



## Subdivision – Final Plat

Project \_\_\_\_\_

The purpose of the final plan or plat is to provide a legal document that will be a part of the Town and/or County records describing the development rights and land descriptions of the property. The final plan shall include all final agreements between the owner or developer and the Town. Submittal requirements for final plats shall be established through resolution adopted by the Board of Trustees.

### Application Process

Applicant Responsibility	Step	Description	Date	Town Responsibility
X	1	Application submittal (following approval of Sketch Plan)		
	2	Referrals sent out (Referees given 21 days to respond)		X
	3	Set date for Planning Commission (at least 30 days from submittal)		X
X	4	Mineral Interest Notification		
	5	Newspaper Publication (15 days before Planning Commission hearing)		X
X	6	Neighbor Notification (15 days prior to Planning Commission hearing)		
X	7	Posting Notice on Property (10 days prior to Planning Commission hearing)		
X	8	Planning Commission Hearing (applicant is required to attend)		
X	9	Town Board of Trustees (applicant is required to attend)		X

#### 1. Application submittal.

The applicant shall submit an original and sufficient number of copies of the application materials, as determined by Town staff, for distribution and review by the Town and referral agencies.

#### 2. Referrals.

When determined complete, the application will be sent to appropriate referral agencies, as determined by Town staff, and the referral agencies will be given twenty-one (21) days to respond to the application unless otherwise noted. Comments submitted by referral agencies are recommendations to the Board of Trustees. The authority for making the decision to approve or deny the request for a use by special review rests with the Board of Trustees.

**3. Set a Planning Commission hearing date.**

If the review and comments reveals that the application has no deficiencies which require significant additional work or further discussion, the completed application will be added to the docket of the next Planning Commission meeting scheduled.

**4. Mineral Interest Notification**

As a condition of approval of any preliminary plat, the applicant shall submit proof of compliance with the requirements of the Colorado Revised Statutes, Sections 24-65.5 and 31-23-215, regarding notice to surface owners, mineral owners and lessees of mineral owners.

**5. Newspaper Publication.**

The Town will publish notice of the public hearing dates, time and location at least fifteen (15) days prior to the hearing in the newspaper designated by the Board of Trustees.

**6. Notice to surrounding property owners.**

At least fifteen (15) days prior to the public hearing, the applicant shall provide written notice of the public hearing to those persons owning property located within three hundred (300) feet of the parcel under consideration. Such notification shall be mailed first-class, postage prepaid by the applicant. Inadvertent errors by the applicant in sending such notice shall not create a jurisdictional defect in the hearing process, even if such an error results in the failure of a surrounding property owner to receive such notification.

**7. Posting Notice on Property.**

At least ten (10) days prior to the public hearing, the applicant shall post the property with a notice of the hearing, as required by the Town Clerk. The sign shall be posted adjacent to and visible from a publicly maintained road right-of-way. In the event the property under consideration is not adjacent to a public right-of-way, one (1) sign shall be posted in the most prominent place on the property and a second sign posted at the point at which the driveway (access drive) intersects a publicly maintained road right-of-way.

**8. Public Hearings**

The application will be heard by the Planning Commission. After considering the recommendation by the Planning Commission, the Board of Trustees may approve the application, approve with modifications or conditions or deny the application using the criteria set forth in the Comprehensive Plan, the Subdivision Regulations and the Town Code. If the final plat is an annexation plat, the ordinance for annexation and zoning may be considered concurrently at the time of the reading of the annexation ordinance.

**9. Submittal of Final Plat Mylars**

Make any changes necessary on the final plat. The plat shall be delineated in non-fading permanent black ink on a dimensionally stable polyester sheet such as cronar, mylar, or other product of equal quality, three millimeters or greater in thickness. The size of each sheet shall be twenty-four inches in height by thirty-six inches in width. No Final Plat submittal shall contain any form of stick-on type material such as, but not limited to, "sticky-back" or adhesive film, kroy lettering or tape. The drawing

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shall be at a scale of one inch equals one-hundred feet (1" - 100'). Additionally, a photo mylar copy or diazo sensitized mylar copy of the original ink drawing, three millimeters or greater in thickness, may be submitted.

### **10. Recording**

The Town Clerk shall cause the final plat and written agreements to be recorded with the County Clerk and Recorder and shall return one (1) executed copy to the applicant.

#### **All notices shall include:**

- a. A statement of the nature of the matter to be considered;
- b. The time, date and place of the public hearing;
- c. The legal description of the property that is the subject of the request; and
- d. The agency or office and address where further information may be obtained.

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### Submittal Requirements

The following shall be submitted as part of the application, except for those items specifically waived by Town staff, in writing, as being unnecessary to a decision on the application.

	Items for Submittal	Waived by Town
	Completed land use application	
	Application fees and fee deposits with signed fee agreement	
	Detailed description of proposal	
	Title Commitment	
	Copy of any surface use agreement with mineral interest owners of property	
	List of property owners within 300 feet of the property line.	
	Copies of any applicable state or federal permits for the proposed use	
	Written certification that notice has been provided (due at hearing)	
	Final Plat (see checklist)	
	Draft Development Plan (see checklist)	
	Draft Subdivision Improvements Agreement (based on Town template)	
	Service statements from each utility company or special district	
	Any additional information reasonably required by Town staff:	

### Final Plat Checklist

The following information shall be shown on the final plan map:

1. The plat shall be delineated in non-fading permanent black ink on a dimensionally stable polyester sheet such as cronar, mylar, or other product of equal quality, three millimeters or greater in thickness. The size of each sheet shall be twenty-four inches in height by thirty-six inches in width. No Final Plat submittal shall contain any form of stick-on type material such as, but not limited to, "sticky-back" or adhesive film, kroy lettering or tape. The drawing shall be at a scale of one inch equals one-hundred feet (1" = 100').
2. A photo mylar copy or diazo sensitized mylar copy of the original ink drawing, three millimeters or greater in thickness, may be submitted.
3. The Major Subdivision Final Plat submitted shall contain the original signatures and seals of all parties required. If a photo mylar copy or diazo sensitized mylar copy is submitted, the original signatures and seals must be contained thereon.
4. If a Major Subdivision requires more than two sheets, a map showing the relationship of the individual sheets shall be required.

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5. All work shall comply with the requirements of C.R.S. 38-50-101, 38-51-101, 38-51-101, 38-51-102, 38- 53-103, and 38-53-104.
6. All work shall comply with the requirements of the "Bylaws and Rules of Procedure of the State Board of Registration for Professional Engineers and Professional Land Surveyors" and "Rules of Professional Conduct of the State board of Registration for Professional Engineers and Professional Land Surveyors-Board Policy Statements."
7. The Major Subdivision Final Plat shall be referenced to at least two public land survey monuments of record in accordance with C.R.S. 38-53-102 (7).
8. A signed copy of all Colorado Land Survey Monument Records for indicated "Aliquot Corners" will be submitted with the Major Subdivision Final Plat in accordance with C.R.S. 38-52-102 (2). If an "Aliquot Corner" indicated on the final plat is substantially as described in an existing record previously filed and in the appropriate records of the Clerk and Recorder, a copy of that monument record and a letter of certification stating that it is as described thereon shall be submitted.
9. The surveyor making a plat shall certify on the plat that it conforms to all applicable rules, regulations, and laws of the State of Colorado, State Board of Registration for Professional Engineers and Professional Land Surveyors, and Weld County.
10. The surveyor shall affix his/her name, seal and date of certification as prescribed in the "Bylaws and Rules" of Procedure of the State Board of Registration for Professional Engineers and Professional Land Surveyors".
11. The basis of bearings, north arrow, subdivision, name, date, total acreage, total number of lots, name and address of the owner(s) of record, legal description, state scale, and graphic scale.
12. The bearings, distances, and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions. When the plat is bounded by an irregular shore line or a body of water, the bearings and distances of a closing meander traverse shall be given and a notation made that the plat includes all land to the water's edge or otherwise.
13. Lots and blocks shall be numbered consecutively. Bearings and lengths shall be given for all lot lines, except for interior lot lines where the bearings and lengths are the same as both end lot lines. All dimensions of irregularly shaped lots shall be indicated. All lot lines, intersecting a curve shall state if they are radial or non-radial lines. Lengths shall be shown to hundredths of a foot and angular dimensions and bearings to seconds of arc.
14. The area of each lot shall be shown in square feet, if less than one acre. If lots are greater than one acre, the area shall be shown in acres.
15. Curved boundaries and all curves on the final plat shall include the radius of curve, central angle, chord distance, and bearing.
16. Any parcel that is exempted from the Major Subdivision shall be marked, "not included in this subdivision". The boundaries of an exempted parcel shall be identified by bearings and distances.
17. All streets, walkways, and alleys shall be designated and identified by bearings and dimensions. All street names shall be shown.

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18. All easements that are not parallel to a lot line shall be designated and identified by bearings and dimensions.

19. The location of easements along lot lines for water, sewer, electric, gas, telephone, and any other utilities within the proposed subdivision. Utility easements shall be designed to meet the Weld County Code, Chapter 24 requirements.

20. A utility service statement block shall appear on the final plat map. The block shall identify each utility company, special district, or municipality intended to provide service to the proposed subdivision.

A. The name of each utility service company.

B. A dated signature and statement from the representative of the utility company indicating one of the following: - Service is available - Service is available, subject to the following specific conditions - Service is not available for the proposed subdivision

21. All land within the boundaries of the subdivision shall be accounted for either as lots, easements, rights-of-way, private streets, alleys, walkways, trails, or public areas.

22. If a final plat is revised, a copy of the original final plat shall be provided for comparison purposes.

23. The final plat or re-subdivision plat shall contain the following certificates and seals. Provision shall be made for all seals to be placed approximately two inches from the final plat border.

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Draft Development Plan Checklist

Items to be addressed:

	What is the theme of the development?		What is the fencing plan for the development?
	How does the development theme and pattern support:		What amenities are included in the development?
	1. The Comprehensive Plan (All Sections)		How are amenities managed?
	2. The Zoning District		How are entries to the development enhanced?
	3. Density		How is connectivity within and outside the development achieved?
	4. Diversity		How are architectural and landscape designs on individual lots managed?
	5. Land Use		If commercial, how is landscape design achieved?
	6. Connectivity		What is the irrigation system, including sources of water?
	7. Open Space		How is potable water supplied to the project?
	What is the roadway network associated with this development?		Is there adequate potable water obtainable for the project?
	What treatments are applied to the roadways on the perimeter and internal to the development?		How is storm water being managed?
	What is the lot layout associated with this development?		How will common area landscape be maintained?
	How does the lot layout interface with the roadway network?		How will the development handle sanitary sewer?
	How is the lot size diversity accomplished?		How is off-street parking being addressed?
	What are the setbacks proposed for each lot?		How is exterior lighting being addressed?
	How do the street designs, lot sizes & setbacks enhance the streetscape?		What is the potential impact on adjacent neighborhoods?
	Where are the common areas in the subdivision?		If noise or smells are associated with the development, what are the plans for mitigation?
	What are the purposes of the common areas in the subdivision?		Are there existing or proposed mineral development / Oil & Gas?
	How are the common areas finished?		What is the state of ownership of Oil & Gas minerals?
	How are the common areas managed?		How are conflicts between project and Oil & Gas development managed?