nearest second of arc;
 - d. Central angles of all curves shall be shown to the nearest second of arc;
 - e. Curve radii, arc lengths, tangent lengths, and other curve data shall be shown to the nearest one hundredth (0.01) foot; and
 - f. Widths and other dimensions of all easements, rights-of-way, and roads shall be shown.
8. The location of all irrigation facilities and major drainage channels and facilities shall be shown.
9. The final plat shall include the following certifications and other information as required by law. The Planning Staff Commission will provide examples of the certifications.

a. The names and addresses of all owners of record of the property being subdivided, including the owners of surface and mineral estates, mineral lessees, and holders of liens or security interests of record in the property.

b. A certificate of dedication and ownership executed by all owners of the property to be subdivided and signed by all holders of any recorded security interest in the property to be subdivided. Each signature shall be notarized. An indication of the purpose for dedication or reservation of sites other than residential lots shall be included in the certification.

c. A surveyor's certificate signed by a registered professional land surveyor licensed by the State.

d. An attorney's certificate or title company certificate indicating that all lands shown on the final plat are free and clear of liens, claims, or encumbrances of record except as noted.

e. The Board of Trustees' approval and acceptance.

f. The Planning Commission approval.

g. The Public Works Director's approval.

10. If the subdivision includes condominium units, a separate condominium plat shall be submitted in addition to the final plat. The condominium plat shall be prepared by a professional surveyor licensed by the State and shall be submitted within thirty (30) days of completion of construction of each condominium building. If the condominiums are a conversion of existing structures, the condominium plat shall be submitted with the final plat. The condominium plat shall depict the following information:

a. Vertical and horizontal location of each air space unit with dimensions and area indicated.

b. The relation of individual units to limited and general common elements.

c. Designation of any limited common elements reserved for the exclusive use of any individual unit.

d. The identification of each condominium unit by number or other symbol, including both the unit and any limited common elements reserved for the unit.

e. The location of all exterior and internal load-bearing walls held in common ownership.

f. The elevation of each condominium unit in relation to a benchmark established on one (1) of the permanent exterior boundary monuments of the platted subdivision in which the condominium is located, with a statement describing the U.S. government benchmark to which the project benchmark is referenced.

11. If a subdivision lot fronts on more than one (1) street, the Public Works Director shall designate the street to be used for access to the lot, and such designation shall be noted on the final plat.

C. Supplemental information. Three (3) copies of the final plat supplemental information shall be submitted simultaneously with the final plat. Information shall be submitted in the written or graphic format appropriate for the information being submitted and shall include the following information:

1. Engineering plans, descriptions, and cost estimates for streets and roads (including curb and gutter if required, traffic control devices, signage, and street lighting), drainage facilities, water distribution lines, sewage collection and treatment facilities, bridges, telephone lines and other telephone equipment, electric power lines and other electric equipment, natural gas pipes and other natural gas equipment, cable television distribution cables and other equipment, irrigation facilities and any other utilities, and public improvements or subdivision improvements that may be required as part of the preliminary or final plan approvals. All plans shall be prepared in accordance with the criteria established in these regulations or by the Public Works Director and shall be marked "Approved for Construction" and signed by an official of the appropriate service authority or utility company or the Public Works Director. All engineering plans shall be prepared and signed by a professional engineer licensed by the State.

2. A subdivision improvements agreement with guarantees shall be executed between the sub divider and the Town wherein the sub divider shall agree to install drainage structures, fire hydrants, curb and gutter, complete street paving, sidewalks, bicycle paths, culverts and bridges, street lights, street signs, and other improvements where required, at the expense of the sub divider, either prior to acceptance of the final plat or within a specified time not later than six (6) months from the start of any phase of the development as approved by the Board of Trustees. The subdivision improvements agreement shall also define responsibilities for and describe terms and stipulations relative to the provision of water and sewer improvements. The subdivision improvements agreement shall also describe terms and stipulations relative to the transfer of water rights from the sub divider to the Town pursuant to this Code.

3. Certification of the County Treasurer that all applicable ad valorem taxes have been paid and are not in arrears.

4. The subdivision protective covenants.

5. Evidence that all services, including water, sewage disposal, and street access, conform to state and local laws and shall be available to each subdivision lot and condominium unit in a manner permitted by law and the covenants of the subdivision. On double frontage or corner lots, street access shall be designated by the Public Works Director.

6. A copy of the Colorado State Land Survey Monument Record forms for any survey corners as required to be filed by state law.

7. Condominium declarations (applicable if the subdivision includes condominium units) and/or common interest community documents as required by Article 33.3, Title 38, C.R.S, and including the following:

a. A statement defining the character, duration, rights, obligations, and limitations of condominium common interest community ownership, including any restrictive covenants affecting individual units;

b. A statement of the method by which the proportionate valuation of common elements shall be assessed to individual units; and

c. Provisions for creating conditions, restrictions, and limitations on time-sharing ownership, if applicable.

8. Digital updates shall be provided by the applicant and include the following:

a. Final subdivision plat digital copy. One (1) AutoCAD compatible electronic copy of the final plat. Prior to the Town's execution and recordation of a final plat. The applicant may submit to the Planning Staff one (1) electronic copy of the final plat directly tied to the current County GIS coordinate system, which has been established in NAD83 State Plane Central (foot). The files shall be submitted in a digital format.

b. Electronic copy of as-built drawings. The applicant shall submit final as-built drawings to the Planning Staff prior to the release of the letter of credit or other security securing the public improvements. The applicant must submit the information in digital form and may be tied to the current County GIS coordinate system, which has been established in NAD83 State Plane Central (foot). The files shall be submitted in a digital format.

c. Final as-built Mylar. The applicant shall submit one (1) copy of the final as-built drawings prior to the release of the letter of credit or other security securing the public improvements.

9. Evidence that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service for any proposed subdivision. Submission of a letter

of agreement between the sub divider and utility serving the site shall be deemed sufficient to establish that adequate provision for electric or natural gas service to a proposed subdivision has been made.

D. Release or subordination agreement, in a form acceptable to the Town Attorney, of any existing encumbrances against those portions of the property dedicated to the public for the use of the public, including but not limited to those dedications for streets, rights-of-way, utilities and other easements, and so forth.

E. Land fees. The appropriate fees in lieu of land dedications as prescribed in Section 16.01.090 of this Title, or as specified in an applicable subdivision improvements agreement, shall be submitted prior to recording the final plat.

F. Monumentation.

1. Permanent monuments on the perimeter boundary of the subdivision must be set before the subdivision plat is recorded. All monuments required by this Title or by law must conform to state law regarding monumentation of land surveys.

2. Street and roadway centerline monuments shall also be set at each point of curvature and each point of tangency within thirty (30) days of completion of construction of the road or street. Such monuments shall be five-eight-inch iron rod or rebar twenty-four (24) inches long solidly embedded in the ground with a durable cap bearing the Colorado registration number of the surveyor responsible for the establishment of the monument. Street monuments shall be located four (4) inches below the finished surface of the roadway.

16.10.210. Minor subdivision.

The submittal requirements for minor subdivisions are the same as for subdivision sketch plans (Section 16.10.150) and for a final subdivision plan (Section 16.10.180).

16.10.220. Amended plats.

Amended plats are final subdivision plats and shall include all of the items required for final plats as specified in Section 16.10.180(B) of this Chapter, as well as the information required in the common submittal requirements of Section 16.10.020. Amended plats are not reviewed by the Planning Commission and, consequently, the approval certificate for the Planning Commission is not required on the final plat.