

SUMMIT COUNTY PLANNING DEPARTMENT
SUBMITTAL REQUIREMENTS FOR RURAL LAND USE SUBDIVISION



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 rural land use subdivision, 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 rural land use subdivision.
		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. Project Narrative: <input type="checkbox"/> Explanation of rural land use subdivision request including how the criteria for approval as identified in 8428.07.C will be met.
		5. Criteria for Decisions Statement: Statement of how the required criteria for decision of a rural land use subdivision can be met.
		6. Water Supply: Description of water supply proposed and final evidence of adequate water rights: <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 water augmentation plan. <input type="checkbox"/> Copy of well permit. <input type="checkbox"/> Office of the State Engineer Water Supply Information Sheet. <input type="checkbox"/> Letter from the applicable district.
		7. Sewage Disposal: Description of means of sewage disposal and final evidence of adequate sewer system. <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.
		8. Written Reports and Analyses That May Be Required: <input type="checkbox"/> A geotechnical report that provides evidence that all building envelopes, access roads and

		<p>utilities, and other areas proposed to be disturbed within the project site which may involve soil, topographical, or geologic conditions presenting hazards or requiring special precautions have been identified and that the proposed uses of these areas are compatible with such conditions.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of current agricultural uses on the project site. <input type="checkbox"/> Document restricting open space tracts as described in 8426. 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. <input type="checkbox"/> Homeowner covenants, conditions and restrictions (cc&rs), which at a minimum should include architectural design guidelines that address the use of natural and non-reflective exterior materials. <input type="checkbox"/> Maintenance plan which identifies: <ul style="list-style-type: none"> ✓ Party responsible for maintenance of common areas, facilities, and open space tracts. ✓ Items to be included in maintenance program including but not limited to provisions for snow removal, trash removal, maintenance of pools, hot tubs, recreation facilities, common areas and other amenities. <input type="checkbox"/> Certification from the County Treasurer that all ad valorem taxes have been paid.
		<p>9. CDOT Access Permit: For projects accessing a site direction by a State Highway, a CDOT Access Permit.</p> <ul style="list-style-type: none"> ✓ Contact the Colorado Department of Transportation at (303) 757-9123, if necessary.
		<p>10. Provision of Other Utilities: Statement of proposed method of providing utilities (i.e., gas, electric, phone).</p> <ul style="list-style-type: none"> ✓ Letters of consent from utility companies.
		<p>11. Preliminary Title Report: An applicant shall submit a preliminary title report.</p>
		<p>B. Graphic Material</p>
		<p>1. Vicinity Map</p>
		<p>2. Existing Conditions Plan: To engineering scale (1":10', 1":20' or 1":30' scale), showing:</p> <ul style="list-style-type: none"> <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 survey of wetland delineation flagged by a qualified consultant, prepared 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.
		<p>3. Development Plan: At a 1":10', 1":20' or 1":30' scale including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The proposed activities or uses 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. Grading, drainage and erosion control plans.</p>
		<p>5. Revegetation plan.</p>
		<p>6. Road improvement plans including cross-sections and construction specifications.</p>
		<p>7. Composite utility plan.</p>
		<p>8. Final plat that meets the standards in Section 8700.</p>
		<p>C. Information Required for Public Hearing</p>
		<ul style="list-style-type: none"> <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

		<p>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.</p> <ul style="list-style-type: none"> <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.
		<ul style="list-style-type: none"> <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. Public Use Fees as required prior to recording in the Clerk and Records Office.
		3. 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.
		4. Number of Copies Required: a. <u>Initial Submittal</u> <ul style="list-style-type: none"> <input type="checkbox"/> ___ 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"/> ___ copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, folded to 8½"x11". <input type="checkbox"/> ___ copies of the written materials. <input type="checkbox"/> Individual PDF's of each item required as part of the submittal, separated and labeled according to the submittal requirements. b. <u>Planning Commission Meeting (Revised during the development review process)</u> <ul style="list-style-type: none"> <input type="checkbox"/> ___ copies of scalable maps, 11" x 17" in size, folded to 8½"x11", two weeks prior to the Planning Commission hearing date, if necessary.
		5. Additional Information: The BOCC, Planning Commission 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 Rural Land Use Subdivision 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: _____