



Major Subdivision Part 2 Final 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 Final Plat.

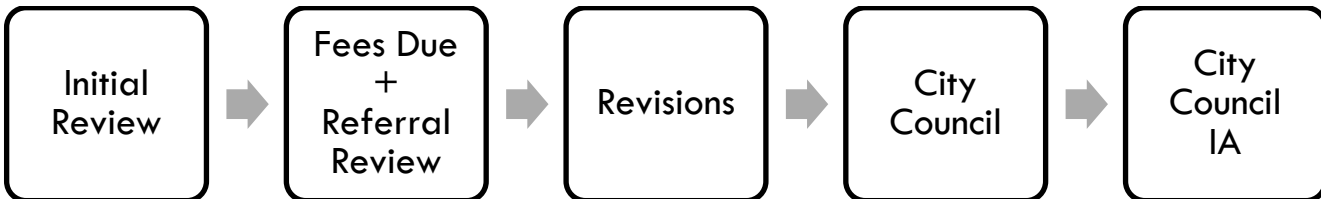
Major Subdivisions are a two-step application process, which require comprehensive review through separate preliminary and final plat procedures, due to the complexity of coordinating planning, design and engineering requirements. The Preliminary Plan application is the first application. The Final Plat application is the second step. Preliminary and Final applications may be processed consecutively or concurrently, subject to City discretion.

Major subdivisions apply to all land divisions or other alterations of legal boundaries of lots or tracts that are ineligible for minor subdivision processes.

Final Plats are designed to refine and plat the subdivision as depicted in the preliminary plan, including the detailed review and coordination of engineering and construction documents, and review and dedication of easements, rights-of-way and public lands. A Final Plat must be recorded prior to authorizing the sale of lots. After approval of the preliminary plan, the applicant may submit a final plat for all or for portions of the preliminary plan area. Unique Final Plats are typically labeled as “Filings”. Each Filing, may have a series of Phases, corresponding to development, improvement and construction timing.

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: 18.03. Procedure, 18.04. Subdivision Design, 18.05. Residential Development, 18.06. Nonresidential Development, 18.07. Access & Parking & 18.08. Landscape Design.

FINAL PLAT REVIEW PROCESS



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

Pre-Application Meeting Required. A Final 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.

Effect of Decision. The approval of the Final Plat provides approval of the subdivision platting along with the concurrent development agreement. Construction drawing accompanying the Final Plat shall be a condition of the approval and must be approved prior to construction of the development, in accordance with the development agreement terms and conditions.

REVIEW CRITERIA

Review, recommendations and decisions for a proposed Final Plat shall be based on the following criteria, as well as all the criteria applicable to the preliminary plan review:

1. The layout and design of the final plat conforms with the approved preliminary plan. Deviations in the final plat from the approved preliminary plan may be approved if:
 - a. Any aspect of the project different from the approved preliminary plan complies with all applicable zoning standards, subdivision design standards, and meets the intent and design objectives of those standards.
 - b. The change does not increase the impact of any development on required improvements beyond the capacity for required improvements established in the preliminary plan;
 - c. The change does not violate any condition associated with the approval of the preliminary plan;
 - d. If technical studies were required with the preliminary plan, the author of the study shall submit an amendment noting that the change does not impact any findings of the study; and
 - e. The number of lots, dwelling units, buildings, or sizes of blocks and open spaces does not change by more than ten percent (10%).
2. All required improvements, water rights, dedications, fees, financial guarantees, and maintenance guarantees are provided.
3. The phasing and timing of public improvements ensures construction and performance guarantees. Any phasing that meets an approved preliminary plan is presumed acceptable. Any deviations of the final plats from an approved phasing plan may be approved provided it does not alter the timing or coordination of required improvements or amenities for the proposed final plat or any previously approved final plats.

Final Plat Submittal Checklist

✓	Item (<i>label electronic submittal documents with the number prefix as shown</i>) 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 PARCEL LIST – Provide a list of all the parcels included in the subdivision with their owners and acres.
	04 LEGAL DESCRIPTION - Provide the legal description of the property in “.docx” format.
	05 PROJECT NARRATIVE - The narrative shall address the following: <ol style="list-style-type: none"> 1. Address all Review Criteria [page 2 of packet]. 2. Describe the proposed development including a) proposed number of lots, b) land uses broad and specific, c) density, intensity of uses, d) amenities, e) road network, accesses, f) design and layout rationale, g) development purpose, h) development timeline, phasing, filings, i) anticipated infrastructure demands, j) improvements, building types, signage, k) branding. 3. Describe all proposed public and common open spaces, programming, land conservation, and any intentional clustering, courtyard, small format housing, or any other proposed layout technique. 4. Describe any cash-in-lieu requests. 5. Indicate the developer’s awareness of all required entitlement and impact fees. 6. Describe the financing mechanism for the development and detail any proposed Metropolitan District. Including the submittal of the draft Service Plan.
	06 Submit all design standard worksheets, demonstrating compliance with the Land Development Title.

	07 ALTA/NSPS SURVEY prepared by a Colorado-licensed professional land surveyor.
	08 TITLE WORK – No older than six (6) months prior to submittal. Include Schedules A, B-1 and B-2.
	09 DRAFT FINAL PLAT - The plat may be prepared by a Colorado-licensed professional land surveyor with the benefit of a title search. Please include a minimum of the following information: <ol style="list-style-type: none"> 1. “[Subdivision Name] Final Plat”. 2. Legal Description 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 4. All tracts, blocks, lots, outlots and roadways. 5. Plans should include property boundary, structures, internal vehicular/pedestrian circulation, parking, hydrants, stormwater management, hazard areas, critical environmental areas, open space, amenities, easements.
	10 CONSTRUCTION DRAWINGS – with Landscape Plans, Irrigation Plan, Street Lighting Plan, Grading Plan, Utility Plan
	11 DRAINAGE REPORT - prepared by an Engineer licensed in the State of Colorado. Level of detail to be determined by the City Engineer.
	12 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.
	13 WATER INFORMATION - Include information regarding existing water taps, wells, and rights associated with the property and how water will be provided to support future development.
	14 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.
	15 DRAFT DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS
	16 AGREEMENT WITH MINERAL OWNERS/LEASEHOLDERS/OPERATORS – Applicant must provide for the adequate integration and cooperative planning of the proposed development with respect to oil and gas activities or shall provide written evidence that an adequate attempt has been made to mitigate the concerns of the mineral owners on the subject property.
	17 AGREEMENT WITH DITCH OWNERS – Applicant must provide for the adequate integration and cooperative planning of the proposed development with respect to ditch and canal infrastructure or shall provide written evidence that an adequate attempt has been made to mitigate the concerns of the ditch owners on the subject property.
	18 OTHERS: Floodplain development permit, design review request or any other technical study required at the pre-application meeting.
	19 CHARGE BACK AGREEMENT - executed
	CHARGE BACK DEPOSIT: \$1500
	APPLICATION FEE: \$1500