



Lot Subdivision Application-Major

**The Planning & Zoning Commission meets on the First Tuesday of the month.
Applications must be received no later than Two (2) weeks prior to that date.**

Lot Number: _____ **Subdivision:** _____
Blue River Physical Address: _____

Homeowner Information:

Name: _____
Mailing Address: _____
Phone: _____
Email: _____

Current Lot Size: _____

Zoning of Lot to be subdivided: _____

Proposed Lot Size: _____

**Lots applying for subdivision must meet minimum lot size requirements as outline in Chapter 16 of the Blue River Municipal Code.*

Below is a list of required documents. While comprehensive, it is necessary to review and follow Chapter 17 of the Blue River Municipal Code in its entirety including process standards for approval and fees. This application as well as the requirements and restrictions outlined in Chapter 17 of the Blue River Municipal Code adopted May 19, 2020 shall apply.

Signature: _____ **Date:** _____

Printed Name: _____

Major Subdivision

Definition: A "major subdivision" is any division of land that is not defined as a "minor subdivision," a "plat amendment," a "plat vacation," or a "plat correction" as these phrases are defined by these Subdivision Regulations

Sufficiency of applications

All plans, reports, maps and other information required for any plan or plat must be complete, legible, and submitted by the deadlines established by these Subdivision Regulations or deadlines established during the review process. A failure of the application to meet the requirements of these Subdivision Regulations or any applicable deadline shall delay the processing of the application until the application is sufficient and complete. The Town shall not process or schedule the processing of any application which is found to be incomplete.

Preliminary Plan-Contents of Application

Except where the Town Manager approves the submission of electronic copies, the applicant shall submit to the Town twenty-five (25) copies of all preliminary plan application materials. The Town Manager may request additional copies of documents larger than eight and one-half by eleven (8 1/2 x 11) inches where necessary to provide sufficient documentation for unanticipated referrals. The following submittals, materials, and information shall comprise a complete application for preliminary plan review:

- (a) A completed application in the form approved by the Town;
- (b) Payment of all required application fees and any review fee deposit;
- (c) Documentation of ownership, liens and encumbrances;
- (d) A legal description of the property proposed to be subdivided prepared by a licensed registered Colorado land surveyor;
- (e) A list of the names and mailing addresses, as this information appears of record with the Summit County assessor's office, of all owners of adjacent property to the property proposed for subdivision; and
- (g) Preliminary Plan. The preliminary plan shall be prepared at a scale of one-inch equals one twenty (20) feet and shall be prepared, drawn, signed and stamped by a currently registered Colorado land surveyor. The size of the map sheet shall be twenty-four by thirty-six (24 × 36) inches. Other scales may be authorized in writing by the Town Manager for larger, lower-density developments provided that the necessary data can be clearly and accurately shown. Where the required data cannot be clearly shown on one plan sheet, additional plan sheets of the same size may be used with easily identifiable match lines. The preliminary plan shall include or illustrate:
 - 1. A general vicinity map of the subdivision illustrating the subdivision's location within the Town and showing major streets;

2. A title that prominently identifies the proposed name of the subdivision together with the phrase "preliminary plan;"
3. Topography at vertical intervals of five feet where the average cross-slope of the subdivision is more than ten (10) percent and at vertical intervals of two feet where the average cross-slope of the subdivision is less than ten (10) percent. Elevation data shall be based on current United States Geological Survey datum and, the benchmarks used shall be identified on the plan;
4. Date of preparation, map scale, north arrow and revision box;
5. Name, address and telephone number of the applicant, land owner(s), planner, engineer and surveyor;
6. Subdivision names and lot owners' names for property within any adjacent subdivision(s), unsubdivided tracts with owner's names, and all public lands with the agency name. The approximate location of lot lines within adjacent subdivision for lots adjacent to the proposed subdivision;
7. Zoning classifications of property adjacent to the property proposed for subdivision;
8. Proposed names of any new streets;
9. Location and principal dimensions of all existing streets, pedestrian ways, alleys, easements, irrigation ditches and laterals, both of record and apparent from inspection of the property within or adjacent to the proposed subdivision;
10. Location and size of existing utilities within or adjacent to the tract to be subdivided, including water, sewer, electric, gas and phone lines (utilities may be illustrated on a separate map at a matching scale as used for the preliminary plan);
11. Locations of streams, ditches, ponds, and other water features, including direction of flow, high water elevations, and the location and extent of those areas subject to inundation by the one hundred (100)-year frequency storm;
12. Location and description of significant existing and proposed vegetation and landscaping;
13. Location and dimensions of all proposed lots, blocks, and outlots. Lots and blocks shall be numbered. All outlots shall be lettered in alphabetical order;
14. Location, dimensions, and areas expressed in acres and as a percent of the total project area of all proposed streets, off-street parking areas, pedestrian ways, bike paths and equestrian ways, alleys, easements and other public ways, and building setback lines;
15. Location and dimensions in acreage and as a percent of the total of all property proposed to be set aside for park and/or open space purposes, or other private reservations;

16. Location and types of any existing structures;
 17. Location, alignment, profiles, and cut and fill slope intercepts for streets and driveways for subdivisions with any slope area(s) of ten (10) percent or greater; and
 18. Location of proposed or required exterior lighting (streetlights, parking lots) and signs, including subdivision monument or entry signs.
- (h) Written Statement. A written statement addressing the following:
1. Any additional or supplemental information necessary to meet the content requirements of the preliminary plan in subsection (g) of this section that is not thoroughly shown on the preliminary plan;
 2. A description of the overall development concept, purpose and function of the proposed subdivision. If the property is or will be residentially zoned, the description shall include representations concerning the proposed quality and styles of residential structures, anticipated sales price ranges, and amenities;
 3. Environmental considerations, including but not limited to, unstable slopes/rock fall zones, related geologic factors, flood plains and wetlands, and alignment of structures and improvements to take into consideration climatic conditions and high groundwater areas;
 4. Unique site characteristics not common to other properties, including any natural and man-made features and/or hazards that may affect the development;
 5. A phasing plan and development schedule for the construction and/or installation of streets, utilities, buildings and landscaping;
 6. A supplement to the drainage plan describing how the applicant proposes to mitigate potential drainage, erosion and water retention or storage problems that may result from development;
 7. Statements explaining the nature of all easements and reservations, if any;
 8. A parks and open space plan documenting types of space (public, private, common areas), proposed uses, development in sequence with the phasing plan, and administrative and maintenance responsibilities;
 9. A general description of the purpose and nature of covenants, homeowners' association, or other contemplated private or contractual restrictions on the use, character and maintenance of the subdivision;
 10. If the subdivision will permit commercial, business, or industrial use, a description of the nature of the use, the trade area, and anticipated employment base shall be

submitted in sufficient detail to demonstrate the economic viability of the proposed use.

- (i) Reports and Studies. The following preliminary reports and studies shall be prepared by a qualified professional at the applicant's cost and submitted with the application:
1. Preliminary Drainage Report and Grading Plan. The drainage plan shall include a contour map marked to show existing drainage basins, flow patterns, concentration points, approximate runoff quantities and velocities and all existing natural and man-made features affecting site drainage and location of on-site and off-site surface water detention facilities and any easements for conveyance of surface water;
 2. Preliminary soils report;
 3. Preliminary utility plan for delivery of water, sewer and electric services to and throughout the property;
 4. Preliminary traffic impact analysis including an evaluation of the vehicular and pedestrian traffic patterns, together with estimated trips per day, for roads within the subdivision and for all routes leading from the subdivision and connecting to highway and arterial roads.
 5. Additional Information. The applicant shall provide other information requested by the Planning Commission or Town Board that may be necessary to adequately review the proposal for conformance with the applicable requirements.

Final Plat-Contents of Application

Except where the Town Manager approves the submission of electronic copies, the applicant shall submit to the Town twenty-five (25) copies of all final plat application materials. The Town Manager may request additional copies of documents larger than eight and one-half by eleven (8 1/2 × 11) inches where necessary to provide sufficient documentation for unanticipated referrals. A final plat application may be submitted for all or any logical portion of property described in an approved and valid preliminary plan. The following submittals, materials and information shall comprise a complete application for final plat review:

1. A completed application in the form approved by the Town;
2. Payment of all required application fees and any review fee deposit;
3. Documentation of ownership, liens and encumbrances;
4. A legal description of the property proposed to be subdivided prepared by a licensed registered Colorado land surveyor;
5. A list of the names and mailing addresses, as this information appears of record with the Summit County assessor's office, of all owners of adjacent property to the property proposed for subdivision;

6. A list of the names and mailing addresses of all mineral owners and lessees of mineral owners as this information appears of record with the Summit County clerk and recorder and assessor's office.
- (b) Final Plat. The final plat shall be drafted at a scale of one inch to one twenty (20) feet by the use of permanent ink on a stable reproducible drafting medium with outer dimensions of twenty-four by thirty-six (24 × 36) inches. Maps of two or more sheets shall be referenced to an index map placed on the first sheet. Other scales may be authorized in writing by the Town Manager for larger, lower-density developments provided that the necessary data can be clearly and accurately shown. Where the required data cannot be clearly shown on one plan sheet, additional plan sheets of the same size with easily identifiable match lines may be used.
1. A title that prominently identifies the proposed name of the subdivision together with the phrase "Final Plat";
 2. Date of preparation, map scale and north arrow;
 3. Name, address and telephone number of the applicant, land owner(s), planner, engineer and surveyor;
 4. Total acreage and surveyed description of the area;
 5. Primary boundary survey control points with monument descriptions; all parcel lines dimensioned with lengths; curve data including chord lengths and bearings; basis of bearings and relation to true meridian;
 6. Tract boundary lines, road right-of-way lines, easements and other sites with accurate bearings and dimensions including chord lengths and bearings, central angles, arc lengths and radii of all curves;
 7. Name and right-of-way width of each street. Right-of-way widths are to be shown at each leg of an intersection, at point of curvature and point of tangent, at dead-ends, and at angle points;
 8. Locations, dimensions and purposes of all easements;
 9. Number or letter to identify each lot, outlot and block. Lots and blocks shall be numbered. All outlots shall be lettered in alphabetical order;
 10. An identification of the streets, alleys, easements, parks, open space, and any other public facilities shown on the plat to be dedicated to public use. No areas within the plat may be designated as areas of conditional, planned or future public acquisition. Dedications of public property not made on the final plat shall be made only by general warranty deed unless otherwise approved by the Town Board;
 11. Names of all adjoining subdivisions with dotted lines of abutting lots. If the adjoining land is unplatted, it should be shown as such;

12. Signature and seal of the registered land surveyor;
 13. A delineation of the extent of the one hundred (100)-year flood plain; and
 14. All final plat approval certifications, plat language, and recording information in forms approved by the Town. See Article XIII.
- (c) The following final studies and reports, as may be required by the Town, shall be prepared by a qualified professional at the applicant's cost and submitted with the application:
1. Final drainage report and grading plan;
 2. Final soils and geology report;
 3. Final utility plan for delivery of water, sewer and electric services to and throughout the property;
 4. Final traffic impact analysis including an evaluation of the vehicular and pedestrian traffic patterns, together with estimated trips per day, for roads within the subdivision and for all routes leading from the subdivision and connecting to highway and arterial roads.
- (d) Additional Information Required:
1. One copy of any agreements, conveyances, restrictions, or private covenants that will govern the use and maintenance of the subdivision and any common private open space or private subdivision amenity; and
 2. Complete engineering plans and specifications sufficient to commence construction for all public facilities and improvements to be installed, including but not limited to:
 - a. Water and sewer improvements, including all sewer lift stations;
 - b. Streets and related improvements;
 - c. Bridges; and
 - d. Storm drainage, detention and erosion control improvements;
 3. One copy of any agreement affecting the subdivision and public or private improvements made with ditch companies, railroad companies, utility providers, and state, county, or local governmental or quasi-governmental agencies;
 4. Written description of arrangements and financial institution commitments for providing financial guarantees and sureties for the timely completion of all public improvements;

5. A preliminary or draft subdivision improvements agreement in the form required by these Subdivision Regulations and generally acceptable to both the subdivider and the Town attorney and which is capable of finalizing upon the conclusion of the public hearing and approval or conditional approval of the final plat by the Town Board.