

SUMMIT COUNTY PLANNING DEPARTMENT



SUBMITTAL REQUIREMENTS FOR ADJUSTMENTS AND VACATIONS OF LOT LINES AND EASEMENTS

CLASS 6 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 6 development review application for adjustments and vacations of lot lines and easements, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date when required (Office use only)	Initial and date when submitted (Office use only)	A. Written Material
		1. Application Form: Attached to the packet.
		2. Letter from Property Owner(s): Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a lot line/easement adjustment and vacation.
		3. Legal Description and Acreage: If unplatted, the County cannot process a lot line vacation. If legally platted, the legal description can be on the application form. Metes and bounds description lots may be combined to create one larger lot by simply filing a new deed for the boundary of the new property, with the new legal description prepared by a Colorado Licensed Surveyor.
		4. Preliminary Title Report: An applicant shall submit a preliminary title report (Schedule B).
		5. Criteria for Decisions Statement: Statement of how the required criteria for decision can be met.
		6. Restrictive Covenant: For lot line vacations, restrictive covenant that prevents the vacated lot line from being re-established in the future.
		7. Tax certificate: Obtained from the County Treasurer’s Office Showing taxes owed (ad valorem taxes) have been paid.
		8. Closure sheets: Prepared by the surveyor.
		9. Wetlands: If soil disturbance is proposed within 25 feet of a wetland, or wetland fill is proposed, information as required by the Wetland Regulations contained in Section 7105 of the Code will need to be submitted, including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> A narrative on how a proposed soil disturbance in the wetland setback or wetland fill will meet the criteria for allowing such activity per Section 7105. <input type="checkbox"/> A proposed disturbance plan that quantifies the wetland setback area or wetland area proposed to be impacted.

		<ul style="list-style-type: none"> <input type="checkbox"/> A mitigation plan. <input type="checkbox"/> Evidence of compliance with Section 404 of the Federal Clean Water Act. <input type="checkbox"/> A site plan improvements agreement and associated financial guarantee. <input type="checkbox"/> A wetland delineation by a certified wetland consultant is required to prove compliance with the above mentioned items. The Planning Department has a list of approved consultants who can perform the delineation.
		10. Floodplains: If a proposed activity will be located in an area subject to the Floodplain Overlay District, information and plans per Section 4100 et seq. of the Code.
		11. Streamside Setback: If a proposed activity will impact the 25 foot streamside setback, information per Section 7103 of the Code.
		12. Road or Utility Crossings of Streams: If a proposed road or utility will cross a stream, information per Section 7104 of the Code
		B. Graphic Material
		1. Vicinity Map
		2. Existing Conditions Plan: To engineering scale (1":10', 1":20' or 1":30' scale), showing: <ul style="list-style-type: none"> <input type="checkbox"/> Property lines and dimensions and any and all easements. <input type="checkbox"/> Certified topographic survey of the property in the areas where development is proposed in two foot contour intervals (shown with a dashed line) prepared by a Colorado Licensed Surveyor. <input type="checkbox"/> Certified wetland delineation flagged by a qualified consultant, and surveyed by a Colorado Licensed Surveyor. <input type="checkbox"/> Steams, ponds, lakes and other water features. <input type="checkbox"/> Certified survey of all existing development and improvements, such as buildings and structures, utility lines, wells, septic and leach fields, sewer and water line connections, trails, driveways, and parking areas, prepared by a Colorado Licensed Surveyor.
		3. Slope analysis showing all slopes that are 30% or greater.
		4. Plat (1":10', 1":20' or 1":30' scale) including: <ul style="list-style-type: none"> <input type="checkbox"/> Meeting the applicable requirements of the Subdivision Regulations contained in Chapter 8 of the Code. <input type="checkbox"/> Precise layout of lots and areas reserved as open space. <input type="checkbox"/> Precise layout of disturbance envelopes per Section 8104 et seq. of the Code. <input type="checkbox"/> Precise layout of road and trail rights-of-way per Chapter 5 of the Code. <input type="checkbox"/> Proposed dedication of rights-of-way and reservations of easements. <input type="checkbox"/> Proposed plat notes. <input type="checkbox"/> Proposed setbacks per Section 3505.13 et seq. of the Code. ❖ The proposed activity or use should be designed to avoid, to the greatest extent practicable, visual impacts, steep slopes, ridgelines, wetlands, waterways, wetlands and wetland setback areas, wildlife habitat and other significant natural features.
		5. Civil Plans: To the same engineering scale as the site plan, prepared by a Colorado Professional Engineer, including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed grading and drainage plan for the main roads, driveways to each building area or disturbance envelope, trails and other improvements, with proposed grading shown in a USGS datum with two foot contour intervals by solid lines. <ul style="list-style-type: none"> ✓ Maximum 2:1 side slope allowed. ✓ Indicate direction of flow. ✓ See Chapter 5, 6, 7 and 8 of the Code, or contact the Engineering Department at (970) 668-4200, for more information regarding grading and drainage requirements and road and bridge specifications. <input type="checkbox"/> Drainage calculations and detention or retention ponds per Section 8102 et seq. of the Code. <input type="checkbox"/> Proposed finished grade of the site in a USGS datum, including but not limited to all driveways, walkways, parking areas, parking aisles, and trails or recpaths. <input type="checkbox"/> Proposed top of retaining wall and bottom of retaining wall heights. <input type="checkbox"/> Proposed drainage swales, culverts, ditches and other drainage improvements and rip-rap or other detail of the grading and drainage plan.

		<ul style="list-style-type: none"> <input type="checkbox"/> Construction details of grading and drainage improvements. <input type="checkbox"/> Proposed access plan (roadways, driveways, etc.) per Chapter 5 of the Code. <input type="checkbox"/> Cross-section(s) of paving for roadways, driveways, parking areas, trails and other paving per the provisions of Chapter 5. <input type="checkbox"/> Road profiles. <input type="checkbox"/> Proposed water quality protection plan (erosion control plan) per the provisions of Chapter 6 and 7 of the Code. <input type="checkbox"/> Composite utility plans.
		C. Other Materials
		1. Development Review Processing Fee: Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government).
		2. Number of Copies Required: <ul style="list-style-type: none"> <input type="checkbox"/> 10 copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, folded to 8½"x11". <input type="checkbox"/> 10 copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, folded to 8½"x11".
		3. The BOCC or Planning Department may require you to submit additional information needed for review of your application.

I, _____ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Adjustment and Vacation of Lot Line and Easement Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "*When Required*" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: _____

Planner's Signature: _____