



Subdivision – Preliminary Plan

Project _____

The purpose of the preliminary plan is to allow a full review of all technical aspects of the subdivision. Submittal requirements for preliminary plans shall be established through resolution adopted by the Board of Trustees. Any preliminary plat for which any approval has been granted shall expire one (1) year from the date of such approval if a final plat conforming to such preliminary plat approval has not been filed within such one-year period of time.

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 before 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.

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

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	
	Detailed description of proposal	
	Title Commitment within 30 days of application	
	Copy of any surface use agreement with mineral interest owners of property	
	List of property owners within 300 feet of the property line; Town will provide	
	Copies of any applicable state or federal permits for the proposed use	
	Written certification that notice has been provided (due at hearing)	
	Preliminary 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:	
	Legal description in MS Word format	
	Construction drawings public infrastructure	

Preliminary Plan Checklist

The following information shall be shown on the preliminary plan plat map:

	Basis of bearing, north arrow, subdivision name, total acreage, and legal description of the proposed Major Subdivision
	Lots and blocks shall be numbered consecutively. Lot dimensions shall be scaled to the nearest foot. 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.
	Street layout for subdivision. All streets shall be named.
	Layout of future streets, adjacent to subdivision, shall be shown in a dashed-line.
	Contours at ten foot intervals for predominant ground slopes within the proposed subdivision between level and five percent grade. Contours at five foot intervals for predominant ground slopes over five percent grade. Contours at one foot intervals, if the predominant ground slopes are level. Elevations shall be based on National Geodetic Survey Sea Level data.
	Location, size, and use of all existing structures and existing and proposed easements. This includes easements for water, sewer, electric, gas, and telephone lines. It also includes, but is not limited to, irrigation ditches, water mains, and fire hydrants.

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 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 area 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 common areas managed?		How are conflicts between project and Oil & Gas development managed?