

SUMMIT COUNTY PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR PRELIMINARY PLAT APPLICATIONS



CLASS 5 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 5 development review application for a preliminary plat, 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 preliminary plat.
		3. Legal Description and Acreage: If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		4. Preliminary Title Report: An applicant shall submit a preliminary title report (Schedule B).
		5. Project Narrative: <ul style="list-style-type: none"> <input type="checkbox"/> Description of development and key components of such development. <input type="checkbox"/> Total development area. <input type="checkbox"/> Proposed project name. <input type="checkbox"/> Land uses proposed, and total area devoted to each use, percentage of area devoted to each use. <input type="checkbox"/> Number of any residential units proposed. <input type="checkbox"/> Floor area of proposed residential density (as defined by the Code). <input type="checkbox"/> Residential densities proposed (Units/acre). <input type="checkbox"/> Floor area of non-residential uses proposed, by type of use (as defined by the Code). <input type="checkbox"/> Number of any lodging rooms proposed. <input type="checkbox"/> Amount of any open space proposed. <input type="checkbox"/> Proposed phasing. <input type="checkbox"/> Commitments for preservation of natural features and open space. <input type="checkbox"/> Commitments for providing trails. <input type="checkbox"/> Design criteria for development per the applicable provisions of the Code, such as Section 3505 et seq. and Section 8104 et seq. <input type="checkbox"/> Estimated construction cost and proposed method of financing of the streets and related facilities, water distribution system, sewage collection system, storm drainage facilities, and such other utilities as may be required.
		6. Master Plan Conformance Statement: Statement of how proposal generally conforms to

		the applicable master plan goals and related policies/actions.
		7. Criteria for Decision Statement: Statement of how the required criteria for decision can be met.
		8. Water Supply: Description of water supply proposed. <input type="checkbox"/> Amount of water needed (in gallons per day). <input type="checkbox"/> Type of water system proposed. <input type="checkbox"/> Status of water rights. <input type="checkbox"/> Copy of well permit. <input type="checkbox"/> Copy of water augmentation plan application <input type="checkbox"/> Letter from the applicable district.
		9. Sewage Disposal: Description of means of sewage disposal. <input type="checkbox"/> Amount of wastewater to be generated (in gallons per day). <input type="checkbox"/> Type of wastewater disposal system proposed. <input type="checkbox"/> Amount of solid waste to be generated (in pounds). <input type="checkbox"/> Method of solid waste disposal proposed. <input type="checkbox"/> Copy of ISDS permit. <input type="checkbox"/> Letter from the applicable district.
		10. Access: Evidence of access to the state highway system.
		11. Provision of Other Utilities: Statement of proposed method of providing utilities (i.e., gas, electric, phone). <input checked="" type="checkbox"/> Letters of consent from utility companies.
		12. Subdivision Improvements Agreement: A subdivision improvements agreement per Section 8602 of the Code.
		13. Covenants: Proposed covenants for the maintenance of common areas and common improvements and for design standards per the provisions of Sections 3508 and 3505.05, and other applicable sections of the Code.
		14. Road Maintenance Agreement: If the County will not maintain the road, a road maintenance agreement, in a form approved by the County, shall be submitted.
		15. Written Reports and Analyses: <input type="checkbox"/> Soil report. <input type="checkbox"/> Geotechnical report identifying any geotechnical hazards and/or mitigation for development constraints. <input type="checkbox"/> Site specific floodplain analysis (Refer to Section 4100 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: <input type="checkbox"/> Property lines, dimensions 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. <input type="checkbox"/> Slope analysis showing all slopes that are 30% or greater.
		3. Plat (1":10', 1":20' or 1":30' scale) including: <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.

		<ul style="list-style-type: none"> <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.
		<p>4. Civil Plans: To the same engineering scale as the site plan, prepared by a Colorado Professional Engineer, including but not limited to:</p> <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. ✓ 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. <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.
		<p>5. 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:</p> <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. <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 subdivision improvements agreement. <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.
		<p>6. 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.</p>
		<p>7. Streamside Setback: If a proposed activity will impact the 25 foot streamside setback, information per Section 7103 of the Code.</p>
		<p>8. Road or Utility Crossings of Streams: If a proposed road or utility will cross a stream, information per Section 7104 of the Code.</p>
		<p>9. Wildlife Habitat Overlay District Requirements: Land within Summit County is categorized by the land cover classifications used on the official Wildlife Overlay District Map (See Section 4200 of the Code)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Map of property showing approximate areas of land cover classifications (see attached), or <input type="checkbox"/> In narrative, include a breakdown of the land cover classifications by the percentage of land area covered by each type of classification.

		C. Information Required for Public Hearing
		<input type="checkbox"/> Adjacent Property Owner Notification: The applicant shall provide to the Planning Department: 1) a list of the adjacent properties within 300 feet of the subject property (or other distance required by the Planning Department) for which public notice is required; and 2) either a) envelopes with postage pre-paid that are also (i) addressed to the adjacent property owner addresses and in the format obtained from the County Assessor, and (ii) listing thereon the address of the Summit County Planning Department as the return address (P.O. Box 5660, Frisco, CO 80443); or b) if approved by the Planning Department, a computer file and/or labels of the adjacent properties for which public notice is required for the Planning Department to send out notice.
		<input type="checkbox"/> Source of the Adjacent Property Owner Mailing Lists: All mailing lists shall be obtained from the County Assessor's records in accordance with Section 13103.01 et seq. of the Code.
		<input type="checkbox"/> Affidavit of Adjacent Property Owner List: The Affidavit of Adjacent Property Owner List shall be submitted with the submission of the envelopes prepared for the mail out of the public notice.
		<input type="checkbox"/> Affidavit of Posting: At time of hearing, affidavit that signs advertising the public hearing were posted on the project site by the applicant at least 15 days prior to the hearing by either the Board of County Commissioners or the Planning Commission.
		D. Other Materials
		1. Development Review Processing Fee: Required fee and adjacent property owner notification printing & mailing cost (payable to Summit County Government).
		2. If a geotechnical report or other geologic study is required, Colorado Geologic Survey Fee (Payable to Colorado Geological Survey with Separate Check). <ul style="list-style-type: none"> <input type="checkbox"/> \$600.00 for Very Small Residential Subdivision Review (1-3 dwelling units and less than 100 acres). <input type="checkbox"/> \$950.00 for Small Subdivision Review (greater than 3 dwelling units and less than 100 acres). <input type="checkbox"/> \$1550.00 for Large Subdivision Review (greater than or equal to 100 acres and less than 500 acres). <input type="checkbox"/> \$2500.00 for Very Large Subdivision Review (greater than or equal to 500 acres).
		3. Colorado State Forest Service Fee (Payable to Colorado State Forest Service with Separate Check). <ul style="list-style-type: none"> <input type="checkbox"/> \$100.00 for total area less than 35 acres. <input type="checkbox"/> \$150.00 for total area from 36 up to 100 acres. <input type="checkbox"/> \$200.00 for total area greater than 100 acres.
		4. Middle Park Soil Conservation District Fee (Payable to the MPSCD with separate check). <u>Subdivisions</u> Conceptual Plans Flat fee of \$200 Preliminary Plat Base fee of \$150 + \$10/lot for Lots 1-100* Final Plat \$175 Minor Subdivisions of 4 lots or less Flat fee of \$200 <u>Rezoning</u> Base Fee Base fee of \$150 + \$5/acre for Acres 1-100* * Additional fees may apply. Please refer to the MPSCD handout.
		5. Public Use Area Fee: Required prior to the recordation of the final plat in the Clerk and recorder's Office.
		6. Number of Copies Required: a. <u>Initial Submittal</u> <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".

		<ul style="list-style-type: none"> <input type="checkbox"/> 4 copies of the written materials. <input type="checkbox"/> If available, one electronic copy of the plans and all submittal requirements. b. <u>Planning Commission Hearing (Revised during the development review process)</u> <input type="checkbox"/> 8 copies of scalable maps, 11" x 17" in size, folded to 8½"x11", two weeks prior to the Planning Commission hearing date, if necessary. c. <u>Board of County Commissioners ("BOCC") Hearing</u> <input type="checkbox"/> 4 copies of scalable maps, 11" x 17" in size, folded to 8½"x11", two weeks prior to BOCC date, if necessary.
		<p>7. The BOCC, Planning Commission or Planning Department may require you to submit additional information needed for review of your application.</p>

I, _____ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Preliminary Plat 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: _____