

RESOLUTION NO. R-013- 129

THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO

A RESOLUTION ADOPTING AMENDMENTS TO ARTICLES 3, 5, 5A, 6, 6A AND 7 OF  
THE DOUGLAS COUNTY SUBDIVISION RESOLUTION

**WHEREAS**, the Planning Services Division has prepared amendments to Articles 3, Sketch Plan; 5, Final Plat; 5A, Combined Preliminary and Final Plat; 6, Minor Development – Single-Family Residential; 6A, Minor Development – Nonresidential and Multifamily; and 7, Replat, of the Douglas County Subdivision Resolution (“Amendments”), which are attached hereto and incorporated herein as Exhibit A (Project No. DR2013-005); and

**WHEREAS**, said Amendments were reviewed and recommended for approval by the Planning Commission on October 21, 2013; and

**WHEREAS**, the Board of County Commissioners considered said Amendments at a public hearing held on November 12; 2013 and

**WHEREAS**, the Board desires to reflect its approval of said Amendments by the adoption of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of the County of Douglas, State of Colorado, that Articles 3, Sketch Plan; 5, Final Plat; 5A, Combined Preliminary and Final Plat; 6, Minor Development – Single-Family Residential; 6A, Minor Development – Nonresidential and Multifamily; and 7, Replat, of the Douglas County Subdivision Resolution are hereby amended to read as provided on said Exhibit A; and

**FURTHER RESOLVED**, that said Amendments shall be effective as of November 12, 2013.

**PASSED AND ADOPTED** this 12 day of November, 2013, in Douglas County, Colorado.

THE BOARD OF COUNTY COMMISSIONERS  
OF THE COUNTY OF DOUGLAS, COLORADO

BY: Jill E. Repella  
Jill E. Repella, Chair

ATTEST: Melissa Pelletier  
Melissa Pelletier  
Deputy Clerk to the Board



## ARTICLE 3 SKETCH PLAN

### 301 Intent

To examine the feasibility of a subdivision of land including review of the schematic design, ability to obtain water and sanitation, location of geologic hazards, identification of environmentally sensitive areas and wildlife habitat areas, source of required services, vehicular and pedestrian circulation, relationship to surrounding land uses, and conformance with the Douglas County Master Plan.

### 302 Prerequisite

Prior to submittal of the sketch plan, the applicant shall meet with staff to discuss the procedures and submittal requirements. The presubmittal meeting may be waived by the Director.

302.01 The applicant shall contact the development review manager and schedule a presubmittal meeting which may include the Engineering staff and other referral agencies, as deemed necessary, *e.g. Division of Wildlife*. The applicant shall provide the following:

302.01.1 a schematic plan depicting the lot layout, access, street network, trails, parks, open space, connections to neighborhoods;

302.01.2 an analysis of the availability of services, including at a minimum schools, fire and sheriff protection, parks, water and sanitation; and

302.01.3 a description of the site regarding natural and man-made hazards, soils, vegetation, water features, drainages, wildlife movement areas.

302.02 The staff shall provide comments regarding the proposed subdivision design; compliance with the subdivision and zoning regulations and the Master Plan; and explain the subdivision process.

302.03 A written meeting summary shall be provided to the applicant, and to the Planning Technician for inclusion in the sketch plan file.

### 303 Approval Criteria (Amended 8/12/98)

A sketch plan may be approved upon the finding by the Board that:

303.01 the sketch plan is in conformance with the goals, objectives, and policies of the Douglas County Master Plan.

303.02 the sketch plan is in conformance with the design elements established in Section 304, herein.



- 303.03 the subdivider has demonstrated provision of a water supply that is sufficient in terms of quantity, dependability and quality as determined in conformance with the standards set forth in the Water Supply - Overlay District section of the *Douglas County Zoning Resolution*;
- 303.04 the subdivider has demonstrated provision of a sewage disposal system;
- 303.05 the subdivider has demonstrated provision of services to meet the needs of the proposed subdivision including, streets, police/fire protection, schools, recreation facilities, and utility service facilities;
- 303.06 the soil is suitable for the proposed subdivision;
- 303.07 the subdivision design protects the natural resources/unique landforms;
- 303.08 bonus lots meet the criteria set forth in the *Douglas County Zoning Resolution* regarding site design standards and density bonus approval standards of the associated zone district; and
- 303.09 the proposed subdivision will not interfere with the extraction of any known commercial mining deposit. [Sec. 34-1-302(1), C.R.S.]

304 Design Elements

The following shall be considered in reviewing the subdivision design:

- 304.01 lots shall meet the minimum lot size of the zone district with the ability of structures placed on the lot to meet the district setbacks, and provide off-street parking;
- 304.02 geologic hazards or other hazardous conditions shall be mitigated or eliminated;
- 304.03 lot layout shall provide protection from wind, noise, and traffic; buffering for visual relief from development; and shall conform to design guidelines adopted by Douglas County;
- 304.04 streets shall be laid out with the ability to meet the Douglas County Roadway Design and Construction Standards, Storm Drainage Design and Technical Criteria manual, and other applicable County regulations;
- 304.05 the natural terrain, drainage, riparian areas, and vegetation shall be preserved to the maximum extent possible;
- 304.06 multi-frontage lots should be avoided except where essential to provide separation of residential development from regional or major arterials, or to overcome specific disadvantages of topography and orientation;

- 304.07 the subdivision design shall be coordinated with the storm water drainage and flood control systems;
- 304.08 pedestrian, bicycle, and vehicular access to abutting neighborhoods, recreation, shopping, and employment areas shall be provided to the maximum extent possible; and
- 304.09 physical and visual barriers shall be minimized to accommodate a free flow of views, and pedestrian/vehicular circulation.

305 Submittal Process (Amended 6/22/10)

The sketch plan application shall be submitted only after the presubmittal meeting(s) has been completed and the applicant has received the written staff comment summary from the presubmittal meeting. The submittal is processed as follows:

- 305.01 The applicant shall submit the required submittal information to the Planning Division. The submittal shall be reviewed by staff and a determination of completeness shall be made within 15 working days. The applicant shall be notified in writing if the submittal is incomplete, and any inadequacies shall be specifically identified. An incomplete submittal will not be processed.
- 305.02 Once the submittal is determined complete, staff will notify the applicant in writing of the number of copies of the submittal information required for distribution to referral agencies. Staff will identify in the written notice which referral agencies are referral agency - regulatory and which referral agencies are referral agency - advisory. The mailing addresses of the referral agencies shall be provided to the applicant. Electronic distribution is preferred. Otherwise, referral packets shall be provided by the applicant in unsealed manila envelopes, without postage, addressed to the appropriate referral agency, with submittal information properly folded and compiled. Staff shall include a referral response sheet and distribute the referral packets to the referral agencies.
- 305.03 The applicant shall also provide stamped letter sized envelopes addressed to the abutting landowners, and other landowners as requested by staff. Staff shall mail a courtesy notice of an application in process and applicable contact information to the landowners, along with a copy to the applicant.
- 305.04 If the referral agencies elect to comment, they shall comment within 21 calendar days of the date the referral packets were mailed or electronically distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 21 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational purposes only and provided to the applicant, Planning Commission, and the Board. (Amended 11/12/13)

All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all referral agencies - regulatory received within the 21 calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has been revised in response to the comments. The applicant is strongly encouraged to provide staff a written response to timely comments of any and/or all referral agencies - advisory. (Amended 11/12/13)

The applicant is encouraged to meet with the referral agencies and staff to address any concerns. The applicant is required to pay those fees assessed by referral agencies - regulatory.

- 305.05 Staff will review the referral agency comments, discuss the concerns with the applicant, schedule a public hearing before the Planning Commission, notify the applicant in writing of the hearing date and time, and prepare a staff report for the Planning Commission. The applicant is responsible for public notice of the hearing in accordance with Section 309 herein.
- 305.06 The Planning Commission shall evaluate the sketch plan request, staff report, referral agency comments, applicant responses, and public comment and testimony, and make a recommendation to the Board to approve, approve with conditions, continue, table for further study, or deny the sketch plan request. The Planning Commission's decision shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.
- 305.07 Following the recommendation by the Planning Commission, staff shall schedule a public hearing before the Board, notify the applicant in writing of the hearing date and time, and prepare a staff report for the Board. The applicant is responsible for public notice of the hearing in accordance with Section 309 herein.
- 305.08 The Board shall evaluate the sketch plan request, staff report, referral agency comments, applicant responses, the Planning Commission recommendation, and public comment and testimony, and shall approve, approve with conditions, continue, table for further study, remand to the Planning Commission, or deny the sketch plan request. The Board's action shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.
- 305.09 As part of its motion to approve or conditionally approve the sketch plan, the Board may require that the next step in the subdivision submittal and review process be a preliminary plan. If such a determination is made, combined preliminary and final plat processing shall not be allowed for any portion of the approved sketch plan, unless otherwise stated in the motion. The Board's decision shall be based upon the determination that the applicant has not sufficiently addressed one or more of the following concerns:

- Access and transportation network impacts
- Placement and design of drainage facilities
- Soils, geologic, or other potential hazard conditions, or
- Buffer treatment or lotting patterns next to existing neighborhoods

305.10 If denied by the Board, a re-submittal of a sketch plan request for the same or substantially same request, as determined by the Director, shall not be accepted within 60 days of such denial. The applicant may appeal the decision of the Director, in writing, to the Board within 10 days from the date of the decision. The submittal of a new application and processing fee shall be required to pursue a proposed sketch plan.

306 Submittal Requirements (Amended 8/22/07)

The following information shall be submitted to the Planning Division, unless waived by the Director:

- 306.01 Completed land use application (*available from Planning Division*)
- 306.02 A written narrative which, at a minimum, provides the following information:
- 306.02.1 the total land area to be subdivided;
  - 306.02.2 the total number of lots;
  - 306.02.3 the density;
  - 306.02.4 the total land area to be preserved as open space; and
  - 306.02.5 phasing of the proposed subdivision.
- 306.03 Application fee (*fee schedule available from Planning Division*)
- 306.04 Proof of ownership that includes an updated or current title insurance policy or title commitment issued no more than 30 days prior to the date of application
- 306.05 A notarized letter of authorization from the landowner permitting a representative to process the application, when the applicant is not the owner
- 306.06 Plan exhibit, in accordance with Section 307, herein.
- Plan reductions (11" X 17") shall be required for public hearing packets for the Planning Commission and Board.
- 306.07 Development reports, in accordance with Section 308, herein.

306.07.1 Phase I Drainage plans and fees shall be submitted to the Engineering Division.

306.07.2 Phase II and Phase III drainage plans and final roadway design and construction plans shall not be submitted to the Engineering Division prior to sketch plan approval.

306.08 Notification of abutting landowners

The applicant shall provide stamped envelopes addressed to the abutting landowners and other landowners, as requested by staff.

306.09 Any additional information, as requested by the Director, in order to thoroughly review the impacts of the subdivision request.

307 Sketch Plan Exhibit

The staff planner may waive any portion of the sketch plan exhibit based upon design, size, impact to public facilities, services, roads, and overall impacts.

307.01 The sketch plan exhibit shall be prepared on 24" X 36" paper at a scale of 1"=100', 1"=200' or another scale approved by the staff planner. If a proposal requires multiple sheets, a composite, on 24" X 36" paper, shall be provided that delineates the boundaries and identifies each sheet number. The scale may be different than the individual sheets as approved by the staff planner. A margin, left entirely blank, a minimum of 1" on all sides shall be provided on each sheet.

307.02 The title shall be placed at the top of the sheet along the long dimension of each sheet and shall include the name of the proposed subdivision or planned development (*and plan number when applicable*) and Planning Division file number. If part of a Planned Development, the planning area shall be included under the title. A general legal description stating the aliquot portion of the section, section, township, range, 6th P.M., and Douglas County shall be included under the name and planning area. On the title sheet (sheet #1), under the general legal description, include the total acreage and the estimated total number of lots. The name of the builder, product line or marketing name may only be used as a descriptor along the bottom of the sheet. Subdivision names may not duplicate existing subdivision or planned development names.

*Example:*

<b>PINE VIEW SKETCH PLAN #10</b>		
A portion of Planning Area H - A part of the W/2 of		
Sec. 9, T6S, R67W, of the 6th P.M., Douglas County, CO		
8.05 Acres	35 Residential lots	SB__ -

- 307.03 A block in the lower right-hand corner shall include the following: the preparation date; a north arrow designated as true north; a written and graphic scale; the names and addresses of the applicant, developer, engineer or surveyor who prepared the exhibit; and the number of the sheet and the total number of sheets.
- 307.04 The boundary of the proposed subdivision shall be depicted in a heavy solid line. Note those areas not included in the subdivision as "Not included in this plan."
- 307.05 A vicinity map that depicts the area to be subdivided and the area which surrounds the proposed subdivision within a 2-mile radius superimposed on the Douglas County Subdivision Map maintaining the same scale.
- 307.06 When the land is zoned Planned Development, a vicinity map that depicts the area to be subdivided superimposed on the PD development plan at the same scale as the Development Plan that shows the limits of the proposed plan superimposed on the planning areas.
- 307.07 Depict all lots, tracts, and when appropriate, building envelopes. Lots shall be numbered consecutively, tracts shall be lettered alphabetically. On residential subdivisions, tracts shall be used exclusively for nonresidential uses, such as areas to be dedicated to the County for park or school sites.
- 307.08 Depict all easements, including existing and proposed, public or private, on and adjacent to the proposed subdivision. For each, specify their use, dimensions, and the owner or rightholder of the easement.
- 307.09 Contour lines depicted at 10' intervals. The staff planner may request that other significant topographic conditions be depicted at greater or lesser intervals where appropriate.
- 307.10 Delineate all 100-year floodplains, all existing and proposed watercourses, retention and detention areas, wetlands and riparian areas, aquifer recharge areas, streams and lakes on the affected property and within 100' of such property.
- 307.11 Depict all lands to be dedicated or reserved in deeds or easements for the use of landowners, residents, or the general public.
- 307.12 Note the land use, zoning and ownership of the adjacent land, including the intended future use of the adjacent land, if owned by the applicant.
- 307.13 Note existing structures on the site, their uses and whether they are to remain on the site.
- 307.14 Identify any historical or archaeological sites.

- 307.15 Note significant natural or man-made features within and adjacent to the proposed subdivision.
- 307.16 Depict all potential hazard areas including: geologic hazard areas; expansive soils (*A-6 and A-7-6 soils as defined in the AASHTO Classification Group Index referenced in the Douglas County Roadway Design and Construction Standards*).
- 307.17 Identify areas of 15-25% slope in one shading pattern and areas greater than 25% in another shading pattern.
- 307.18 Note short- and long-range views onto, or from, the site, including scenic mountain views, buttes, rock outcroppings, drainages, etc.
- 307.19 Depict any significant existing stands of vegetation, including, but not limited to, large stands of scrub oak and pine. Identify type.
- 307.20 Identify wildlife habitat areas including breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc.
- 307.21 Show the conceptual design of the following items:
- (1) local, collector and arterial streets, including principal dimensions;
  - (2) pedestrian and open space systems, including connections to adjacent development and open space areas;
  - (3) focal points, community facilities and other special features; and
  - (4) the treatment of potentially conflicting land uses.

308 Development Reports (*Amended 8/22/07*)

The applicant shall submit a report with supporting materials and completely address the items listed below as a minimum. The degree of detail for analysis of some of the following factors will depend upon the impact of the particular item on the surrounding area and the subject property. The Director may waive any portion of the development report, based upon design, size, impact to public facilities, services, roads and overall impacts.

- 308.01 A discussion of site features, including but not limited to, streams, lakes, topography and vegetation, that may affect the evaluation of the proposed development. [*§30-28-133(3)(b)(I)*]
- 308.02 Evidence establishing soil suitability in the form of a report based on information from the Soil Conservation Service of the United States Department of Agriculture (USDA) or another form acceptable to staff. The report shall minimally include: a description of site soil types, locations, and characteristics with supporting soil maps, soil logs and other information needed to determine soil suitability for proposed development; constraints on development based on the findings; and analysis and evaluation of such information with recommendations regarding structural constraints, erosion

control, and a determination of the adequacy of the structural characteristics of the soil as they relate to the proposed uses and development. [§30-28-133(3)(b)(IV), C.R.S.]

308.03 A report on the geologic characteristics of the site, by a professional geologist, including any potential natural or man-made hazards which would have a significant influence on the proposed uses of the land, a determination of what effect such factors would have and proposed corrective or protective measures. [§30-28-133(3)(b)(III), C.R.S.]

308.04 A Phase I drainage analysis and plan, or an approved Master Plan of Drainage, prepared in accordance with the requirements of the Douglas County Storm Drainage and Design and Technical Criteria manual, including estimates of quantitative flows and rough plans for facilities to prevent storm waters in excess of historic runoff caused by the proposed subdivision, from entering, damaging or being carried by conduits, water supply ditches and appurtenant structures and other drainage facilities. [§30-28-133(3)(c)(VIII), C.R.S.]

308.05 Evidence that a water supply that is sufficient in terms of quality, quantity, and dependability will be available to ensure an adequate supply of water for the type of subdivision proposed including all documentation required by Section 18A, Water Supply – Overlay District, of the *Douglas County Zoning Resolution*.

The Director may defer the requirement that the Development Reports include evidence of inclusion of the property into an Existing District or evidence of organization of a New Special District and execution of an intergovernmental agreement between the New Special District and the Existing District that is proposed to provide the water supply to the subdivision, for reason of good cause shown. Such reasons may include, but shall not be limited to:

- Demonstration that an inclusion agreement has been executed by the property owner(s) and the Existing District, and that the process of inclusion is on-going, but not yet complete. (For example: The election to approve inclusion of the property has been scheduled, but not yet conducted, or a Motion for Order for Inclusion has been filed in District Court, but not yet ruled on.)
- Demonstration that the New Special District has been organized, and that the process of executing an intergovernmental agreement is on-going, but not yet complete.
- Demonstration that the New Special District has been approved by the Board of County Commissioners and that the process of organizing of the New Special District is on-going, but not yet complete. (For example: The election to approve organizing of the New Special District has been scheduled, but not yet conducted.)

Such a deferral may include the provision that evidence of inclusion of the property into the Existing District or evidence of organizing of a New Special District and execution of an intergovernmental agreement between the New Special District and the Existing District be submitted prior to consideration of the application by the Planning Commission and/or the Board of County Commissioners.

- 308.06 Evidence of the physical and legal capability to provide sanitation as follows:
- 308.06.1 For a subdivision of land located within a sanitation district, a letter of commitment to serve the proposed subdivision stating the capacity to serve and feasibility of extending service to that area.
  - 308.06.2 For a subdivision of land where a sanitation district is proposed to be formed to serve the subdivision, evidence of the ability of the sanitation agency or owner to serve the demands of the proposed subdivision.
  - 308.06.3 For a subdivision of land where individual sewage disposal systems are proposed, percolation test data must be provided to prove general suitability of soils for such systems.
- 308.07 Evidence, in the form of a letter of agreement between the subdivider and utility service provider, that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service for the proposed subdivision. [§30-28-133(3)(e), C.R.S.]
- 308.08 A narrative describing the availability and adequacy of existing infrastructure and other necessary services including, but not limited to, fire and police protection, schools, recreation, utilities, and open space.
- 308.09 A narrative or traffic study describing the proposed transportation network establishing the availability and adequacy of the system consistent with the Douglas County Roadway Design and Construction Standards and the Transportation Plan of the County Master Plan.
- 308.10 A sound study, when proposed residential units are located abutting a state, federal, or major regional arterial highway, identifying the current noise levels and projected noise levels based on projected highway expansion. Subdivision design may be required to mitigate noise impacts.
- 308.11 A discussion on the effect of the proposal on significant cultural, archaeological and historical resources and plans for protection of such resources.
- 308.12 An evaluation of potential radiation hazard to the proposed land uses. [§30-28-133(3)(b)III), C.R.S.]

**309 Public Notice Requirements (Amended 03/28/01)**

When calculating the required time period for posting or publishing a notice of a public hearing, the day of publishing or posting will be counted in the total number of days required. The day of the hearing shall not be counted toward the total number of days required for the notification period.

The degree of accuracy required for the information contained in these public notices shall be that of substantial compliance with the provisions of this section. Substantial compliance for these public notices shall be determined by the Planning Commission or the Board of County Commissioners for their respective public hearings.

**309.01 PUBLISHED NOTICE**

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall:

- (1) publish a notice in at least one publication of a daily or a weekly legal newspaper of general circulation, printed or published in whole or in part in Douglas County; and
- (2) provide a publisher's affidavit of said published notice to the Planning Division at least 7 days prior to the hearing. The notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE  
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)**

A public hearing will be held on *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO, for approval of a sketch plan located *(distance and direction from nearest major intersection)*. For more information call Douglas County Planning, 303-660-7460  
File #/Name:

When concurrent notice has been approved by staff, the notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION AND  
BOARD OF COUNTY COMMISSIONERS**

A public hearing will be held before the Planning Commission on *(date)*, at *(time)*, and before the Board of County Commissioners on *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO, for approval of a sketch plan located *(distance and direction from nearest major intersection)*. For more information call Douglas County Planning, 303-660-7460.  
File #/Name:

**309.02 POSTED NOTICE**

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall post a notice on the land under consideration. The notice shall consist of at least one sign facing each abutting public or private street open for travel, within 10 feet of the property line abutting such street, placed on posts at least 4 feet above ground level. In the event the staff planner determines a sign cannot be placed abutting such street and be visible from such street or that there is no abutting public or private street open for travel, the staff planner may require an alternate location for a sign. Additional signs may be required by the staff planner. Each sign shall measure not less than 3'X4'. Letter size shall be a minimum of 3 inches high. The notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE  
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)**

This land shall be considered for approval of a sketch plan on *(date)*, at *(time)* in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO. For more information call Douglas County Planning, 303-660-7460.  
File #/Name:

When concurrent notice has been approved by staff, the notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION AND  
BOARD OF COUNTY COMMISSIONERS**

This land shall be considered for approval of a sketch plan, before the Planning Commission on *(date)*, at *(time)*, and before the Board of County Commissioners on, *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO. For more information call Douglas County Planning, 303-660-7460.  
File #/Name.:

**309.02.1** An affidavit of sign posting shall be submitted for the file in the Planning Division at least 7 days prior to the hearings. The sign(s) shall be photographed by the applicant and attached to the affidavit as follows:



**310.04 The denial of an extension by the Director may be appealed to the Board in writing within 10 days of the decision by the Director.**

## ARTICLE 5 FINAL PLAT

501 Intent

To provide for the review of the final engineering plans, the subdivision improvement agreement, public dedication, and other legal agreements.

502 Prerequisite (Amended 6/22/10)

502.01 The final plat shall be in substantial compliance with the Board approved preliminary plan, as determined by the Director. If not, the applicant shall submit an amended preliminary plan for review and approval by the Planning Commission and the Board.

502.02 The final plat shall be submitted within 1 year of approval of the preliminary plan, or as extended by the Director or Board. The final plat may be submitted as a combined preliminary/final plat if all prerequisites set forth in Article 5A are met.

503 Approval Standards (Amended 8/25/99)

A final plat may be approved upon the finding by the Board that:

503.01 the final plat is in conformance with the goals, objectives, and policies of the Douglas County Master Plan;

503.02 the plan is in conformance with the design elements established in Article 3, section 304 of this Resolution;

503.03 the subdivider has provided evidence that provision has been made for a water supply that is sufficient in terms of quantity, quality, and dependability for the type of subdivision proposed, as determined in accordance with the standards set forth in the Water Supply - Overlay District section of the *Douglas County Zoning Resolution*; [§30-28-133(6)(a) C.R.S.]

503.04 the subdivider has provided evidence that, provision has been made for a public sewage disposal system and, if other methods of sewage disposal are proposed, adequate evidence that such system shall comply with State and local laws and regulations [§30-28-133(6)(b), C.R.S.]; and

503.05 the subdivider has provided evidence to show that all areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions. [§30-28-133(6)(a), C.R.S.]

503.06 the subdivider has provided adequate drainage improvements [§30-28-133(3)(c)(VIII), C.R.S.];

503.07 significant cultural, archaeological, natural/historical resources and unique landforms have been protected; and

503.08 necessary services, including fire/police protection, recreation, utilities, open space and transportation system, are available to serve the proposed subdivision.

504 Submittal Process (Amended 8/11/09)

The final plat application shall be submitted only after the presubmittal meeting(s) has been completed and the applicant has received the written staff comment summary from the presubmittal meeting. The submittal is processed as follows:

504.01 The applicant shall submit the required submittal information to the Planning Division. The submittal shall be reviewed by staff and a determination of completeness shall be made within 15 working days. The applicant shall be notified in writing if the submittal is incomplete, and any inadequacies shall be specifically identified. An incomplete submittal will not be processed.

504.02 Once the submittal is determined complete, staff will notify the applicant in writing of the number of copies of the submittal information required for distribution to referral agencies. Staff will identify in the written notice which referral agencies are referral agency - regulatory and which referral agencies are referral agency - advisory. The mailing addresses of the referral agencies shall be provided to the applicant. Electronic distribution is preferred. Otherwise, referral packets shall be provided by the applicant in unsealed manila envelopes, without postage, addressed to the appropriate referral agency, with submittal information properly folded and compiled. Staff shall include a referral response sheet and distribute the referral packets to the referral agencies.

504.03 The applicant shall also provide stamped letter sized envelopes addressed to the abutting landowners, and other landowners as requested by staff. Staff shall mail a courtesy notice of an application in process and applicable contact information to the landowners, along with a copy to the applicant.

504.04 If the referral agencies elect to comment, they shall comment within 28 calendar days of the date the referral packets were mailed or electronically distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 28 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational purposes only and provided to the applicant and the Board.  
(Amended 11/12/13)

All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all referral agencies - regulatory received within the 28 calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has

been revised in response to the comments. The applicant is strongly encouraged to provide staff a written response to timely comments of any and/or all referral agencies - advisory. (Amended 11/12/13)

The applicant is encouraged to meet with the referral agencies and staff to address any concerns. The applicant is required to pay those fees assessed by referral agencies - regulatory.

504.05 Staff will review the referral agency comments, discuss the concerns with the applicant, schedule a public meeting before the Board, notify the applicant in writing of the meeting date and time, and prepare a staff report for the Board. The Subdivision Improvements Agreement (SIA) shall be reviewed and approved by the County Manager prior to final plat approval.

504.06 The Board shall evaluate the final plat request, staff report, referral agency comments, applicant responses, and public comment and testimony, and shall approve, approve with conditions, continue, table for further study, or deny the final plat request. The Board's action shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.

504.07 If denied by the Board, a re-submittal of a final plat request for the same or substantially same request, as determined by the Director, shall not be accepted within 60 days of such denial. The applicant may appeal the decision of the Director, in writing, to the Board within 10 days from the date of the decision. The submittal of a new application and processing fee shall be required to pursue a proposed final plat.

505 Submittal Requirements (Amended 8/22/07)

The following information shall be submitted to the Planning Division, unless waived by the Director:

505.01 Completed land use application (available from the Planning Office)

505.02 A written narrative which, at a minimum, provides the following information:

505.02.1 the total land area to be subdivided;

505.02.2 the total number of lots;

505.02.3 the density;

505.02.4 the total land area to be preserved as open space;

505.02.5 phasing of the proposed subdivision; and

505.02.6 changes to the preliminary plan.

- 505.03 Application fee (*fee schedule available from Planning Office*)
- 505.04 Proof of ownership which includes an updated or current title insurance policy or title commitment issued no more than thirty days prior to the date of application
- 505.05 A notarized letter of authorization from the landowner permitting a representative to process the application
- 505.06 Plan exhibit, in accordance with Section 506, herein
- Plan reductions (*11" X 17"*) shall be required for public hearing packets for the Board.
- 505.07 Development reports, in accordance with Section 507, herein
- Final drainage plans and roadway design and construction plans and fees shall be submitted to the Engineering Division.
- 505.08 A copy of the approved preliminary plan and any additional information, as requested by staff.

506 Plan Exhibit (*Amended 8/25/99*)

The final plat shall substantially conform to the approved preliminary plan and the Board's conditions of approval.

- 506.01 The final plat shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado for recording in the Office of the County Clerk and Recorder.
- 506.02 The final plat shall be a tapeless, spliceless, and creaseless original film mylar drawing (*3 millimeters thick*) using only permanent black ink that will adhere to drafting films (*no ball point, transfer type or stickybacks*); or an acceptable fix-line photographic or computer-generated reproduction (*emulsion up*) of the original drawing. Inaccurate, incomplete or poorly drawn plans, as well as, Diazo (*sepia*) or electrostatic-generated (*Xerox*) plans shall be rejected.
- 506.03 Sheet size shall be 24" X 36" with the long dimension horizontal. A margin, left entirely blank, a minimum of 1" on all sides shall be provided on each sheet.
- 506.04 The final plat shall be drafted at a scale that best conveys the detailed survey, engineering and design of the subdivision and confines the drafting error to less than 1%. Acceptable scales are 1"=50' or 1"=100' and for subdivisions exceeding 100 acres, 1"=200'. In special instances another

scale may be approved by the Director. When a proposal requires multiple sheets, a composite, on 24" X 36" paper, shall be provided that delineates the boundaries and identifies each sheet number. The scale may be different than the individual sheets as approved by the staff planner.

506.05 The title shall be placed at the top of the sheet along the long dimension of each sheet and shall include the name of the proposed subdivision or planned development, filing number (*when applicable*), and Planning Division file number. If part of a Planned Development, the planning area shall be included under the title. A general legal description stating the aliquot portion of the section, section, township, range, 6th P.M., and Douglas County, CO, shall be included under the name and planning area. On the title sheet (*sheet #1*), under the general legal description, include the total acreage and the total number of lots. The name of the builder, product line or marketing name may only be used as a descriptor along the bottom of the sheet. Subdivision names may not duplicate existing subdivision or planned development names.

*Example:*

<b>PINE VIEW FILING #1</b> ( <i>A,B, etc.</i> )		
Planning Area H		
SW/4 of Sec. 9, T6 S, R67 W of the 6th P.M., Douglas County, CO		
8.06 Acres	35 Residential lots	SB ___ - ___

506.06 A block in the lower right-hand corner shall include the following: the preparation date; a north arrow designated as true north; a written and graphic scale; the names and addresses of the applicant, developer, engineer or surveyor who prepared the exhibit; and the number of the sheet and the total number of sheets.

506.07 A vicinity map that depicts the area to be subdivided and the area which surrounds the proposed subdivision within a 1 mile radius superimposed on a current Douglas County Subdivision Map, maintaining the same scale.

506.08 When the land is zoned Planned Development, a vicinity map that depicts the area to be subdivided at the same scale as the Development Plan superimposed on the planning areas.

506.09 A written metes and bounds legal description of the subdivision boundary with a map showing all information as required in the Colorado Revised Statutes shall be clearly and prominently indicated on the final plat. The names and locations of all abutting subdivisions, the locations of all abutting unplatted parcels and public lands shall be depicted. All lines, names and descriptions on the final plat which do not constitute a part of the subdivision shall be depicted in dashed or screened lines. Any area enclosed by the subdivision, but not a part thereof, shall be labeled "Not a Part of This Subdivision".

- 506.10 When requested by the staff planner, deleted lot lines, easements, or rights-of-way shall be shown on the plat in dashed lines, or screened, with a note and arrow pointing to the item to be vacated, stating that the lot line, easement, or right-of-way is hereby vacated. *(Dashed lines shall be graphically different for existing vs. proposed vs. deleted.)*
- 506.11 Display ties to aliquot section corners and to the State grid, if available, which shows dimensions of all primary boundary survey control points with complete monument and location descriptions, all parcel lines showing dimensions with lengths, bearings, and curve data, including chord lengths and bearings, basis of bearings and relation to true meridian and similar data. Only circular curves shall be used. No spirals, parabolas, etc. shall be used unless approved by the County Engineer. All dimensions are to be shown to the nearest 0.01' or in the case of degrees, to the nearest second. An accuracy of 1:50,000 *(second order)* minimum for linear and angular *(bearing)* closure shall be required for the boundary. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01'.
- 506.12 All lots, tracts and, when requested by staff, appropriate building envelopes, shall be located, identified and labeled with the appropriate dimension with sufficient linear, bearing, and curve data. No ditto marks shall be used for dimensions. All lots shall be shown in their entirety on one sheet. Lots shall be consecutively numbered, tracts shall be lettered alphabetically and in consecutive order. Include the acreage within each lot or tract to the nearest 0.01 of an acre. On residential subdivisions, tracts shall be used exclusively for nonresidential property, such as areas to be dedicated for park and school sites. All parcels or areas of land inadvertently created and not identified shall be presumed to be outlots and shall not be considered to be building lots.
- 506.13 All road names, right-of-way widths at each leg of an intersection, at point of curve and point of tangent, at dead ends and at angle points; and right-of-way line with accurate bearings and dimensions including chord lengths and bearings, central angles and radii of all curves. If any road in the subdivision is a continuation or approximately a continuation of an existing public road, the conformity or the amount of conformity of the new road to the existing road shall be accurately shown. Whenever the centerline of a road has been established or recorded, the date shall be shown on the final plat.
- 506.14 The purpose, widths and location *(with fine dashed lines)* of all easements and all abutting easements. If any easement already of record cannot be definitely located, a statement of its existence, the nature thereof and its recorded reference must appear on the title sheet. Distances and bearings on the side lines of lots which are cut by an easement must be shown with an arrow or so shown that the plat will indicate clearly the actual length of the lot lines. The widths of all easements and sufficient data to definitely locate the same with respect to the subdivision and each lot must be shown. All

easements must be clearly labeled and identified. If an easement shown on the plat is already of record, its recorded reference must be given. If an easement is being dedicated by the plat, it shall be set out in the owner's certificate of dedication. A plat note may be necessary to provide complete information of the purpose of the easement.

- 506.15 Accurately locate 100-year floodplains, all existing/proposed watercourses, retention and detention areas, wetlands and riparian areas, aquifer recharge areas, streams, lakes, or inlets on the affected land.
- 506.16 The following certifications on a single sheet in accordance with Article 8 of this Resolution: Surveyor, Dedication Statement, Title Verification, Board of County Commissioners, Clerk and Recorder, Planning Commission, and Acceptance Certificate, as needed.
- 506.17 For all final plats within the Centennial Airport Review Area, as identified by the *Douglas County Zoning Resolution*, the following statement shall be placed on the final plat:

Owner waives, remises, and releases any right or cause of action it may now have or which it may have in the future against the County of Douglas, its officers, employees, and agents related to, or resulting from, the passage of aircraft in the airspace above the property that is the subject of this final plat.

- 506.18 Plat notes which adequately explain information pertinent to the execution and maintenance of the subdivision including the ownership of tracts, reference to the subdivision improvements agreement and conservation easements, maintenance responsibility for private roads, easements and tracts, and limitations on wells or septic systems. The developer shall provide for the construction, at no cost to the County, of traffic signalization, all utilities, and other public infrastructure, as required by the Board, and provide bonding or other security needed to ensure such improvements, as required by the Board.

507 Final Development Reports (Amended 8/22/07)

The applicant shall submit the supporting materials necessary for the review of the final plat which address the following items:

- 507.01 Phase III Drainage Report and drainage construction drawings prepared in accordance with the requirements of the Douglas County Storm Drainage Design and Technical Criteria manual.
- 507.02 Final road construction plans prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards.

- 507.03 A printed copy of the closure calculations on the boundary lines of the final plat. Any mathematical closure errors in excess of 1:50,000 (second order) must be corrected by the applicant's surveyor prior to plat approval by the Board.
- 507.04 Evidence that a water supply that is sufficient in terms of quality, quantity, and dependability will be available to ensure an adequate supply of water for the type of subdivision proposed including all documentation required by Section 18A, Water Supply – Overlay District, of the *Douglas County Zoning Resolution*.

#### 508 Vested Property Rights

The final plat is designated as the Site Specific Development Plan for the purpose of vesting property rights for single-family residential land. A landowner seeking vested property rights for single-family residential land must obtain approval of a Site Specific Development Plan pursuant to the provisions of Article 12 of this Resolution. For nonresidential, refer to Section 34 of the *Douglas County Zoning Resolution*.

#### 509 Recordation Procedure (Amended 8/25/99)

The recordation of the approved final plat and associated documentation shall occur within 90 days of Board approval. The final plat shall be submitted for recordation as follows:

- 509.01 The applicant shall amend the final plat document in accordance with the Board approval, as necessary.
- 509.02 Within 60 days of approval of the final plat, unless stated otherwise in such approval, the applicant shall submit: 2 fix-line photographic or computer-generated reproductions (*emulsion up*) of the approved final plat ready for recordation (*except for the signatures of the Board Chair, Director and other County Departments*); all required documentation; and all mapping and recordation fees to the Planning Division. *Diazo (sepia) or electrostatic-generated (Xerox) plans are not acceptable.*
- 509.03 The applicant shall provide proof that adequate security has been provided to cover the subdivision improvement costs in accordance with the requirements of the Douglas County Roadway Design and Construction Standards, and any other performance bonds, as required.
- 509.04 The applicant shall provide a current title insurance policy or commitment, no more than 2 weeks old. If there is a difference in ownership between this title policy and the title policy submitted with the final plat application, recordation shall not be allowed until a determination can be made that the newly identified owners have had an opportunity to comment. Objection by these newly identified owners may result in the Board rehearing the final plat.

- 509.05 The applicant shall provide a warranty deed, or cash-in-lieu of county land dedication for parks or schools, as identified on the plat and rights-of-way outside and adjacent to the subdivision reflecting widths as designated in the Douglas County Transportation Plan.
- 509.06 A signed warranty deed must be provided, if such has been required, conveying certain tracts, or the development rights to such tracts, to the appropriate entity for public use.
- 509.07 The applicant shall provide a certificate of Taxes Paid for the land area of the final plat that indicates no overdue taxes.
- 509.08 Within 30 days of receipt of the final plat, and supporting documentation, the staff planner shall obtain the signatures of the Board, Director, and other County Departments, as required; and upon execution and acceptance by the County of all warranty deeds, the final plat shall be recorded.

510 Post Recordation Requirement (Amended 10/11/95)

Within 45 days of recordation the applicant shall submit an address plat on 17" X 22" sheet of paper or another sheet size approved by staff. The address plat may be a reduction of the final plat or another graphic representation which includes a north arrow, the lot numbers, street names, and addresses. When multiple sheets are needed a cover sheet shall be provided which shows a composite of the subdivision.

511 Expiration of Approval (Amended 10/11/95)

- 511.01 Failure by the applicant to submit all required documentation within 60 days shall render approval of the final plat null and void and result in the necessity for the resubmittal of a preliminary plan, if the preliminary plan has expired, and final plat, along with all required fees and documentation.
- 511.02 The Director may grant extensions of time up to one year, upon a written request by the applicant or staff for good cause being shown. Further extensions may be granted by the Board at a public meeting, upon a written request by the applicant or staff.
- 511.03 An extension request shall include a fee and a narrative stating the reasons for the applicant's inability to comply with the specified deadlines, listing any changes in the character of the neighborhood, any changes in the County Master Plan, Zoning Resolution or this Resolution that have occurred since approval of the plat as these changes affect the plat and the anticipated time schedule for completing the platting process. A fee schedule is available from the Planning Office. Additional review of the plat may occur resulting in additional conditions as applicable.
- 511.04 The denial of an extension by the Director may be appealed to the Board in writing within ten days of the decision by the Director.

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**ARTICLE 5A COMBINED PRELIMINARY AND FINAL PLAT****501A Intent**

To provide a combined review process for the proposed subdivision of residential and non-residential lots where a sketch plan has been approved and is still valid, unless otherwise directed by the Board of County Commissioners at the time of sketch plan approval. The combined preliminary and final plat process is designed to accomplish the intent of both the preliminary plan and final plat as stated in Article 4, Section 401, and Article 5, Section 501 of this Resolution. For purposes of recordation and vesting, the combined preliminary and final plat shall serve as a final plat.

**502A Prerequisite**

Prior to submittal of a combined preliminary and final plat application, the applicant shall meet with staff to discuss eligibility, procedure, and submittal requirements.

- 502A.01 The combined preliminary and final plat shall be in substantial compliance with the approved sketch plan as determined by the Director. If not, the applicant shall resubmit a sketch plan for review.
- 502A.02 The combined preliminary and final plat shall be submitted within one (1) year of the approved sketch plan, or as extended by the Director in accordance with the sketch plan procedures.
- 502A.03 The combined preliminary and final plat process may not be utilized where the Board of County Commissioners has required the submission of a full preliminary plan application as a condition of sketch plan approval.

**503A Approval Standards**

A combined preliminary and final plat may be approved upon the finding by the Board of County Commissioners that the following standards have been met:

- 503A.01 The combined preliminary and final plat is consistent with the goals, objectives, and policies of the Douglas County Comprehensive Master Plan.
- 503A.02 The combined preliminary and final plat is in conformance with the design elements established in Article 3, Section 304 of this Resolution.
- 503A.03 The subdivider has provided evidence that provision has been made for a water supply that is sufficient in terms of quantity, quality, and dependability for the type of subdivision proposed, as determined in accordance with the standards set forth in the Water Supply - Overlay District section of the Douglas County Zoning Resolution [§ 30-28-133(6)(a), C.R.S.].

- 503A.04 The subdivider has provided evidence that provision has been made for a public sewage disposal system, and, if other methods of sewage disposal are proposed, adequate evidence that such system shall comply with State and local laws and regulations [§ 30-28-133(6)(b), C.R.S.].
- 503A.05 The subdivider has provided evidence to show that all areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions [§30-28-133(6)(c), C.R.S.].
- 503A.06 The subdivider has provided adequate drainage improvements [§30-28-133(3)(c)(VIII), C.R.S.].
- 503A.07 Significant cultural, archaeological, natural, and historic resources, and unique landforms have been protected.
- 503A.08 Services, including fire and police protection, recreation facilities, utility service facilities, streets, and open space, are available to serve the proposed subdivision.

#### 504A Submittal Process

- 504A.01 The applicant shall submit two (2) copies of the combined preliminary and final plat exhibits and one (1) copy of all supporting documentation to Planning Services. The submittal shall be reviewed for completeness within fifteen (15) working days. The applicant shall be notified of any inadequacies.
- 504A.02 Once the submittal is determined complete, staff will notify the applicant in writing of the number of copies of the submittal information required for distribution to referral agencies. Staff will identify in the written notice which referral agencies are referral agency - regulatory and which referral agencies are referral agency - advisory. The mailing addresses of the referral agencies shall be provided to the applicant. Electronic distribution is preferred. Otherwise, referral packets shall be provided by the applicant in unsealed manila envelopes, without postage, addressed to the appropriate referral agency, with submittal information properly folded and compiled. Staff shall include a referral response sheet and distribute the referral packets to the referral agencies.
- 504A.03 The applicant shall also provide stamped letter sized envelopes addressed to the abutting landowners, and other landowners as requested by staff. Staff shall mail a courtesy notice of an application in process and applicable contact information to the landowners, along with a copy to the applicant.

504A.04 If the referral agencies elect to comment, they shall comment within 28 calendar days of the date the referral packets were mailed or electronically distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 28 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational purposes only and provided to the applicant, Planning Commission, and the Board of County Commissioners. *(Amended 11/12/13)*

All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all referral agencies - regulatory received within the 28 calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has been revised in response to the comments. The applicant is strongly encouraged to provide staff a written response to timely comments of any and/or all referral agencies - advisory. *(Amended 11/12/13)*

The applicant is encouraged to meet with the referral agencies and staff to address any concerns. The applicant is required to pay those fees assessed by referral agencies - regulatory.

504A.05 Staff will review the referral agency comments, discuss the concerns with the applicant, schedule a public meeting before the Planning Commission, and notify the applicant in writing of the meeting date and time. The applicant is responsible for public notice of the meeting in accordance with Section 508A herein.

504A.06 The staff planner will prepare a staff report for the Planning Commission members. The Planning Commission shall evaluate the application, staff report, and referral and public comments and make a recommendation to the Board of County Commissioners to approve, approve with conditions, table for further study, or deny the combined preliminary and final plat. The Planning Commission's decision shall be based on the evidence presented, compliance with the adopted standards, regulations, policies, and other guidelines.

504A.07 Following the recommendation by the Planning Commission, the combined preliminary and final plat will be scheduled for a public meeting before the Board of County Commissioners. The staff planner will notify the applicant of the date and time of the meeting. The applicant is responsible for public notice of the meeting in accordance with Section 508A herein.

504A.08 The Subdivision Improvements Agreement (SIA) shall be reviewed and approved by the County Manager prior to combined preliminary and final plat approval. The developer shall provide for the construction of all improvements identified in the SIA at no cost to the County, including

traffic signalization, all utilities, and other public infrastructure as required by the Board of County Commissioners and provide a letter of credit or other acceptable form of security needed to ensure completion of such improvements.

504A.09 The staff planner will prepare a staff report for the Board of County Commissioners. The Board of County Commissioners shall evaluate the combined preliminary and final plat, staff report, referral and public comments, Planning Commission recommendations and shall either approve, conditionally approve, table for further study, or deny the combined preliminary and final plat. The Board of County Commissioner's action shall be based on the evidence presented, compliance with the adopted standards, regulations, policies, and other guidelines. At the public meeting, the Board of County Commissioners may grant a plat recordation time extension upon written request by the applicant.

504A.10 If denied by the Board of County Commissioners, the submittal of a new application and processing fee shall be required in order to pursue the proposed subdivision. A re-submittal of the combined preliminary and final plat for the same or substantially same request, as determined by the Director, shall not be accepted within sixty (60) days of such denial. The applicant may appeal the decision of the Director, in writing, to the Board within ten (10) days from the date of the decision.

505A Submittal Requirements

The following information shall be submitted to Planning Services, unless waived by the Director:

505A.01 Completed land use application

505A.02 Copy of approved sketch plan

505A.03 A written narrative that, at a minimum, provides the following information:

505A.03.1 the total land area to be subdivided

505A.03.2 the total number of lots

505A.03.3 the density

505A.03.4 the total land area to be preserved as open space

505A.03.5 phasing of the proposed subdivision

505A.03.6 changes to the sketch plan

- 505A.04 Water supply summary sheet
- 505A.05 Application fee
- 505A.06 Proof of ownership which includes an updated or current title insurance policy or title commitment, or a subdivision guarantee letter no more than thirty (30) days old
- 505A.07 When the owner plans to use a consultant to other representative as the primary point of contact for the land use application, a notarized letter of authorization from the landowner permitting that representative to process the application
- 505A.08 Combined preliminary and final plat exhibit
- 505A.09 Development reports in accordance with Section 507A, herein

**506A Combined Preliminary and Final Plat Exhibit**

- 506A.01 The combined preliminary and final plat shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado for subsequent recording in the Office of the County Clerk and Recorder.
- 506A.02 The combined preliminary and final plat exhibit shall be an acceptable photographic or computer-generated drawing. Inaccurate, incomplete, or poorly drawn plans, as well as, Diazo (sepia) or electrostatic-generated (Xerox) plans shall be rejected.
- 506A.03 Sheet size shall be 24-inches by 36 inches the long dimension horizontal. A margin, left entirely blank, a minimum of one (1) inch on all sides shall be provided on each sheet.
- 506A.04 The combined preliminary and final plat shall be drafted at a scale that best conveys the detailed survey, engineering and design of the subdivision and confines the drafting error to less than 1%. Acceptable scales are 1 inch = 50 feet or 1 inch =100 feet and for subdivisions exceeding 100 acres, 1 inch = 200 feet. In special instances, another scale may be approved. When a proposal requires multiple sheets, a composite, on 24-inch by 36-inch paper, shall be provided that delineates the boundaries and identifies each sheet number. The scale may be different than the individual sheets as approved by the staff planner.
- 506A.05 The title shall be placed at the top of the sheet along the long dimension of each sheet and shall include the name of the proposed subdivision or Planned Development, filing number (*when applicable*), and Planning Division file number. If part of a Planned Development, the planning

area shall be included under the title. A general legal description stating the aliquot portion of the section, township, range, 6th P.M., and Douglas County, CO, shall be included under the name and planning area. On the title sheet (*sheet #1*), under the general legal description, include the total acreage and the total number of lots and tracts. The name of the builder, product line or marketing name may only be used as a descriptor along the bottom of the sheet. The subdivision name may not duplicate existing subdivision names.

*Example:*

<b>PINE VIEW FILING NO. 1 (A, B, etc.)</b>			
Planning Area H			
A part of the SW ¼ of Sec. 9, T6S, R67W, 6th P.M., Douglas County, CO			
8.06 Acres	35 Residential Lots	2 Tracts	SB__-__

- 506A.06 A block in the lower right-hand corner shall include the following: the preparation date; a north arrow designated as true north; a written and graphic scale; the names and addresses of the applicant, developer, engineer, or surveyor who prepared the exhibit; and the number of the sheet and the total number of sheets.
- 506A.07 A vicinity map shall be placed on the title sheet that depicts the area to be subdivided and the area that surrounds the proposed subdivision within a one (1) mile radius superimposed on a current Douglas County Subdivision Map, maintaining the same scale.
- 506A.08 When the land is zoned Planned Development, a vicinity map shall be placed on the title sheet that depicts the area to be subdivided superimposed on the development plan, at the same scale as the development plan that shows the limits of the proposed plan superimposed on the planning areas.
- 506A.09 A written metes and bounds legal description of the subdivision boundary with a map showing all information as required in the Colorado Revised Statutes shall be clearly and prominently indicated on the combined preliminary and final plat. The names, locations, and zoning of all abutting subdivisions shall be depicted. The locations of all abutting unplatted parcels and public lands shall be depicted. All lines, names, and descriptions on the plat which do not constitute a part of the subdivision shall be depicted in dashed or screened lines. Any area enclosed by the subdivision, but not a part thereof, shall be labeled "Not a Part of This Subdivision".
- 506A.10 When requested by the staff planner, deleted lot lines, easements, or rights-of-way shall be shown on the plat in dashed lines, or screened. A note and arrow pointing to the item to be vacated shall be included, stating that the lot line, easement, or right-of-way is hereby vacated.

- 506A.11 Ties to aliquot section corners and to the State grid (*if available*) which show dimensions of all primary boundary survey control points with complete monument and location descriptions, all parcel lines showing dimensions with lengths, bearings, and curve data, including chord lengths and bearings, basis of bearings and relation to true meridian and similar data shall be shown. Only circular curves shall be used. All dimensions are to be shown to the nearest 0.01' or in the case of degrees, to the nearest second. An accuracy of 1:50,000 (*second order*) minimum for linear and angular (*bearing*) closure shall be required for the boundary. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01'.
- 506A.12 All lots, tracts and, when requested by staff, appropriate building envelopes, shall be located, identified, and labeled with the appropriate dimension with sufficient linear, bearing, and curve data.
- 506A.12.1 No ditto marks shall be used for dimensions.
- 506A.12.2 All lots shall be shown in their entirety on one (1) sheet.
- 506A.12.3 Lots shall be numbered consecutively, and tracts shall be lettered alphabetically and in consecutive order.
- 506A.12.4 Acreage shall be shown within each lot to the nearest one-hundredth (0.01) of an acre.
- 506A.12.5 In residential subdivisions, tracts shall be used exclusively for nonresidential property, such as areas to be dedicated for park and school sites.
- 506A.12.6 All parcels or areas of land inadvertently created and not identified shall be presumed to be outlots and shall not be considered to be building lots.
- 506A.13 All road names and all right-of-way dimensions at each leg of an intersection, point of curve, dead end, and angle point shall be indicated. All right-of-way lines and accurate bearings and dimensions, including chord lengths and bearings, central angles, and radii of all curves shall be shown. If any road in the subdivision is a continuation of an existing road, dimensions and bearings of the transition of the new road to the existing road shall be accurately shown.
- 506A.14 The purpose, widths, and location of all existing and proposed easements and all abutting easements shall be described. Existing easements shall be shown using fine, dashed lines; new easements being dedicated with the plat shall be shown using bold, dashed lines.

- 506A.14.1 If an easement shown on the plat is already of record, its recorded reference shall be given.
- 506A.14.2 If any easement already of record cannot be definitely located, a statement of its existence, the nature thereof, and its recorded reference shall appear on the title sheet.
- 506A.14.3 If an easement is being dedicated by the plat, it shall be set out in the owner's certificate of dedication. A plat note may be required to provide complete information of the purpose of the easement.
- 506A.14.4 Distances and bearings on the side lines of lots which are cut by an easement shall be arrowed or so shown that the plat will indicate clearly the actual length of the lot lines.
- 506A.14.5 The widths of all easements and sufficient data to definitely locate the same with respect to the subdivision and each lot shall be shown. All easements shall be clearly labeled and identified.
- 506A.15 100-year floodplains, existing and proposed watercourses, retention and detention areas, wetlands and riparian areas, aquifer recharge areas, streams, lakes, or inlets on the affected property shall be accurately located.
- 506A.16 The following certifications on the title sheet in accordance with Article 8 of this Resolution shall be included: Surveyor, Dedication Statement, Clerk and Recorder, Board of County Commissioners, Title Verification, Planning Commission, and Acceptance Certificate, as needed.
- 506A.17 For all combined preliminary and final plats within the Centennial Airport Review Area, as identified by the Douglas County Zoning Resolution, the following statement shall be placed on the plat:
- Owner waives, remises, and releases any right or cause of action it may now have or which it may have in the future against the County of Douglas, its officers, employees, and agents related to, or resulting from, the passage of aircraft in the airspace above the property that is the subject of this combined preliminary and final plat.
- 506A.18 Plat notes that adequately explain information pertinent to the execution and maintenance of the subdivision including the ownership of tracts; reference to conservation easements or similar agreements; maintenance responsibility for private roads, easements, and tracts; and limitations on wells or septic systems shall be included.
- 506A.19 A land use summary table shall be placed on the title sheet to include information on acreage, purpose, ownership, and maintenance responsibility for all lots and tracts.

**507A Development Reports**

The applicant shall submit final plans and supporting materials necessary for the review of the combined preliminary and final plat as listed below. The Director or County Engineer may waive any development report, study, plan, or other site evaluation materials based upon subdivision design, size, impact to public facilities, services, roads, and overall impacts.

- 507A.01 Phase III Drainage report and drainage construction plans prepared in accordance with the requirements of the Douglas County Storm Drainage Design and Technical Criteria Manual.
- 507A.02 A Grading, Erosion, and Sediment Control Report and plan for the subdivision.
- 507A.03 An overall utility plan for the subdivision.
- 507A.04 Final roadway and stormwater construction plans prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards, when applicable.
- 507A.05 Water and sanitary sewer plans. These plans may be included in the roadway and stormwater construction plans.
- 507A.06 A printed copy of the closure calculations on the boundary lines of the combined preliminary and final plat. Any mathematical closure errors in excess of 1:50,000 (*second order*) shall be corrected by the applicant's surveyor prior to approval by the Board of County Commissioners.
- 507A.07 Evidence that a water supply that is sufficient in terms of quality, quantity, and dependability will be available to ensure an adequate supply of water for the type of subdivision proposed including all documentation required by Section 18A, Water Supply – Overlay District, of the Douglas County Zoning Resolution.
- 507A.08 Development reports and other supporting materials required for preliminary plan application in accordance with Article 4, Section 407, may be required as necessary to update or refine the information evaluated with the approved sketch plan.
- 507A.09 As necessary to supplement the site evaluation information shown on the approved sketch plan, a supplementary exhibit, prepared at the same scale as the combined preliminary and final plat, may be required to show important site characteristics and features relevant to the layout of the plat. Such elements may include, but are not limited to: wildlife habitat and movement corridors; significant vegetation; wildfire mitigation areas; historic and archeological sites; existing structures; surrounding zoning, land use, and ownership; important viewsheds or other scenic

elements; unique landforms; 100-year floodplains and other water courses; topographic contours; slopes of 15-15% and 25% and greater; expansive soils; and geologic hazards.

508A Public Notice Requirements

When calculating the required time period for posting a notice of a public meeting, the day of posting will be counted in the total number of days required. The day of the meeting shall not be counted toward the total number of days required for the notification period.

The degree of accuracy required for the information contained in these posted public notices shall be that of substantial compliance with the provisions of this section. Substantial compliance for these posted public notices shall be determined by the Planning Commission or the Board of County Commissioners for their respective public meetings.

508A.01 POSTED NOTICE

At least fourteen (14) days prior to the Planning Commission public meeting and fourteen (14) days prior to the Board of County Commissioners public meeting, the applicant shall post a notice on the land under consideration. The notice shall consist of at least one sign facing each abutting public or private street open for travel, within ten (10) feet of the property line abutting such street, visible from the right-of-way, placed on posts at least four (4) feet above ground level. In the event the staff planner determines a sign cannot be placed abutting such street and be visible from such street or that there is no abutting public or private street open for travel, the staff planner may require an alternate location for a sign. Additional signs may be required by the staff planner. Each sign shall measure not less than three (3) feet by four (4) feet. Letter size shall be a minimum of three (3) inches high. Such notice shall read:

<p><b>NOTICE OF PUBLIC MEETING BEFORE THE (PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)</b></p> <p>This land shall be considered for approval of a combined preliminary and final plat on <i>(date)</i>, at <i>(time)</i> in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO. For more information call Douglas County Planning, 303-660-7460.</p> <p>File #/Name:</p>
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**509A Vested Property Rights**

The combined preliminary and final plat is designated as the Site Specific Development Plan for the purpose of vesting property rights for single-family residential land. A landowner seeking vested property rights for single-family residential land shall obtain approval of a Site Specific Development Plan pursuant to the provisions of Article 12 of this Resolution. For non-residential, refer to Section 34 of the Douglas County Zoning Resolution.

**510A Recordation Procedure**

The recordation of the approved combined preliminary and final plat and associated documentation shall occur within ninety (90) days of approval by the Board of County Commissioners. The combined preliminary and final plat shall be submitted for recordation as follows:

- 510A.01 The applicant shall amend the combined preliminary and final plat in accordance with the Board of County Commissioners approval, as necessary. The applicant must demonstrate compliance with all conditions of approval prior to plat recordation.
- 510A.02 Within sixty (60) days of approval of the combined preliminary and final plat, unless stated otherwise in such approval, the applicant shall submit one (1) original, executed mylar of the approved combined preliminary and final plat ready for recordation (except for signatures of the Board of County Commissioners Chair, Director and other County Departments) and one (1) paper copy of the same; all required documentation; and all mapping and recordation fees to Planning Services. Diazo (sepia) or electrostatic-generated (Xerox) plans are not acceptable.
- 510A.03 When applicable, the applicant shall provide proof that a letter of credit or other acceptable form of security has been provided to cover the subdivision improvement costs in accordance with the requirements of the Douglas County Roadway Design and Construction Standards, and any other performance guarantee as required.
- 510A.04 The applicant shall provide a current title insurance policy or commitment, no more than two (2) weeks old. If there is a difference in ownership between this title policy and the title policy submitted with the combined preliminary and final plat application, recordation shall not be allowed until the newly identified owners have executed the dedication statement on the plat and any other agreements, easements, or deeds which require the owner signatures.
- 510A.05 The applicant shall provide a special warranty deed, or cash-in-lieu, for county land dedication for parks or schools as identified on the plat. The applicant shall provide a special warranty deed for any required county right-of-way dedication located outside the subdivision boundary, in

accordance with the Board of County Commissioner's conditions of approval and the approved Subdivision Improvements Agreement.

- 510A.06 A signed special warranty deed shall be provided, if such has been required, conveying certain tracts, or the development rights to such tracts, to the appropriate entity for public use.
- 510A.07 The applicant shall provide a certificate of taxes paid for the land area of the plat that indicates no overdue taxes.
- 510A.08 Within thirty (30) days of receipt of the plat, and supporting documentation, the staff planner shall obtain the signatures of the Board of County Commissioners, Director, and other County departments, as required; and upon execution and acceptance by the County of all special warranty deeds, the plat shall be recorded.

511A Expiration of Approval

- 511A.01 Failure by the applicant to submit all items required for plat recordation within sixty (60) days of plat approval of the combined preliminary and final plat, shall render such approval null and void.
- 511A.02 The Director may grant a time extension for plat recordation of up to one (1) year, upon a written request by the applicant or staff for good cause being shown. Further extensions may be granted by the Board of County Commissioners at a public meeting, upon written request by the applicant.
- 511A.03 A plat recordation extension request shall include a fee and a narrative stating the reasons for the applicant's inability to comply with the specified deadlines, listing any changes in the character of the neighborhood, any changes in the Douglas County Comprehensive Master Plan, Zoning Resolution or this Resolution that have occurred since approval of the plat as these changes affect the plat and the anticipated time schedule for completing the platting process. A fee schedule is available from Planning Services. Additional review of the plat may occur resulting in additional conditions as applicable.
- 511A.04 The denial of a plat recordation extension by the Director may be appealed to the Board of County Commissioners in writing within ten (10) days of the decision by the Director.

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ARTICLE 6 MINOR DEVELOPMENT – Single-Family Residential

601 Intent

To provide a streamlined review process for the creation of 4 or fewer single-family residential lots in accordance with Section 30-28-101(10)(d), C.R.S. The Director may determine whether additional lots may be created through this process, based on design, size, available public facilities, services, access and transportation network, not to exceed ten lots. *(Amended 7/23/97)*

602 Prerequisite

Prior to submittal of a minor development application, the applicant shall meet with staff to discuss the procedure and submittal requirements. If it is determined that the applicant is using the minor development process to circumvent the subdivision process such as the submittal of adjoining multiple minor developments, the applicant shall be required to comply with the sketch plan, preliminary plan and final plat processes. A minor development shall not be permitted if the subdivision creates a nonconforming lot, or in the case of an existing nonconforming lot or parcel, a minor development shall not increase the nonconformity. *(Amended 8/25/99)*

603 Approval Standards *(Amended 10/11/95)*

A minor development final plat may be approved upon the finding by the Board that:

- 603.01 the minor development final plat is in conformance with the goals, objectives, and policies of the Douglas County Master Plan; *(Amended 8/25/99)*
- 603.02 the minor development final plat is in conformance with the design elements established in Section 604, herein; *(Amended 7/23/97)*
- 603.03 the subdivider has provided evidence that provision has been made for a water supply that is sufficient in terms of quantity, quality and dependability for the type of subdivision proposed, as determined in accordance with the standards set forth in the Water Supply - Overlay District section of the Douglas County Zoning Resolution; *[§30-28-133(6)(a), C.R.S.(Amended 8/12/98)*
- 603.04 the subdivider has provided evidence that provision has been made for a public sewage disposal system, and, if other methods of sewage disposal are proposed, adequate evidence that such system shall comply with State and local laws and regulations *[§.30-28-133(6)(b), C.R.S.]*;
- 603.05 the subdivider has provided evidence to show that all areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions; *[§30-28-133(6)(c), C.R.S.]*

- 603.06 the subdivider has provided adequate drainage improvements [§30-28-133(3)(c)(VIII), C.R.S.]; (Amended 7/23/97)
- 603.07 significant cultural, archaeological, natural and historical resources, and unique landforms have been protected; (Amended 7/23/97)
- 603.08 the extraction of any known commercial mining deposit shall not be impeded by this development; and [§34-1-302(1), C.R.S.] (Amended 7/23/97)
- 603.09 services, including fire/police protection, recreation facilities, utility service facilities, streets, and open space, are available to serve the proposed subdivision. (Amended 7/23/97)

604 Design Elements (Amended 7/23/97)

The following shall be considered in reviewing the subdivision design:

- 604.01 lots shall meet the minimum lot size of the zone district with the ability of structures placed on the lot to meet the district setbacks, and provide off-street parking;
- 604.02 geologic hazards or other hazardous conditions shall be mitigated or eliminated;
- 604.03 lot layout shall provide protection from wind, noise, and traffic; buffering for visual relief from development; and shall conform to design guidelines adopted by Douglas County;
- 604.04 streets shall be laid out with the ability to meet the Douglas County Roadway Design and Construction Standards, Storm Drainage Design and Technical Criteria manual, and other applicable County regulations;
- 604.05 the natural terrain, drainage and riparian areas, and vegetation shall be preserved to the maximum extent possible;
- 604.06 multiple-frontage lots should be avoided except where essential to provide separation of residential development from regional or major arterials, or to overcome specific disadvantages of topography and orientation;
- 604.07 the subdivision design shall be coordinated with the storm water drainage and flood control systems;
- 604.08 pedestrian, bicycle, and vehicular access to abutting neighborhoods, recreation, shopping, and employment areas shall be provided to the maximum extent possible; and
- 604.09 physical and visual barriers shall be minimized to accommodate a free flow of views, and pedestrian/vehicular circulation.

605 Submittal Process (Amended 8/11/09)

The minor development application shall be submitted only after the presubmittal meeting(s) has been completed and the applicant has received the written staff comment summary from the presubmittal meeting. The submittal is processed as follows:

- 605.01 The applicant shall submit the required submittal information to the Planning Division. The submittal shall be reviewed by staff and a determination of completeness shall be made within 15 working days. The applicant shall be notified in writing if the submittal is incomplete, and any inadequacies shall be specifically identified. An incomplete submittal will not be processed.
- 605.02 Once the submittal is determined complete, staff will notify the applicant in writing of the number of copies of the submittal information required for distribution to referral agencies. Staff will identify in the written notice which referral agencies are referral agency - regulatory and which referral agencies are referral agency - advisory. The mailing addresses of the referral agencies shall be provided to the applicant. Electronic distribution is preferred. Otherwise, referral packets shall be provided by the applicant in unsealed manila envelopes, without postage, addressed to the appropriate referral agency, with submittal information properly folded and compiled. Staff shall include a referral response sheet and distribute the referral packets to the referral agencies.
- 605.03 The applicant shall also provide stamped letter sized envelopes addressed to the abutting landowners, and other landowners, as requested by staff. Staff shall mail a courtesy notice of an application in process and applicable contact information to the landowners, along with a copy to the applicant.
- 605.04 If the referral agencies elect to comment, they shall comment within 28 calendar days of the date the referral packets were mailed or electronically distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 28 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational purposes only and provided to the applicant, Planning Commission, and the Board. (Amended 11/12/13)

All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all referral agencies - regulatory received within the 28 calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has been revised in response to the comments. The applicant is strongly encouraged to provide staff a written response to timely comments of any and/or all referral agencies - advisory. (Amended 11/12/13)

The applicant is encouraged to meet with the referral agencies and staff to address any concerns. The applicant is required to pay those fees assessed by referral agencies - regulatory.

- 605.05 Staff will review the referral agency comments, discuss the concerns with the applicant, schedule a public hearing before the Planning Commission, notify the applicant in writing of the hearing date and time, and prepare a staff report for the Planning Commission. The applicant is responsible for public notice of the hearing in accordance with Section 609 herein.
- 605.06 The Planning Commission shall evaluate the minor development request, staff report, referral agency comments, applicant responses, and public comment and testimony, and make a recommendation to the Board to approve, approve with conditions, continue, table for further study, or deny the minor development request. The Planning Commission's decision shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.
- 605.07 Following the recommendation by the Planning Commission, staff shall schedule a public hearing before the Board, notify the applicant in writing of the hearing date and time, and prepare a staff report for the Board. The applicant is responsible for public notice of the hearing in accordance with Section 609 herein.
- 605.08 The Board shall evaluate the minor development request, staff report, referral agency comments, applicant responses, the Planning Commission recommendation, and public comment and testimony, and shall approve, approve with conditions, continue, table for further study, remand to the Planning Commission, or deny the minor development request. The Board's action shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.
- 605.09 If denied by the Board, a resubmittal of a minor development request for the same or substantially same request, as determined by the Director, shall not be accepted within 60 days of such denial. The applicant may appeal the decision of the Director, in writing, to the Board within 10 days from the date of the decision. The submittal of a new application and processing fee shall be required to pursue a proposed minor development.

606 Submittal Requirements (Amended 8/22/07)

The following information shall be submitted to the Planning Division, unless waived by the Director: (Amended 7/23/97)

- 606.01 Completed land use application (available from the Planning Office)
- 606.02 A written narrative that, at a minimum, provides the following information:  
(Amended 7/23/97)

- 606.02.1 the total land area to be subdivided;
- 606.02.2 the total number of lots;
- 606.02.3 the density; and
- 606.02.4 the total land area to be preserved as open space.

606.03 Water Supply Summary Sheet *(Amended 7/23/97)*

606.04 Application fee *(available from Planning Division)*

606.05 Proof of ownership which includes an updated or current title insurance policy or title commitment, or a subdivision guarantee letter no more than thirty days old

606.06 A notarized letter of authorization from the landowner permitting a representative to process the application

606.07 Minor Development Final Plat Exhibit in accordance with Section 607, herein  
Plan reductions *(11" X 17")* shall be required for public hearing packets for the Planning Commission and Board *(Amended 8/25/99)*

606.08 Development Reports, in accordance with Section 608, herein

Final drainage plans, roadway design and construction plans, and review fees shall be submitted to the Engineering Division. *(Amended 8/25/99)*

606.09 Any additional information, at the request of the Director, needed to thoroughly review the impacts of the subdivision request. *(Amended 7/23/97)*

607 Minor Development Final Plat Exhibit

607.01 The minor development final plat shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado for recording in the Office of the County Clerk and Recorder.

607.02 The minor development final plat shall be a tapeless, spliceless, and creaseless original film mylar drawing *(3 millimeters thick)* using only permanent black ink that will adhere to drafting films *(no ball point, transfer type or stickybacks)*; or an acceptable fix-line photographic or computer-generated reproduction *(emulsion up)* of the original drawing. Inaccurate, incomplete or poorly drawn plans, as well as, Diazo *(sepia)* or electrostatic-generated *(Xerox)* plans shall be rejected. *(Amended 8/25/99)*

- 607.03 Sheet size shall be 24" X 36" with the long dimension horizontal. A margin, left entirely blank, a minimum of 1" on all sides shall be provided on each sheet. *(Amended 8/25/99)*
- 607.04 The minor development final plat shall be drafted at a scale that best conveys the detailed survey, engineering and design of the subdivision and confines the drafting error to less than 1%. Acceptable scales are 1"=50' or 1"=100' and for subdivisions exceeding 100 acres, 1"=200'. In special instances, another scale may be approved by the Director of Planning and Community Development. If a proposal requires multiple sheets, a composite, on 24" X 36" paper, shall be provided that delineates the boundaries and identifies each sheet number. The scale may be different than the individual sheets as approved by the staff planner.
- 607.05 The title shall be placed at the top of the sheet along the long dimension of each sheet and shall include the name of the proposed subdivision or planned development, filing number *(when applicable)*, and Planning Division file number. If part of a Planned Development, the planning area shall be included under the title. A general legal description stating the aliquot portion of the section, section, township, range, 6th P.M., and Douglas County, CO, shall be included under the name and planning area. On the title sheet *(sheet #1)*, under the general legal description, include the total acreage and the total number of lots. The name of the builder, product line or marketing name may only be used as a descriptor along the bottom of the sheet. The minor development subdivision name may not duplicate existing subdivision names. *(Amended 10/11/95)*

*Example:*

<b>WITT'S END</b>		
A part of the W/2 of Sec. 9, T6S, R67W, 6th P.M., Douglas County, CO		
40 Acres	4 Residential lots	SB__-

- 607.06 In a block in the lower right-hand corner include the following: the preparation date; a north arrow designated as true north; a written and graphic scale; the names and addresses of the applicant, developer, engineer or surveyor who prepared the exhibit; and the number of the sheet and the total number of sheets.
- 607.07 A vicinity map that depicts the area to be subdivided and the area that surrounds the proposed subdivision within a 1-mile radius superimposed on a current Douglas County Subdivision Map, maintaining the same scale.
- 607.08 When the land is zoned Planned Development, a vicinity map that depicts the area to be subdivided superimposed on the development plan, at the same scale as the Development Plan that shows the limits of the proposed plan superimposed on the planning areas. *(Amended 8/25/99)*

- 607.09 A written metes and bounds legal description of the subdivision boundary with a map showing all information as required in the Colorado Revised Statutes shall be clearly and prominently indicated on the minor development final plat. The names and locations of all abutting subdivisions, the locations of all abutting unplatted parcels and public lands shall be depicted. All lines, names and descriptions on the plat which do not constitute a part of the subdivision shall be depicted in dashed or screened lines. Any area enclosed by the subdivision, but not a part thereof shall be labeled "Not a Part of This Subdivision".
- 607.10 Display ties to aliquot section corners and to the State grid (*if available*) which show dimensions of all primary boundary survey control points with complete monument and location descriptions, all parcel lines showing dimensions with lengths, bearings, and curve data, including chord lengths and bearings, basis of bearings and relation to true meridian and similar data. Only circular curves shall be used. No spirals, parabolas, etc. shall be used unless approved by the County Engineer. All dimensions are to be shown to the nearest 0.01' or in the case of degrees, to the nearest second. An accuracy of 1:50,000 (*second order*) minimum for linear and angular (*bearing*) closure shall be required for the boundary. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01'.
- 607.11 All lots, tracts and when requested by staff, appropriate building envelopes, shall be located, identified and labeled with the appropriate dimension with sufficient linear, bearing, and curve data. No ditto marks shall be used for dimensions. All lots shall be shown in their entirety on one sheet. Lots shall be numbered consecutively; tracts shall be lettered alphabetically and in consecutive order. Include the acreage within each lot to the nearest 0.01 of an acre. In residential subdivisions, tracts shall be used exclusively for nonresidential property, such as areas to be dedicated for park and school sites. All parcels or areas of land inadvertently created and not identified shall be presumed to be outlots and shall not be considered to be building lots.
- 607.12 Indicate all road names, right-of-way widths at each leg of an intersection, at point of curve and point of tangent, at dead ends and at angle points; and right-of-way lines with accurate bearings and dimensions including chord lengths and bearings, central angles and radii of all curves. If any road in the subdivision is a continuation or approximately a continuation of an existing public road, the conformity or the amount of conformity of the new road to the existing road shall be accurately shown. Whenever the centerline of a road has been established or recorded, the date shall be shown on the final plat.
- 607.13 Describe the purpose, widths and location (*with fine dashed lines*) of all easements and all abutting easements. If any easement already of record cannot be definitely located, a statement of its existence, the nature thereof and its recorded reference must appear on the title sheet. Distances and

bearings on the side lines of lots which are cut by an easement must be arrowed or so shown that the plat will indicate clearly the actual length of the lot lines. The widths of all easements and sufficient data to definitely locate the same with respect to the subdivision and each lot must be shown. All easements must be clearly labeled and identified. If an easement shown on the plat is already of record, its recorded reference must be given. If an easement is being dedicated by the plat, it shall be set out in the owner's certificate of dedication. A plat note may be necessary to provide complete information of the purpose of the easement.

- 607.14 Accurately locate 100-year floodplains, all existing/proposed watercourses, retention and detention areas, wetlands and riparian areas, aquifer recharge areas, streams, lakes, or inlets on the affected land. *(Amended 2/23/05)*
- 607.15 Include the following certifications on the title sheet in accordance with Article 8 of this Resolution: Surveyor, Dedication Statement, Clerk and Recorder, Board of County Commissioners, Title Verification, Planning Commission, and Acceptance Certificate, as needed. *(Amended 8/25/99)*
- 607.16 For all minor development final plats within the Centennial Airport Review Area, as identified by the Douglas County Zoning Resolution, the following statement shall be placed on the plat: *(Amended 8/25/99)*

Owner waives, remises, and releases any right or cause of action it may now have or which it may have in the future against the County of Douglas, its officers, employees, and agents related to, or resulting from, the passage of aircraft in the airspace above the property that is the subject of this minor development final plat.

- 607.17 Include plat notes that adequately explain information pertinent to the execution and maintenance of the subdivision including the ownership of tracts, reference to the subdivision improvements agreement and conservation easements, maintenance responsibility for private roads, easements and tracts. The developer shall provide for the construction, at no cost to the County, of traffic signalization, all utilities, and other public infrastructure as required by the Board and provide bonding or other security needed to ensure such improvements, as required by the Board.

608 Development Reports *(Amended 8/22/07)*

The applicant shall submit the supporting materials necessary for the review of the minor development final plat which address the items listed below. The Director may waive any development report based upon design, size, impact to public facilities, services, roads, and overall impacts. *(Amended 3/12/97)*

- 608.01 A Phase III Drainage report and drainage construction drawings prepared in accordance with the requirements of the Douglas County Storm Drainage Design and Technical Criteria manual.

- 608.02 Final road construction plans prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards, when applicable.
- 608.03 A printed copy of the closure calculations on the boundary lines of the minor development final plat. Any mathematical closure errors in excess of 1:50,000 (*second order*) must be corrected by the applicant's surveyor prior to plat approval by the Board.
- 608.04 A traffic impact analysis performed by a traffic engineer discussing the impact of the minor development on the immediate and regional traffic, and other concerns as requested by the County prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards and the Transportation Plan of the County Master Plan.
- 608.05 A sound study, when located abutting a state, federal, or major regional arterial highway, identifying the current noise levels and projected noise levels based on projected highway expansion (*Amended 03/28/01*)
- 608.06 Evidence of the physical and legal capability to provide sanitation as follows: [*§30-28-133(6)(b), C.R.S.*]
- 608.06.1 For a subdivision of land located within a sanitation district, a letter of commitment to serve the proposed subdivision stating the capacity to serve and feasibility of extending service to that area.
- 608.06.2 For a subdivision of land where a sanitation district is proposed to be formed to serve the subdivision, evidence of the ability of the sanitation agency or owner to serve the demands of the proposed subdivision.
- 608.06.3 For a subdivision of land where individual sewage disposal systems are proposed, percolation test data must be provided to prove general suitability of soils for such systems.
- 608.07 Evidence, in the form of a letter of agreement between the subdivider and utility service provider, that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service for the proposed subdivision. [*§30-28-133 (3)(e), C.R.S.*] (*Amended 03/28/01*)
- 608.08 Evidence that a water supply that is sufficient in terms of quality, quantity, and dependability will be available to ensure an adequate supply of water for the type of subdivision proposed including all documentation required by Section 18A, Water Supply – Overlay District, of the *Douglas County Zoning Resolution*.

608.09 The following shall be provided on a 24" X 36" sheet of paper, drawn at the same scale of the minor development final plat exhibit, or another paper size or scale approved by staff. *(Amended 10/11/95)*

608.09.1 Accurately locate 100-year floodplains, existing/proposed watercourses, retention and detention areas, wetlands and riparian areas, aquifer recharge areas, streams, lakes, or inlets on the affected property;

608.09.2 Depict all potential hazard areas including: geologic hazard areas; expansive soils *(A-6 and A-7-6 soils as defined in the AASHTO Classification Group Index referenced in the Douglas County Roadway Design and Construction Standards)*. *(Amended 10/11/95)*

608.09.3 Show existing topography at 10' intervals, or as otherwise requested by staff. Identify areas of 15-25% slope in one shading pattern and areas greater than 25% in another shading pattern. Include a narrative that describes the mitigation methods used to address existing slope conditions. *(Amended 7/23/97)*

609 Public Notice Requirements

When calculating the required time period for posting or publishing a notice of a public hearing, the day of publishing or posting shall be counted in the total number of days required. The day of the hearing shall not be counted toward the total number of days required for the notification period.

The degree of accuracy required for the information contained in these public notices shall be that of substantial compliance with the provisions of this section. Substantial compliance for these public notices shall be determined by the Planning Commission or the Board of County Commissioners for their respective public hearings. *(Amended 03/28/01)*

609.01 PUBLISHED NOTICE *(Amended 03/28/01)*

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall:

- publish a notice in at least one publication of a daily or a weekly legal newspaper of general circulation, printed or published in whole or in part in Douglas County; and
- provide a publisher's affidavit of said published notice to the Planning Division at least 7 days prior to the hearing. The notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE  
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)**

A public hearing will be held on *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO, for approval of a minor development final plat located in *(distance and direction from nearest major intersection)*. For more information call Douglas County Planning, 303-660-7460.

File #/Name:

When concurrent notice has been approved by staff, the notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION  
AND BOARD OF COUNTY COMMISSIONERS**

A public hearing will be held before the Planning Commission on *(date)*, at *(time)*, and before the Board of County Commissioners on *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO, for approval of a minor development final plat located in *(distance and direction from nearest major intersection)*. For more information call Douglas County Planning, 303-660-7460.

File #/Name:

**609.02 POSTED NOTICE *(Amended 03/28/01)***

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall post a notice on the land under consideration. The notice shall consist of at least one sign facing each abutting public or private street open for travel, within 10 feet of the property line abutting such street, placed on posts at least 4' above ground level. In the event the staff planner determines a sign cannot be placed abutting such street and be visible from such street or that there is no abutting public or private street open for travel, the staff planner may require an alternate location for a sign. Additional signs may be required by the staff planner. Each sign shall measure not less than 3' X 4'. Letter size shall be a minimum of 3" high. Such notice shall read: *(Amended 10/11/95)*

**NOTICE OF PUBLIC HEARING BEFORE THE  
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)**

This land shall be considered for approval of a minor development final plat on *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO. For more information call Douglas County Planning, 303-660-7460.

File #/Name:



**610 Vested Property Rights**

The final plat is designated as the Site Specific Development Plan for the purpose of vesting property rights for single-family residential land. A landowner seeking vested property rights for single-family residential land must obtain approval of a Site Specific Development Plan pursuant to the provisions of Article 12 of this Resolution.

**611 Recordation Procedure (Amended 8/22/07)**

The recordation of the approved final plat and associated documentation shall occur within 90 days of approval by the Board. The final plat shall be submitted for recordation as follows: (Amended 8/25/99)

- 611.01 The applicant shall amend the minor development final plat in accordance with the Board approval, as necessary.
- 611.02 Within 60 days of approval of the final plat, unless stated otherwise in such approval, the applicant shall submit 2 fix-line photographic or computer-generated reproductions (*emulsion up*) of the approved final plat ready for recordation (*except for the signatures of the Board Chair, Director and other County Departments*); all required documentation; the Project Data Form; and all mapping and recordation fees to the Planning Division. *Diazo (sepia) or electrostatic-generated (Xerox) plans are not acceptable.* (Amended 8/25/99)
- 611.03 When applicable, the applicant shall provide proof that adequate security has been provided to cover the subdivision improvement costs in accordance with the requirements of the Douglas County Roadway Design and Construction Standards, and any other performance bonds as required.
- 611.04 The applicant shall provide a current title insurance policy or commitment, no more than 2 weeks old. If there is a difference in ownership between this title policy and the title policy submitted with the minor development application, recordation shall not be allowed until a determination can be made that the newly identified owners have had an opportunity to comment. Objection by these newly identified owners may result in the Board rehearing the minor development final plat application.
- 611.05 The applicant shall provide a warranty deed, or cash-in-lieu for county land dedication for parks or schools, as identified on the plat and rights-of-way outside and adjacent to the subdivision reflecting widths as designated in the Douglas County Transportation Plan.
- 611.06 A signed warranty deed must be provided, if such has been required, conveying certain tracts, or the development rights to such tracts, to the appropriate entity for public use.

- 611.07 For applications that propose a water supply from an Existing District or from a New Special District that has entered into an intergovernmental agreement with an Existing or Extraterritorial District as described in Section 18A, Water Supply – Overlay District, of the *Douglas County Zoning Resolution*, the applicant shall submit evidence that the water rights necessary to serve the development have been conveyed to the Existing, Extraterritorial, or New Special District, and/or that the water credits to serve the development have been purchased from the Existing or Extraterritorial District.
- 611.08 The applicant shall provide a certificate of Taxes Paid for the land area of the final plat that indicates no overdue taxes. *(Amended 8/25/99)*
- 611.09 Within 30 days of receipt of the final plat, and supporting documentation, the staff planner shall obtain the signatures of the Board, Director, and other County Departments, as required; and upon execution and acceptance by the County of all warranty deeds, the final plat shall be recorded.

612 Post Recordation Requirement

Within 45 days of recordation the applicant shall submit an address plat on 17" X 22" sheet of paper or another sheet size approved by staff. The address plat may be a reduction of the final plat or another graphic representation which includes a north arrow, the lot numbers, street names, and addresses. When multiple sheets are needed a cover sheet shall be provided which shows a composite of the subdivision. *(Amended 10/11/95)*

613 Expiration of Approval

- 613.01 Failure by the applicant to submit all required documentation within 60 days shall render approval of the minor development final plat null and void and result in the necessity for the submittal of a the minor development final plat, along with all required fees and documentation. *(Amended 10/11/95)*
- 613.02 The Director may grant extensions of time up to 1 year, upon a written request by the applicant or staff for good cause being shown. Further extensions may be granted by the Board at a public meeting, upon a written request by the applicant or staff. *(Amended 10/11/95)*
- 613.03 An extension request shall include a fee and a narrative stating the reasons for the applicant's inability to comply with the specified deadlines, listing any changes in the character of the neighborhood, any changes in the County Master Plan, Zoning Resolution or this Resolution that have occurred since approval of the plat as these changes affect the plat and the anticipated time schedule for completing the platting process. A fee schedule is available from the Planning Office. Additional review of the plat may occur resulting in additional conditions as applicable.

**613.04 The denial of an extension by the Director may be appealed to the Board in writing within ten days of the decision by the Director.**

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**ARTICLE 6A    MINOR DEVELOPMENT – Nonresidential & Multifamily**

**601A    Intent**

To provide a streamlined review process for nonresidential and multifamily subdivisions in accordance with Section 30-2-101(10)(d), C.R.S.. The Director shall determine whether adequate public notice and input on the request can be attained through the minor development process and that this process will not substantially impair the intent and purpose of this Resolution.

The applicant may be required to submit a Site Improvement Plan (SIP) in accordance with the SIP section of the *Douglas County Zoning Resolution*, with the minor development application, based on design, size, impact to public facilities, services, roads, and overall impacts, as determined by the Director. If the applicant is unable to submit a SIP, when the Director requires such, the application shall be processed in accordance with the sketch plan, preliminary plan, and final plat requirements of this Resolution. *(Amended 8/25/99)*

**602A    Prerequisite**

Prior to submittal of a minor development application, the applicant shall meet with staff to discuss the procedure and submittal requirements. If it is determined that the applicant is using the minor development process to circumvent the intent of the subdivision process, the applicant shall be required to comply with the sketch plan, preliminary plan, and final plat processes. A minor development shall not be permitted if the subdivision creates a nonconforming parcel, or in the case of an existing nonconforming lot or parcel, a minor development shall not increase the nonconformity.

**603A    Approval Standards**

A minor development final plat may be approved upon the finding by the Board that:

- 603A.01    the minor development final plat is in conformance with the goals, objectives, and policies of the Douglas County Master Plan; *(Amended 8/25/99)*
  
- 603A.02    the minor development final plat is in conformance with the design elements established in Section 604A, herein; *(Amended 7/23/97)*
  
- 603A.03    the subdivider has provided evidence that provision has been made for a water supply that is sufficient in terms of quantity, quality and dependability for the type of subdivision proposed, as determined in accordance with the standards set forth in the Water Supply - Overlay District section of the *Douglas County Zoning Resolution*; [§30-28-133(6)(a), C.R.S.] *(Amended 8/12/98)*
  
- 603A.04    the subdivider has provided evidence that provision has been made for a public sewage disposal system, and, if other methods of sewage disposal are proposed, adequate evidence that such system shall comply with State and local laws and regulations [§30-28-133(6)(b), C.R.S.];

- 603A.05 the subdivider has provided evidence to show that all areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions; [§30-28-133(6)(c), C.R.S.]
- 603A.06 the subdivider has provided adequate drainage improvements [§30-28-133(3)(c)(VIII)]; (Amended 7/23/97)
- 603A.07 the extraction of any known commercial mining deposit shall not be impeded by this development; and [§34-1-302(1), C.R.S.] (Amended 7/23/97)
- 603A.08 services, including fire/police protection, recreation facilities, utility service facilities, streets, and open space, are available to serve the proposed subdivision. (Amended 7/23/97)

604A Design Elements (Amended 7/23/97)

The following shall be considered in reviewing the subdivision design:

- 604A.01 lots shall meet the minimum lot size of the zone district with the ability of structures placed on the lot to meet the district setbacks, and provide off-street parking;
- 604A.02 geologic hazards or other hazardous conditions shall be mitigated or eliminated;
- 604A.03 lot layout shall provide buffering for visual relief from development; and shall conform to design guidelines adopted by Douglas County;
- 604A.04 streets shall be laid out with the ability to meet the Douglas County Roadway Design and Construction Standards, Storm Drainage Design and Technical Criteria manual, and other applicable County regulations;
- 604A.05 the natural terrain, drainage, and vegetation shall be preserved to the maximum extent possible;
- 604A.06 multiple-frontage lots should be avoided except where essential to provide separation of residential development from regional or major arterials, or to overcome specific disadvantages of topography and orientation;
- 604A.07 the subdivision design shall be coordinated with the storm water drainage and flood control systems;
- 604A.08 pedestrian, bicycle, and vehicular access to abutting neighborhoods, recreation, shopping, and employment areas shall be provided to the maximum extent possible; and

604A.09 physical and visual barriers shall be minimized to accommodate a free flow of views, and pedestrian/vehicular circulation.

605A Submittal Process (Amended 8/11/09)

The minor development application shall be submitted only after the presubmittal meeting(s) has been completed and the applicant has received the written staff comment summary from the presubmittal meeting. The submittal is processed as follows:

605A.01 The applicant shall submit the required submittal information to the Planning Division. The submittal shall be reviewed by staff and a determination of completeness shall be made within 15 working days. The applicant shall be notified in writing if the submittal is incomplete, and any inadequacies shall be specifically identified. An incomplete submittal will not be processed.

605A.02 Once the submittal is determined complete, staff will notify the applicant in writing of the number of copies of the submittal information required for distribution to referral agencies. Staff will identify in the written notice which referral agencies are referral agency - regulatory and which referral agencies are referral agency - advisory. The mailing addresses of the referral agencies shall be provided to the applicant. Electronic distribution is preferred. Otherwise, referral packets shall be provided by the applicant in unsealed manila envelopes, without postage, addressed to the appropriate referral agency, with submittal information properly folded and compiled. Staff shall include a referral response sheet and distribute the referral packets to the referral agencies.

605A.03 The applicant shall also provide stamped letter sized envelopes addressed to the abutting landowners, and other landowners as requested by staff. Staff shall mail a courtesy notice of an application in process and applicable contact information to the landowners, along with a copy to the applicant.

605A.04 If the referral agencies elect to comment, they shall comment within 28 calendar days of the date the referral packets were mailed or electronically distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 28 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational purposes only and provided to the applicant, Planning Commission, and the Board. (Amended 11/12/13)

All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all referral agencies - regulatory received within the 28 calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has been revised in response to the comments. The applicant is strongly encouraged to provide staff a written response to timely comments of any and/or all referral agencies - advisory. (Amended 11/12/13)

The applicant is encouraged to meet with the referral agencies and staff to address any concerns. The applicant is required to pay those fees assessed by referral agencies - regulatory.

- 605A.05 Staff will review the referral agency comments, discuss the concerns with the applicant, schedule a public hearing before the Planning Commission, notify the applicant in writing of the hearing date and time, and prepare a staff report for the Planning Commission. The applicant is responsible for public notice of the hearing in accordance with Section 609A herein.
- 605A.06 The Planning Commission shall evaluate the minor development request, staff report, referral agency comments, applicant responses, and public comment and testimony, and make a recommendation to the Board to approve, approve with conditions, continue, table for further study, or deny the minor development request. The Planning Commission's decision shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.
- 605A.07 Following the recommendation by the Planning Commission, staff shall schedule a public hearing before the Board, notify the applicant in writing of the hearing date and time, and prepare a staff report for the Board. The applicant is responsible for public notice of the hearing in accordance with Section 609A herein.
- 605A.08 The Board shall evaluate the minor development request, staff report, referral agency comments, applicant responses, the Planning Commission recommendation, and public comment and testimony, and shall approve, approve with conditions, continue, table for further study, remand to the Planning Commission, or deny the minor development request. The Board's action shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.
- 605A.09 If denied by the Board, a resubmittal of a minor development request for the same or substantially same request, as determined by the Director, shall not be accepted within 60 days of such denial. The applicant may appeal the decision of the Director, in writing, to the Board within 10 days from the date of the decision. The submittal of a new application and processing fee shall be required to pursue a proposed minor development.

**606A Submittal Requirements** *(Amended 8/22/07)*

The following information shall be submitted to the Planning Division, unless waived by the Director: *(Amended 7/23/97)*

- 606A.01 Completed land use application *(available from Planning Division)*
- 606A.02 A written narrative which, at a minimum, provides the following information:  
*(Amended 7/23/97)*
  - 606A.02.1 the total land area to be subdivided;
  - 606A.02.2 the total number of lots;
  - 606A.02.3 the density; and
  - 606A.02.4 the total land area to be preserved as open space.
- 606A.03 Water Supply Summary Sheet *(Amended 7/23/97)*
- 606A.04 Application fee *(fee schedule available from the Planning Division)*  
*(Contact the Engineering Division regarding engineering fees.)*
- 606A.05 Proof of ownership which includes an updated or current title insurance policy or title commitment, or a subdivision guarantee letter no more than thirty days old
- 606A.06 A notarized letter of authorization from the landowner permitting a representative to process the application, when applicable
- 606A.07 Minor Development Final Plat Exhibit, in accordance with Section 607A, herein  
  
Plan reductions *(11" X 17")* shall be required for public hearing packets for the Planning Commission and Board *(Amended 8/25/99)*
- 606A.08 Development Reports, in accordance with Section 608A, herein  
  
Final drainage plans, roadway design and construction plans, and review fees shall be submitted to the Engineering Division. *(Amended 8/25/99)*
- 606A.09 A Site Improvement Plan in accordance with the Site Improvement Plan section of the *Douglas County Zoning Resolution*, as required by the Director;
- 606A.10 Any additional information, at the request of the Director, in order to thoroughly review the impacts of the subdivision request. *(Amended 7/23/97)*

**607A Minor Development Final Plat Exhibit**

- 607A.01 The minor development final plat shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado for recording in the Office of the County Clerk and Recorder.
- 607A.02 The minor development final plat shall be a tapeless, spliceless, and creaseless original film mylar drawing (*3 millimeters thick*) using only permanent black ink that will adhere to drafting films (*no ball point, transfer type or stickybacks*); or an acceptable fix-line photographic or computer-generated reproduction (*emulsion up*) of the original drawing. Inaccurate, incomplete or poorly drawn plans, as well as, Diazo (*sepia*) or electrostatic-generated (*Xerox*) plans shall be rejected. (*Amended 8/25/99*)
- 607A.03 Sheet size shall be 24" X 36" with the long dimension horizontal. A margin, left entirely blank, a minimum of 1" on all sides shall be provided on each sheet. (*Amended 8/25/99*)
- 607A.04 The minor development final plat shall be drafted at a scale that best conveys the detailed survey, engineering and design of the subdivision and confines the drafting error to less than 1%. Acceptable scales are 1"=50' or 1"=100' and for subdivisions exceeding 100 acres, 1"=200'. In special instances, another scale may be approved by the Director of Planning and Community Development. If a proposal requires multiple sheets, a composite, on 24" X 36" paper, shall be provided that delineates the boundaries and identifies each sheet number. The scale may be different than the individual sheets as approved by the staff planner.
- 607A.05 The title shall be placed at the top of the sheet along the long dimension of each sheet and shall include the name of the proposed subdivision or planned development, filing number (when applicable), and Planning Division file number. If part of a Planned Development, the planning area shall be included under the title. A general legal description stating the aliquot portion of the section, section, township, range, 6th P.M., and Douglas County, CO, shall be included under the name and planning area. On the title sheet (sheet #1), under the general legal description, include the total acreage and the total number of lots. The name of the builder, product line or marketing name may only be used as a descriptor along the bottom of the sheet. The minor development subdivision name may not duplicate existing subdivision names.

Examples:

<p style="text-align: center;"><b>MARKET CENTER</b> A part of the W/2 of Sec. 9, T6S, R67W, of the 6th P.M., Douglas County, CO 2 acres      6 lots      SB__-</p> <p><i>Within a PD:</i></p> <p style="text-align: center;"><b>PINE VIEW, FILING #10</b> Planning Area #27, Sec. 3, T6S, R68W, of the 6th P.M., Douglas County, CO 2.5 acres      11 lots      SB__-</p>
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- 607A.06 In a block in the lower right-hand corner include the following: the preparation date; a north arrow designated as true north; a written and graphic scale; the names and addresses of the applicant, developer, engineer or surveyor who prepared the exhibit; and the number of the sheet and the total number of sheets.
- 607A.07 A vicinity map that depicts the area to be subdivided and the area which surrounds the proposed subdivision within a 1 mile radius superimposed on a current Douglas County Subdivision Map, maintaining the same scale.
- 607A.08 When the land is zoned Planned Development, a vicinity map that depicts the area to be subdivided, superimposed on the PD development plan, at the same scale as the Development Plan that shows the limits of the proposed plan superimposed on the planning areas.
- 607A.09 A written metes and bounds legal description of the subdivision boundary with a map showing all information as required in the Colorado Revised Statutes shall be clearly and prominently indicated on the minor development final plat. The names and locations of all abutting subdivisions, the locations of all abutting unplatted parcels and public lands shall be depicted. All lines, names and descriptions on the plat which do not constitute a part of the subdivision shall be depicted as dashed or screened. Any area enclosed by the subdivision, but not a part thereof shall be labeled "Not a Part of This Subdivision".
- 607A.10 Display ties to aliquot section corners and to the State grid (*if available*) which show dimensions of all primary boundary survey control points with complete monument and location descriptions, all parcel lines showing dimensions with lengths, bearings, and curve data, including chord lengths and bearings, basis of bearings and relation to true meridian and similar data. Only circular curves shall be used. No spirals, parabolas, etc. shall be used unless approved by the County Engineer. All dimensions are to be shown to the nearest 0.01' or in the case of degrees, to the nearest second. An accuracy of 1:50,000 (*second order*) minimum for linear and angular (*bearing*) closure shall be required for the boundary. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01'.

- 607A.11 All lots, tracts and when requested by staff, appropriate building envelopes, shall be located, identified and labeled with the appropriate dimension with sufficient linear, bearing, and curve data. No ditto marks shall be used for dimensions. All lots shall be shown in their entirety on one sheet. Lots shall be numbered consecutively, tracts shall be lettered alphabetically and in consecutive order. Include the acreage within each lot to the nearest 0.01 of an acre. Tracts shall be used exclusively for land to be dedicated for park and open space. Parcels of land inadvertently created and not identified shall be presumed to be outlots and shall not be considered to be building lots.
- 607A.12 Indicate all road names, right-of-way widths at each leg of an intersection, at point of curve and point of tangent, at dead ends and at angle points; and right-of-way lines with accurate bearings and dimensions including chord lengths and bearings, central angles and radii of all curves. If any road in the subdivision is a continuation or approximately a continuation of an existing public road, the conformity or the amount of conformity of the new road to the existing road shall be accurately shown. Whenever the centerline of a road has been established or recorded, the date shall be shown on the final plat.
- 607A.13 Describe the purpose, width and location (with fine dashed lines) of all easements and all abutting easements. If any easement already of record cannot be definitely located, a statement of its existence, the nature thereof and its recorded reference must appear on the title sheet. Distances and bearings on the side lines of lots which are cut by an easement must be arrowed or so shown that the plat will indicate clearly the actual length of the lot lines. The widths of all easements and sufficient data to definitely locate the same with respect to the subdivision and each lot must be shown. All easements must be clearly labeled and identified. If an easement shown on the plat is already of record, its recorded reference must be given. If an easement is being dedicated by the plat, it shall be set out in the owner's certificate of dedication. A plat note may be necessary to provide complete information of the purpose of the easement.
- 607A.14 Accurately locate 100-year floodplains, all existing/proposed watercourses, retention and detention areas, wetlands and riparian areas, aquifer recharge areas, streams, lakes, or inlets on the affected land. (Amended 2/23/05)
- 607A.15 Include the following certifications on the title sheet in accordance with Article 8 of this Resolution: Surveyor, Dedication Statement, Clerk and Recorder, Board of County Commissioners, Title Verification, Planning Commission, and Acceptance Certificate, as needed.
- 607A.16 For all final plats within the Centennial Airport Review Area, as identified by the *Douglas County Zoning Resolution*, the following statement shall be placed on the plat:

Owner waives, remises, and releases any right or cause of action it may now have or which it may have in the future against the County of Douglas, its officers, employees, and agents related to, or resulting from, the passage of aircraft in the airspace above the property that is the subject of this final plat.

*(Amended 8/25/99)*

- 607A.17 Include plat notes that adequately explain information pertinent to the execution and maintenance of the subdivision including the ownership of tracts, reference to the subdivision improvements agreement and conservation easements, maintenance responsibility for private roads, easements and tracts. The developer shall provide for the construction, at no cost to the County, of traffic signalization, all utilities, and other public infrastructure as required by the Board and provide bonding or other security needed to ensure such improvements, as required by the Board.

608A Development Reports *(Amended 8/22/07)*

The applicant shall submit the supporting materials necessary for the review of the minor development final plat which address the items listed below.

- 608A.01 A Phase III Drainage report and drainage construction drawings prepared in accordance with the requirements of the Douglas County Storm Drainage Design and Technical Criteria manual. *(May be deferred to Site Improvement Plan submittal as determined by staff planner and engineer.)*
- 608A.02 Final road construction plans prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards, when applicable. *(May be deferred to Site Improvement Plan submittal as determined by staff planner and engineer.)*
- 608A.03 A printed copy of the closure calculations on the boundary lines of the minor development final plat. Any mathematical closure errors in excess of 1:50,000 *(second order)* must be corrected by the applicant's surveyor prior to plat approval by the Board.
- 608A.04 A traffic impact analysis performed by a traffic engineer discussing the impact of the minor development on the immediate and regional traffic, and other concerns as requested by the County prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards and the Transportation Plan of the County Master Plan. *(May be deferred to Site Improvement Plan submittal as determined by staff planner and engineer.)*
- 608A.05 Evidence of the physical and legal capability to provide sanitation as follows: *[§30-28-133(6)(b), C.R.S.]*

- 608A.05.1 For a subdivision of land located within a sanitation district, a letter of commitment to serve the proposed subdivision stating the capacity to serve and feasibility of extending service to that area.
- 608A.05.2 For a subdivision of land where a sanitation district is proposed to be formed to serve the subdivision, evidence of the ability of the sanitation agency or owner to serve the demands of the proposed subdivision.
- 608A.05.3 For a subdivision of land where individual sewage disposal systems are proposed, percolation test data must be provided to prove general suitability of soils for such systems.
- 608A.06 Evidence, in the form of a letter of agreement between the subdivider and utility service provider, that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service for the proposed subdivision. [§30-28-133 (3)(e), C.R.S.] (Amended 03/28/01)
- 608A.07 Evidence that a water supply that is sufficient in terms of quality, quantity, and dependability will be available to ensure an adequate supply of water for the type of subdivision proposed including all documentation required by Section 18A, Water Supply – Overlay District, of the *Douglas County Zoning Resolution*.
- 608A.08 The following shall be provided on a 24" X 36" sheet of paper, drawn at the same scale of the minor development final plat exhibit, or another paper size or scale approved by staff.
- 608A.08.1 Accurately locate 100-year floodplains, retention and detention areas, existing/proposed watercourses, wetlands and riparian areas, aquifer recharge areas, streams, lakes, or inlets on the affected property;
- 608A.08.2 Depict all potential hazard areas including: geologic hazard areas; expansive soils (A-6 and A-7-6 soils as defined in the AASHTO Classification Group Index referenced in the *Douglas County Roadway Design and Construction Standards*).
- 608A.08.3 Identify areas of 15-25% slope in one shading pattern and areas greater than 25% in another shading pattern. Include a narrative that describes the mitigation methods used to address existing slope conditions.

609A Public Notice Requirements

When calculating the required time period for posting or publishing a notice of a public hearing, the day of publishing or posting shall be counted in the total number of days

required. The day of the hearing shall not be counted toward the total number of days required for the notification period.

The degree of accuracy required for the information contained in these public notices shall be that of substantial compliance with the provisions of this section. Substantial compliance for these public notices shall be determined by the Planning Commission or the Board of County Commissioners for their respective public hearings. (Amended 03/28/01)

609A.01 PUBLISHED NOTICE (Amended 03/28/01)

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall:

- publish a notice in at least one publication of a daily or a weekly legal newspaper of general circulation, printed or published in whole or in part in Douglas County; and
- provide a publisher's affidavit of said published notice to the Planning Division at least 7 days prior to the hearing. Such notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE  
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)**

A public hearing will be held on (date), at (time), in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO, for approval of a minor development final plat located (distance and direction from nearest major intersection). For more information call Douglas County Planning, 303-660-7460.  
File #/Name:

When concurrent notice has been approved by staff, the notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION  
AND BOARD OF COUNTY COMMISSIONERS**

A public hearing will be held before the Planning Commission on (date), at (time), and before the Board of County Commissioners on (date), at (time), in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO, for approval of a minor development final plat located (distance and direction from nearest major intersection). For more information call Douglas County Planning, 303-660-7460.  
File #/Name:

609A.02 POSTED NOTICE (Amended 03/28/01)

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall post a notice on the land under consideration. The notice shall consist of at least one sign facing each abutting public or private street open for travel, within 10 feet of the

property line abutting such street, placed on posts at least four feet above ground level. In the event the staff planner determines a sign cannot be placed abutting such street and be visible from such street or that there is no abutting public or private street open for travel, the staff planner may require an alternate location for a sign. Additional signs may be required by the staff planner. Each sign shall measure not less than 3'X4'. Letter size shall be a minimum of three inches high. Such notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE  
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)**

This land shall be considered for approval of a minor development final plat on *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO. For more information call Douglas County Planning, 303-660-7460.  
File #/Name:

When concurrent notice has been approved by staff, the notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION  
AND BOARD OF COUNTY COMMISSIONERS**

This land shall be considered for approval of a minor development final plat before the Planning Commission on *(date)*, at *(time)*, and before the Board of County Commissioners on *(date)*, at *(time)* in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO. For more information call Douglas County Planning, 303-660-7460.  
File #/Name:

**609A.02.1 Posting Affidavit**

An affidavit of sign posting shall be submitted for the file in the Planning Division at least 5 days prior to the hearings. The sign(s) shall be photographed by the applicant and attached to the affidavit as follows:

(attach photo here)  
 (Sign lettering must be legible in photo)

I, (applicant/representative/person posting sign), attest that the above sign was posted on (date), abutting (name of street).

(signature) File#/Name:

STATE OF COLORADO     )  
   ) ss.  
 COUNTY OF \_\_\_\_\_ )

Acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ by  
 \_\_\_\_\_ as \_\_\_\_\_.

My commission expires: \_\_\_\_\_

Witness my hand and official seal

\_\_\_\_\_  
 Notary Public

609A.02.2 The sign shall be removed by the applicant within 2 weeks following the final decision by the Board.

610A Vested Property Rights

The Site Improvement Plan is designated as the Site Specific Development Plan for the purpose of vesting property rights for multifamily and nonresidential land. A landowner seeking vested property rights must obtain approval of a Site Specific Development Plan pursuant to the provisions of Sections 27 - Site Improvement Plan, and 34 - Vested Rights of the *Douglas County Zoning Resolution*.

611A Recordation Procedure

The recordation of the approved final plat and associated documentation shall occur within 90 days of approval by the Board. The final plat shall be submitted for recordation as follows:

- 611A.01 The applicant shall amend the minor development final plat in accordance with the Board approval, as necessary.
- 611A.02 When a Site Improvement Plan (SIP) is required, the applicant shall obtain approval of the SIP prior to recordation of the minor development final plat.
- 611A.03 Within 60 days of approval of the final plat, unless stated otherwise in such approval, the applicant shall submit 2 fix-line photographic or computer-

generated reproductions (*emulsion up*) of the approved final plat ready for recordation (*except for the signatures of the Board Chair, Director and other County Departments*); all required documentation; the Project Data Form; and all mapping and recordation fees to the Planning Division. *Diazo (sepia) or electrostatic-generated (Xerox) plans are not acceptable.*  
(Amended 8/25/99)

- 611A.04 When applicable, the applicant shall provide proof that adequate security has been provided to cover the subdivision improvement costs in accordance with the requirements of the Douglas County Roadway Design and Construction Standards, and any other performance bonds as required.
- 611A.05 The applicant shall provide a current title insurance policy or commitment, no more than 2 weeks old. If there is a difference in ownership between this title policy and the title policy submitted with the minor development application, recordation shall not be allowed until a determination can be made that the newly identified owners have had an opportunity to comment. Objection by these newly identified owners may result in the Board rehearing the minor development final plat application.
- 611A.06 The applicant shall provide a warranty deed, or cash-in-lieu for county land dedication for parks or schools, as identified on the plat and rights-of-way outside and adjacent to the subdivision reflecting widths as designated in the Douglas County Transportation Plan.
- 611A.07 A signed warranty deed must be provided, if such has been required, conveying certain tracts, or the development rights to such tracts, to the appropriate entity for public use.
- 611A.08 For applications that propose a water supply from an Existing District or from a New Special District that has entered into an intergovernmental agreement with an Existing or Extraterritorial District as described in Section 18A, Water Supply – Overlay District, of the *Douglas County Zoning Resolution*, the applicant shall submit evidence that the water rights necessary to serve the development have been conveyed to the Existing, Extraterritorial, or New Special District, and/or that the water credits to serve the development have been purchased from the Existing or Extraterritorial District.
- 611A.09 The applicant shall provide a certificate of Taxes Paid for the land area of the final plat that indicates no overdue taxes. (Amended 8/25/99)
- 611A.10 Within 30 days of receipt of the final plat, and supporting documentation, the staff planner shall obtain the signatures of the Board, Director, and other County Departments, as required; and upon execution and acceptance by the County of all warranty deeds, the final plat shall be recorded.

**612A Post Recordation Requirement**

Within 45 days of recordation the applicant shall submit an address plat on 17" X 22" sheet of paper or another sheet size approved by staff. The address plat may be a reduction of the final plat or another graphic representation which includes a north arrow, the lot numbers, street names, and addresses. When multiple sheets are needed a cover sheet shall be provided which shows a composite of the subdivision.

**613A Expiration of Approval**

- 613A.01 Failure by the applicant to submit all required documentation within 60 days shall render approval of the minor development final plat null and void and result in the necessity for the submittal of a the minor development final plat, along with all required fees and documentation.
- 613A.02 The Director may grant extensions of time up to 1 year, upon a written request by the applicant or staff for good cause being shown. Further extensions may be granted by the Board at a public meeting, upon a written request by the applicant or staff.
- 613A.03 An extension request shall include a fee and a narrative stating the reasons for the applicant's inability to comply with the specified deadlines, listing any changes in the character of the neighborhood, any changes in the County Master Plan, Zoning Resolution or this Resolution that have occurred since approval of the plat as these changes affect the plat and the anticipated time schedule for completing the platting process. A fee schedule is available from the Planning Office. Additional review of the plat may occur resulting in additional conditions as applicable.
- 613A.04 The denial of an extension by the Director may be appealed to the Board in writing within ten days of the decision by the Director.

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**ARTICLE 7 REPLAT****701 Intent**

To provide a review process for the replatting of an existing subdivision plat or superblock final plat. The process shall vary according to the nature of the proposed amendment, as determined by the Director, based on, but not limited to, the following:

- size
- design
- degree of change;
- public concern; and
- impact to public facilities, services, access, and roads

The Director may modify the application procedures herein upon the determination that adequate public notice and input on the replat application can be attained through the modified process and that the modified process will not substantially impair the intent and purpose of this Resolution.

*Refer to section 7A for plat correction, lot line and building envelope adjustment/vacation; section 7B for road vacation/replat; or Section 7C for subdivision plat vacation.*

**702 Prerequisite**

Prior to submittal of a replat application, the applicant shall meet with staff to discuss the proposal, the procedures and submittal requirements, and is encouraged to meet with the Engineering Division and other referral agencies to identify potential issues and ways to address these issues.

**703 Replat of Subdivision or Super Block - Determination of Process**

When determined by the Director that adequate public notice and input on the replat application can be attained, and the intent and purpose of this Resolution will not be substantially impaired, the subdivision application may be processed in accordance with this Article 7; otherwise the application shall be processed in accordance with Article 3 - Sketch Plan, Article 4 - Preliminary Plan, and Article 5 - Final Plat, of this Resolution.

For nonresidential replats, the Director may determine that a Site Improvement Plan, in accordance with the Site Improvement Plan section of the Douglas County Zoning Resolution, may be required to be processed concurrently. *(Amended 8/25/99)*

**704 Approval Standards**

A replat may be approved upon the finding by the Board that:

- 704.01 the replat is in compliance with all applicable standards and criteria, and the original conditions of approval;

- 704.02 nonconforming lots are not created, and in the case of nonconforming lots, the nonconformity is not increased;
- 704.03 the replat is in compliance with this Resolution;
- 704.04 the approval will not adversely affect the public health, safety, and welfare;
- 704.05 the replat is in conformance with the goals and policies of the Douglas County Master Plan;
- 704.06 the replat is in conformance with the design elements established in Article 3, section 304 of this Resolution;
- 704.07 the subdivider has provided evidence to show that all areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions;
- 704.08 the subdivider has provided adequate drainage improvements;
- 704.09 significant cultural, archaeological, natural/ historical resources and unique landforms have been protected; and
- 704.10 necessary services, including fire/police protection, recreation, utilities, open space and transportation system, are available to serve the proposed subdivision.

705 Submittal Requirements

The following information shall be submitted to the Planning Division, unless waived by the Director:

- 705.01 Completed land use application (*available from the Planning Office*)
- 705.02 A written narrative which, at a minimum, provides the following information:
  - 705.02.1 the total land area to be resubdivided;
  - 705.02.2 the total number of lots;
  - 705.02.3 the density; and
  - 705.02.4 the total land area to be preserved as open space.
- 705.03 Application fee (*fee schedule available from Planning Office*)

- 705.04 Proof of ownership that includes an updated or current title insurance policy or title commitment issued no more than 30 days prior to the date of application
- 705.05 A notarized letter of authorization from the landowner permitting a representative to process the application
- 705.06 Plan exhibit (*per Section 707, herein*)  
Plan reductions (*11" X 17"*) for public hearing packets for the Board
- 705.07 Development reports (*per Section 708, herein*)  
Final drainage plans and roadway design and construction plans and review fees shall be submitted to the Engineering Division. (*Amended 8/25/99*)
- 705.08 A copy of the original subdivision plat and any additional information, as requested by staff.

706 Submittal Process (*Amended 8/11/09*)

The replat application shall be submitted only after the presubmittal meeting(s) has been completed and the applicant has received the written staff comment summary from the presubmittal meeting. The submittal is processed as follows:

- 706.01 The applicant shall submit the required submittal information to the Planning Division. The submittal shall be reviewed by staff and a determination of completeness shall be made within 15 working days. The applicant shall be notified in writing if the submittal is incomplete, and any inadequacies shall be specifically identified. An incomplete submittal will not be processed.
- 706.02 Once the submittal is determined complete, staff will notify the applicant in writing of the number of copies of the submittal information required for distribution to referral agencies. Staff will identify in the written notice which referral agencies are referral agency - regulatory and which referral agencies are referral agency - advisory. The mailing addresses of the referral agencies shall be provided to the applicant. Electronic distribution is preferred. Otherwise, referral packets shall be provided by the applicant in unsealed manila envelopes, without postage, addressed to the appropriate referral agency, with submittal information properly folded and compiled. Staff shall include a referral response sheet and distribute the referral packets to the referral agencies.
- 706.03 The applicant shall also provide stamped letter sized envelopes addressed to the abutting landowners, and other landowners as requested

by staff. Staff shall mail a courtesy notice of an application in process and applicable contact information to the landowners, along with a copy to the applicant.

- 706.04 If the referral agencies elect to comment, they shall comment within 21 calendar days of the date the referral packets were mailed or electronically distributed, unless the applicant grants, in writing, an extension of no more than 30 calendar days. After the 21 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational purposes only and provided to the applicant and the Board. *(Amended 11/12/13)*

All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all referral agencies – regulatory received within the 21 calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has been revised in response to the comments. The applicant is strongly encouraged to provide staff a written response to timely comments of any and/or all referral agencies - advisory. *(Amended 11/12/13)*

The applicant is encouraged to meet with the referral agencies and staff to address any concerns. The applicant is required to pay those fees assessed by referral agencies - regulatory.

- 706.05 Staff will review the referral agency comments, discuss the concerns with the applicant, schedule a public meeting before the Board, notify the applicant in writing of the meeting date and time, and prepare a staff report for the Board. The Subdivision Improvements Agreement (SIA) shall be reviewed and approved by the County Manager prior to replat approval.
- 706.06 The Board shall evaluate the replat request, staff report, referral agency comments, applicant responses, and public comment and testimony, and shall approve, approve with conditions, continue, table for further study, or deny the replat request. The Board's action shall be based on the evidence presented, compliance with the adopted County standards, regulations, policies, and other guidelines.
- 706.07 If denied by the Board, a resubmittal of a replat request for the same or substantially same request, as determined by the Director, shall not be accepted within 60 days of such denial. The applicant may appeal the decision of the Director, in writing, to the Board within 10 days from the date of the decision. The submittal of a new application and processing fee shall be required to pursue a proposed replat.

707 Plan Exhibit

The replat shall be prepared as follows:

- 707.01 The replat shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado for recording in the Office of the County Clerk and Recorder.
- 707.02 The replat shall be a tapeless, spliceless, and creaseless original film mylar drawing (3 millimeters thick) using only permanent black ink that will adhere to drafting films (no ball point, transfer type or stickybacks); or an acceptable fix-line photographic or computer-generated reproduction (emulsion up) of the original drawing. Inaccurate, incomplete or poorly drawn plans, as well as, Diazo (sepia) or electrostatic-generated (Xerox) plans shall be rejected.
- 707.03 Sheet size shall be 24"X 36" with the long dimension horizontal. A margin, left entirely blank, a minimum of 1" on all sides shall be provided on each sheet.
- 707.04 The replat shall be drafted at a scale that best conveys the detailed survey, engineering and design of the subdivision and confines the drafting error to less than 1%. Acceptable scales are 1"=50' or 1"=100' and for subdivisions exceeding 100 acres, 1"=200'. In special instances, another scale may be approved by the Director. When a proposal requires multiple sheets, a composite, on 24" X 36" paper, shall be provided that delineates the boundaries and identifies each sheet number. The scale may be different than the individual sheets as approved by the staff planner.
- 707.05 The title shall be placed at the top of the sheet along the long dimension of each sheet and shall be identical to the previously recorded plat followed by the next consecutive amendment number. The subtitle shall include a brief description of all the changes; the planning area, as applicable; and a general legal description stating the aliquot portion of the section, section, township, range, 6th P.M., and Douglas County, CO.

On the title sheet (sheet #1), under the general legal description, include the total acreage, total number of lots, and the Planning Division file number. The name of the builder, product line or marketing name may only be used as a descriptor along the bottom of the sheet.

Example:

<b>PINE VIEW FILING #1, 1st Amendment</b>		
A vacation and replat of lots 1-10 Pine View Filing #1 -Planning Area H-		
SW/4 of Sec. 9, T6S, R67W of the 6th P.M., Douglas County, CO		
8.06 acres	35 residential lots	SB ___ - _____

- 707.06 A block in the lower right-hand corner shall include the following: the preparation date; a north arrow designated as true north; a written and graphic scale; the names and addresses of the applicant, developer, engineer or surveyor who prepared the exhibit; and the number of the sheet and the total number of sheets.
- 707.07 A vicinity map that depicts the replat area and the area which surrounds the subdivision within a 1-mile radius superimposed on a current Douglas County Subdivision Map, maintaining the same scale.
- 707.08 When the land is zoned Planned Development, a vicinity map that depicts the replat area, superimposed on the development plan at the same scale as the development plan that shows the limits of the replat superimposed on the planning areas.
- 707.09 A written metes and bounds legal description of the subdivision boundary with a map showing all information as required in the Colorado Revised Statutes shall be clearly and prominently indicated on the replat. The names and locations of all abutting subdivisions, the locations of all abutting unplatted parcels and public lands shall be depicted. All lines, names and descriptions on the replat that do not constitute a part of the subdivision shall be depicted in dashed or screened lines. Any area enclosed by the subdivision, but not a part thereof, shall be labeled "Not a Part of This Subdivision".
- 707.10 When requested by the staff planner, deleted lot lines, easements, or rights-of-way shall be shown on the plat in dashed lines, or screened, with a note and arrow pointing to the item to be vacated, stating that the lot line, easement, or right-of-way is hereby vacated. (*Dashed lines shall be graphically different for existing vs. proposed vs. deleted.*)
- 707.11 Display ties to aliquot section corners and to the State grid, if available, which shows dimensions of all primary boundary survey control points with complete monument and location descriptions, all parcel lines showing dimensions with lengths, bearings, and curve data, including chord lengths and bearings, basis of bearings and relation to true meridian and similar data. Only circular curves shall be used. No spirals, parabolas, etc. shall be used unless approved by the County Engineer. All dimensions are to be shown to the nearest 0.01' or in the case of degrees, to the nearest second. An accuracy of 1:50,000 (*second order*) minimum for linear and angular (*bearing*) closure shall be required for the boundary. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01'.
- 707.12 All lots, tracts and, when requested by staff, appropriate building envelopes, shall be located, identified and labeled with the appropriate dimension with sufficient linear, bearing, and curve data. No ditto marks shall be used for dimensions. All lots and whenever practical, blocks shall be shown in their entirety on one sheet. Lots shall be consecutively

numbered, tracts shall be lettered alphabetically and in consecutive order. Include the acreage within each lot or tract to the nearest 0.01 of an acre. On residential subdivisions, tracts shall be used exclusively for nonresidential property, such as areas to be dedicated for park and school sites. All parcels or areas of land inadvertently created and not identified shall be presumed to be outlots and shall not be considered to be building lots.

- 707.13 All road names, right-of-way widths at each leg of an intersection, at point of curve and point of tangent, at dead ends and at angle points; and right-of-way line with accurate bearings and dimensions including chord lengths and bearings, central angles and radii of all curves. If any road in the subdivision is a continuation or approximately a continuation of an existing public road, the conformity or the amount of conformity of the new road to the existing road shall be accurately shown. Whenever the centerline of a road has been established or recorded, the date shall be shown on the replat.
- 707.14 The purpose, widths and location (*with fine dashed lines*) of all easements and all abutting easements. If any easement already of record cannot be definitely located, a statement of its existence, the nature thereof and its recorded reference must appear on the title sheet. Distances and bearings on the side lines of lots which are cut by an easement must be shown with an arrow or so shown that the plat will indicate clearly the actual length of the lot lines. The widths of all easements and sufficient data to definitely locate the same with respect to the subdivision and each lot must be shown. All easements must be clearly labeled and identified. If an easement shown on the plat is already of record, its recorded reference must be given. If an easement is being dedicated by the plat, it shall be set out in the owner's certificate of dedication. A plat note may be necessary to provide complete information of the purpose of the easement.
- 707.15 Accurately locate 100-year floodplains, all existing and proposed watercourses, retention and detention areas, wetlands, aquifer recharge areas, streams, lakes, or inlets on the affected land.
- 707.16 The following certifications on a single sheet in accordance with Article 8 of this Resolution: Surveyor, Dedication Statement, Title Verification, Board of County Commissioners, Clerk and Recorder, and Acceptance Certificate, as needed. (*Amended 8/25/99*)
- 707.17 For all replats within the Centennial Airport Review Area, as identified by the Douglas County Zoning Resolution, the following statement shall be placed on the plat:

Owner waives, remises, and releases any right or cause of action it may now have or which it may have in the future against the County of Douglas, its officers, employees, and agents related to, or resulting from, the passage of aircraft in the airspace above the property that is the subject of this replat.

*(Amended 8/25/99)*

707.18 Plat notes that adequately explain information pertinent to the execution and maintenance of the subdivision including the ownership of tracts, reference to the subdivision improvements agreement and conservation easements, maintenance responsibility for private roads, easements and tracts, and limitations on wells or septic systems. The developer shall provide for the construction, at no cost to the County, of traffic signalization, all utilities, and other public infrastructure, as required by the Board, and provide bonding or other security needed to ensure such improvements, as required by the Board.

708 Development Reports

The applicant shall submit the supporting materials necessary for the review of the replat which address the following items:

- 708.01 Phase III Drainage Report and drainage construction drawings prepared in accordance with the requirements of the Douglas County Storm Drainage Design and Technical Criteria manual.
- 708.02 Final road construction plans prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards.
- 708.03 A printed copy of the closure calculations on the boundary lines of the replat. Any mathematical closure errors in excess of 1:50,000 (*second order*) must be corrected by the applicant's surveyor prior to plat approval by the Board.
- 708.04 A traffic impact analysis performed by a traffic engineer discussing the impact of the minor development on the immediate and regional traffic, and other concerns as requested by the County prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards and the Transportation Plan of the County Master Plan.
- 708.05 A sound study, when proposed residential units are located abutting a federal, state, or major regional arterial highway, identifying the current noise levels and projected noise levels based on projected highway expansion. Subdivision design may be required to mitigate noise impacts.  
*(Amended 03/28/01)*

708.06 The following shall be provided on a 24" X 36" sheet of paper, drawn at the same scale of the replat exhibit, or another paper size or scale approved by staff.

708.06.1 Accurately locate 100-year floodplains, existing/proposed watercourses, retention and detention areas, wetlands, aquifer recharge areas, streams, lakes, or inlets on the affected property;

708.06.2 Depict all potential hazard areas including: geologic hazard areas; expansive soils (*A-6 and A-7-6 soils as defined in the AASHTO Classification Group Index referenced in the Douglas County Roadway Design and Construction Standards*).

708.06.3 Show existing topography at 10' intervals, or as otherwise requested by staff. Identify areas of 15-25% slope in one shading pattern and areas greater than 25% in another shading pattern. Include a narrative that describes the mitigation methods used to address existing slope conditions.

#### 709 Vested Property Rights

The replat is designated as the Site Specific Development Plan for the purpose of vesting property rights for single-family residential land. A landowner seeking vested property rights for single-family residential land must obtain approval of a Site Specific Development Plan pursuant to the provisions of Article 12 of this Resolution. For nonresidential, refer to Section 34 of the Douglas County Zoning Resolution.

#### 710 Recordation Procedure

The replat shall be submitted for recordation as follows:

710.01 The applicant shall amend the replat document in accordance with the Board approval, as necessary.

710.02 Within 60 days of approval of the replat, unless stated otherwise in such approval, the applicant shall submit: 2 Afix-line $\cong$  photographic or computer-generated reproductions (*emulsion up*) of the approved replat ready for recordation (*except for the signatures of the Board Chair, Director and other County Departments*); all required documentation; and all mapping and recordation fees to the Planning Division. *Diazo (sepia) or electrostatic-generated (Xerox) plans are not acceptable.*

710.03 The applicant shall provide proof that adequate security has been provided to cover the subdivision improvement costs in accordance with the requirements of the Douglas County Roadway Design and Construction Standards, and any other performance bonds, as required.

- 710.04 The applicant shall provide a current title insurance policy or commitment, no more than 2 weeks old. If there is a difference in ownership between this title policy and the title policy submitted with the replat application, recordation shall not be allowed until a determination can be made that the newly identified owners have had an opportunity to comment. Objection by these newly identified owners may result in the Board rehearing the replat.
- 710.05 The applicant shall provide a warranty deed, or cash-in-lieu for county land dedication for parks or schools, as identified on the plat and rights-of-way outside and adjacent to the subdivision reflecting widths as designated in the Douglas County Transportation Plan.
- 710.06 A signed warranty deed must be provided, if such has been required, conveying certain tracts, or the development rights to such tracts, to the appropriate entity for public use.
- 710.07 The applicant shall provide a certificate of Taxes Paid for the land area of the replat.
- 710.08 Within 30 days of receipt of the replat, and supporting documentation, the staff planner shall obtain the signatures of the Board and other County Departments, as required; and upon execution and acceptance by the County of all warranty deeds, the replat shall be recorded.

#### 711 Post Recordation Requirement

Within 45 days of recordation the applicant shall submit an address plat on 17" X 22" sheet of paper or another sheet size approved by staff. The address plat may be a reduction of the replat or another graphic representation that includes a north arrow, the lot numbers, street names, and addresses. When multiple sheets are needed a cover sheet shall be provided which shows a composite of the subdivision.

#### 712 Expiration of Approval

- 712.01 Failure by the applicant to submit all required documentation within 60 days shall render approval of the replat null and void and result in the necessity for a resubmittal of the replat, along with all required fees and documentation.
- 712.02 The Director may grant extensions of time up to 1 year, upon a written request by the applicant or staff for good cause being shown. Further extensions may be granted by the Board at a public meeting, upon a written request by the applicant or staff.
- 712.03 An extension request shall include a fee and a narrative stating the reasons for the applicant's inability to comply with the specified deadlines, listing any changes in the character of the neighborhood, any changes in

the County Master Plan, Zoning Resolution or this Resolution that have occurred since approval of the plat as these changes affect the plat and the anticipated time schedule for completing the platting process. A fee schedule is available from the Planning Office. Additional review of the plat may occur resulting in additional conditions as applicable.

712.04 The denial of an extension by the Director may be appealed to the Board in writing within 10 days of the decision by the Director.

713 Resubmittal

An application shall not be resubmitted within 1 year of the date of denial. However, if the Director determines that the resubmitted replat application has been modified to correct the stated objections, then the resubmittal will be accepted.

714 Lot Numbering

When vacating or replatting lots/tracts the following shall apply:

714.01 When vacating a common lot line between two lots, use the original lot number followed by the letter A. e.g., *Vacating the common lot line between lot 1 and lot 2 - the newly created lot should be renumbered lot 1A.*

714.02 When replatting 3 lots into 2 lots use the original lot numbers followed by the letter A. e.g., *Replatting lots 3, 4, & 5, into two lots - the new lots should be numbered lot 3A and 4A.*

714.03 When adjusting the common lot line between two lots, use the original lot numbers followed by the letter A. e.g., *Realignment of the common lot line between lots 7 and 8 - the new lots should be numbered 7A and 8A.*

714.04 When replatting an entire subdivision filing the lots shall be numbered consecutively starting with the number 1. Tracts shall be lettered alphabetically in consecutive order. Specify the acreage within each lot and tract.

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