



MAJOR SUBDIVISION

Step 2: Preliminary Plat Application Instructions

Staff Use Only

Application Number: _____

Received by: _____

Date: _____

Fees Paid: \$ _____

Complete: **Y** **N**

Subsequent to the approval (full or conditional) of the Sketch Plan, applicants may submit a Preliminary Plat Application. Applications must be submitted within twelve (12) months of the Sketch Plan approval and within a reasonable time before the Planning Commission meeting at which the application will be reviewed. Prior to making the Preliminary Plat application, applicants are required to meet with Town staff. Please contact Town Hall at (970)276-3741 to arrange meetings with Town staff.

The following items must be included in the Preliminary Plat application packet. Incomplete applications will not be accepted for processing.

Required for Preliminary Plat

(ref. Hayden Municipal Code 16.04.060)

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|---|---|---|
| 1. Application fee of \$750.00 plus \$15.00 per lot or dwelling unit. | Y | N |
| 2. Completed Land Use application form (marked for Major Subdivision 2). | Y | N |
| 3. Signed agreement for payment of development review expenses incurred by the Town. | Y | N |
| 4. Current Title Commitment. (Dated less than 30 days from date of preliminary plat submittal.) | Y | N |
| 5. One (1) set of mailing labels (Avery 8160 format) for all property owners within 150 feet of the affected property, mineral interest owners of record; mineral, oil and gas lessees for the property and appropriate Ditch Companies. <i>Applicant must certify that the label set is complete.</i> | Y | N |
| 6. Preliminary Plat (20 copies 24" x 36"; 10 reductions sized 11" x 17") including: | Y | N |
| a) Title of project | | |
| b) North arrow, scale (not greater than 1"=100') and date of preparation | | |
| c) Vicinity map | | |
| d) Names and addresses of owners, applicant, designers, engineers and surveyors..... | | |
| e) Legal description of property | | |
| f) Total acreage of property | | |
| g) Existing contours at two (2) foot intervals (contours shall be based on USGS datum) | | |
| h) Name and location of abutting subdivisions or owners of abutting property (if not platted) | | |
| i) Lots, blocks and street layout with approximate dimensions and square footage for each lot. | | |
| j) Consecutive numbering of all lots and blocks | | |

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- k) Existing and proposed rights-of-way and easements on, and adjacent to, the property.....
 - l) Existing and proposed street names for all streets on and adjacent to, the property.....
 - m) Existing and proposed zoning on, and adjacent to, the property.....
 - n) Location and size of existing and proposed sewer lines, water lines and fire hydrants.....
 - o) Existing and proposed curb cuts on, and adjacent to, the property.....
 - p) Location by field survey or aerial photography of existing and proposed water courses and bodies of water such as irrigation ditches and lakes. Water courses should include direction of flow.
 - q) Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, state this on the plan.)
 - r) The boundaries of proposed phases of the subdivision if the final plat is intended to be submitted in multiple phases.
 - s) General location of existing surface improvements such as buildings, fences or other structures, which will remain on the property as part of the subdivision.
 - t) Location and acreage of proposed parks, trails, playgrounds, schools and other public uses.
 - u) Location, function, ownership and manner of maintenance of any private open space.
 - v) Land use table including land uses, approximate acreage of each land use type, and percentage of each land use type, including how the public land dedication requirement will be met.
 - w) Total number of lots.
 - x) Number of each type of dwelling unit proposed.
7. AutoCAD drawing file of the Preliminary Plat on compact disc in a format specified by the Town Engineer. This electronic file shall also be provided in a format suitable for use in the CommunityViz software program. **(1 copy)** Y N
8. General Development Information (**20 copies**). A written description of the existing conditions on the site and the proposed development, including the following: Y N
- a) Explanation of how the preliminary plat is consistent with the Sketch Plan, and if there are any differences, what they are and how the plan is still consistent with the community's vision.
 - b) Explanation of how the items of concern expressed by the Planning Commission and by the public at the time of Sketch Plan review have been addressed.
 - c) Explanation of how the plan is consistent with the Hayden Municipal Code and Hayden Comprehensive Plan.
9. Preliminary Grading and Drainage Plan and Report (**10 copies**). This plan and report must be certified by a Colorado registered professional engineer, including storm drainage concepts such as locations for on-site detention or downstream structural improvements and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways and/or floodplains on and adjacent to the site as well as any FEMA applications required. Y N
10. Master Utility Plan (**10 copies**). This plan should be prepared by a Colorado registered professional engineer. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the subdivision. Y N

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| 11. Preliminary Landscape Plan (10 copies sized 24" x 36" and 10 sized 11" x 17" reductions). | Y | N |
| 12. Preliminary Open Space Plan (10 copies sized 24" x 36" and 10 sized 11" x 17" reductions). | Y | N |
| 13. Preliminary Street Lighting Plan (10 copies sized 24" x 36" and 10 sized 11" x 17" reductions). A preliminary street lighting plan shall be prepared in conjunction with applicable electric utilities and the Town. The plan must specify the number, kind and approximate location of streetlights. | Y | N |
| 14. Traffic Study (10 copies). This study must be prepared by a Colorado registered professional engineer who specializes in traffic planning and engineering. | Y | N |
| 15. Covenants (15 copies). Draft of proposed covenants, if any, and architectural design guidelines. | Y | N |
| 16. Mineral, Oil and Gas rights documentation (2 copies). Evidence that the surface owner has contacted all lessees of mineral, oil and gas rights associated with the site and is working toward resolution. Included in the evidence must be the name, address and telephone number of the current contact person. | Y | N |
| 17. Soils report and map (10 copies). | Y | N |
| 18. Geologic report (10 copies). Any geologic report prepared at the time of sketch plan must be provided. | Y | N |
| 19. Colorado Historical Society Records Search (5 copies). At the discretion of the Town staff or the Town Board, an applicant may be required to provide Colorado Historical Society records listing for historically or archaeologically significant findings on the property being subdivided. If a listing shows a significant finding, 5 copies of a site specific survey is required. The survey should include the following: | Y | N |
| a) Site identification (State site number, site address, site location/access, type and description of finding (what is historic?) and owner's name and address. | | |
| b) Eligibility assessment for historic designation. | | |
| c) Statement of significance. | | |
| d) Management and administrative data (References; photos and maps of the site; name, address, phone number and statement of qualifications of person completing survey. | | |
| e) Date survey completed. | | |

If, in coordination with the applicant, the Town Board decides to protect a historic resource, a Protection Plan must be devised.



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Review Process

Within a reasonable period of time, staff will either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant will then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the Town Clerk. The original and all documents requiring a signature must be signed in blue ink.

The Town will schedule a public hearing before the Planning Commission for the purpose of taking action on the preliminary plat. A public hearing notification sign will be posted on the property by the Town Clerk who will also publish notice in a newspaper of general circulation. The hearing may be conducted after at least 15 days have passed since the date of posting of the property and publication of the notice in the newspaper.

Prior to the Planning Commission Public Hearing, the applicant will provide the Town with letters of support and commitment to serve from all agencies identified at the pre-application conference.

Staff will complete a final review of the resubmitted materials and then prepare a report to the Planning Commission explaining how the application is or is not consistent with the preliminary plat review criteria.

The Planning Commission will hold a public hearing to review the application based on the preliminary plat review criteria. The Planning Commission may then make a recommendation to the Town Board to approve, conditionally approve, or deny the Preliminary Plat application.

The applicant will revise the preliminary plat based only on the Planning Commission's conditions of approval and submit it (in sufficient quantities) for consideration by the Town Board.

The preliminary plat will be presented to the Town Board for its review and action. The Board may approve, conditionally approve, or deny the preliminary plat based on the preliminary plat review criteria. Approval and conditional approval of the preliminary plat shall be effective for one (1) year unless otherwise approved by the Town Board.