



# Minor Plat Development Guide

General procedure for development is included in the Community Development Application packet. This guide is intended to supplement the general application with items specific to a minor plat.

Minor plats are routine applications that establish or alter legal boundaries of lots or tracts, but do not significantly alter development patterns or impact public improvements and facilities. The following actions may be processed as minor plats:

1. **Minor Subdivision.** The division of unplatted land or the replat of previously platted lots or tracts into ten (10) or fewer lots for residential purposes; or six (6) or fewer lots for any non-residential purposes, or the division of land where all resulting lots or tracts are more than thirty-five (35) acres.
2. **Lot Line Adjustment.** The alteration of internal legal boundaries for up to ten (10) previously platted lots or unplatted parcels.
3. **Lot Consolidation.** The consolidation of previously platted lots or parcels into fewer lots.
4. **Condominium Plat.** The division of a building on an existing, legally platted lot into individual air space ownership units, relative to commonly owned elements and common area covenants and agreements.

The following must be true in order to apply for a minor plat:

1. No new streets or other public land dedication is needed. If additional right-of-way for existing streets is included with a minor plat, acceptance of the dedication by City Council is required.
2. No significant increase in service requirements (utilities, schools, traffic control, streets, etc.) or impact on the ability to maintain existing service levels will result.
3. No other significant issues exist with potential development enabled by the plat that could impact planning policies in the area or adjacent property owners.

Applicants are advised that this packet is not a complete summary of the City's Municipal Code. See the following Code Chapters for more information: 18.05. Residential Development & 18.06. Nonresidential Development.

## MINOR PLAT REVIEW PROCESS



*Minor Plat* expected process duration is 4 - 6 months from a complete submission.

*Pre-Application Meeting Required.* A minor plat review requires a complimentary pre-application meeting. See the Planning Division contact information below to request a meeting.

*Review.* After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Director may make a final decision.

*Resubmittals.* Six (6) months will be granted to applicants to resubmit applications determined to be in need of revision. If an applicant requires more time to revise the application, an extension shall be requested and an extension fee shall be paid. The Director may approve an extension not to exceed an additional six (6) months for a total period not to exceed twelve (12) months upon a finding of excusable neglect. Any application in need of revision that remains inactive for more than six (6) months from the date the revision was requested, and for which no extension is requested, shall be void and any related fees are forfeited.

*Site Improvements Agreement.* An improvements agreement with the City for any required public and/or community improvements associated with the application. The agreement shall specifically define the type, timing, and guarantees for completion of required improvements and be recorded in conjunction with the associated approved plan or plat. The applicant shall submit a financial guarantee for one hundred fifteen percent (115%) of the total cost of improvements based on approved design or construction plans. The Director may waive the need for an Improvements Agreement where there are no required public improvements or where improvements are minor in nature such that other requirements are sufficient to address construction of improvements.

## REVIEW CRITERIA

A minor plat may be approved if all the following are met:

1. The minor plat conforms to the subdivision design standards in Chapter 18.04 of this Title.
2. The minor plat conforms to the applicable residential or nonresidential development standards in Chapters 18.05 and 18.06 of this Title.
3. The minor plat coordinates with existing adjacent development.
4. The minor plat conforms to future development plans in the Master Plan and any other applicable municipal planning documents.
5. The lot pattern is compatible with any previously approved preliminary plan or final plat for the subject property.
6. The design meets the requirements of applicable zone district standards.
7. The applicant demonstrates a preliminary likelihood of being able to meet the design, construction, performance, and maintenance requirements for all required improvements.
8. The minor plat is arranged in a manner to minimize impacts on geologic hazards, environmentally sensitive areas, wildlife habitat, or other natural features of the land.
9. Any impacts identified by specific studies or technical reports, including a review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.
10. All required improvements, water rights, dedications, fees, financial guarantees, and maintenance guarantees are provided.

A condominium plat requires adherence to extra criteria in Section 18.03.020.

## Minor Plat Submittal Checklist

✓	Item (label electronic submittal documents with the number prefix as shown) All documents shall be submitted in “.pdf” format, unless otherwise stated.
	01 COMMUNITY DEVELOPMENT APPLICATION FORM
	02 OWNERSHIP INFORMATION - Provide the property deed along with any applicable incorporation or organizational documentation of approved signatories. Note, a “deed of trust” is not a property deed.
	03 LEGAL DESCRIPTION - Provide the legal description of the property in “.docx” format.
	04 PROJECT NARRATIVE - The narrative shall address the following: <ol style="list-style-type: none"> <li>1. Describe existing and proposed use of the property, number and type of buildings, easements, etc.</li> <li>2. Address all Review Criteria [page 2].</li> </ol>
	05 DRAFT MINOR PLAT – The plat shall be prepared by a Colorado-licensed professional land surveyor with the benefit of a title search. <ol style="list-style-type: none"> <li>1. Title: Instructions provided at pre-application meeting.</li> <li>2. Legal Description</li> <li>3. Vicinity Map: Clearly show the site location and surrounding uses, zoning, and parcels within one (1) mile of site. Label property owner names, parcels, streets, irrigation ditches and other bodies of water, and municipal boundaries</li> <li>4. Lot lines to be vacated labeled and delineated with a dashed line</li> <li>5. Lot lines to be created labeled and delineated with a solid line</li> <li>6. Project boundary with a bold line</li> <li>7. All existing and proposed easements</li> <li>8. Certification Blocks: Property Owner, Community Development Director, City Engineer &amp; Surveyor</li> </ol>
	06 DRAINAGE REPORT - prepared by an Engineer licensed in the State of Colorado. Level of detail to be determined by the City Engineer.
	07 TRAFFIC NARRATIVE or TRAFFIC IMPACT STUDY (TIS) - prepared in accordance with traffic impact study guidelines found in the Evans Engineering Standards and Specifications. Level of detail to be determined by City Engineer.
	08 WATER INFORMATION - Include information regarding existing water taps, well, and rights associated with the property and how water will be provided to support future development.
	09 UTILITY/EASEMENT ENTITY REVIEW - The applicant is responsible for submitting all plans for review and comment to any affected entity. The applicant shall submit all comments to the staff.
	10 OTHERS: Floodplain development permit, design review request or any other technical study required at the pre-application meeting.
	11 CHARGE BACK AGREEMENT - executed
	CHARGE BACK DEPOSIT: \$500 minimum, \$1500 minimum if full TIS is required
	APPLICATION FEE: \$1000 minor subdivision, \$500 all other minor plats