

CHAPTER 4.12

**SUBDIVISION REVIEW**

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
4.12.010	<u>PLAN &amp; PLAT REQUIREMENTS</u>	2
	A. Sketch Plan	2
	B. Preliminary Subdivision Plan	6
	C. Final Subdivision Plat	11
	D. Waiver of Submittal Requirements	15
4.12.020	<u>SUBDIVISION REVIEW</u>	15
	A. Pre-application Conference	15
	B. Subdivision Sketch Plan Submittal	17
	C. Planning Commission Review of Subdivision Sketch Plan	17
	D. Town Board Review of Subdivision Sketch Plan	18
	E. Preliminary Subdivision Plan Submittal	18
	F. Staff Review of Preliminary Subdivision Plan	18
	G. Site Review	19
	H. Planning Commission Review of Preliminary Subdivision Plan	19
	I. Further Review by Planning Commission	19
	J. Town Board Review of Preliminary Subdivision Plan	20
	K. Final Subdivision Plat Submittal	21
	L. Staff Review of Final Subdivision Plat	21
	M. Planning Commission Review of Final Subdivision Plat	21
	N. Town Board Review of Final Subdivision Plat	22
4.12.030	<u>LOT LINE ADJUSTMENT</u>	23
	A. Pre-application Conference	23
	B. Final Subdivision Plat Submittal	23
	C. Staff Review of Final Subdivision Plat	23
	D. Planning Commission Review of Final Subdivision Plat	24
	E. Town Board Review of Final Subdivision Plat	24
4.12.040	<u>DIVISION OF PROPERTY INTO CONDOMINIUM OR TOWNHOUSE UNITS</u>	25
	A. Procedures	25
	B. Final Plat for Condominium or Townhouse Units	26
	C. Review by the Town Engineer or Surveying Consultant	26
	D. Condominium or Townhouse Documents	26
	E. Division of Existing Structure	26
4.12.050	<u>MINOR SUBDIVISION</u>	27

Every proposal including a subdivision of land, shall comply with this Chapter 4.12 and shall include review of: (1) a Sketch Plan, (2) a Preliminary Subdivision Plan in accordance with Chapter 4.13, and (3) a Final Subdivision Plat, except as provided herein for lot boundary adjustment, condominium and townhouse plats and minor subdivision. Provided, however, upon agreement between the applicant and the Town Planner, the Sketch Plan requirement may be waived. If waived, the Town Planner may require all or part of the information described in Section 4.12.010.A to be submitted with the Preliminary Subdivision Plan. All final plats shall be filed with the Eagle County Clerk and Recorder in accordance with the laws of the State of Colorado for every subdivision. No building permit shall be issued before the required Final Subdivision Plat has been approved and recorded.

Amended 11/27/07

4.12.010 PLAN AND PLAT REQUIREMENTS.

A. Sketch Plan.

1. **Purpose.** The purpose of the sketch plan is two-fold. First, it is to provide the Town the opportunity to describe the community's vision to the Applicant. Second, it gives the applicant an opportunity to discuss his/her development plans, explain how the plans will further the community's vision and obtain input and direction from the Planning Commission and Town Board early in the process. The ultimate goal of this process is to help the applicant develop a plan that fosters the community's vision.
2. **Sketch Plan Application Submittal.** The sketch plan package shall include the following items:
  - a. **Land Use Application Form.**
  - b. **Subdivisions – Technical Criteria Form.**
  - c. **Application Review Fee Deposit** (per Section 4.03.080).
  - d. **Title Commitment.** The title commitment must be current and the date must be no more than thirty (30) days from the date of sketch plan application. An ALTA survey shall accompany all applications involving lands that have not been previously subdivided.
  - e. **Context/Vicinity Map.** The context/vicinity map shall **show the proposed development in relation to the surrounding area** (one and one-half (1½) mile radius around the property). The map shall be twenty-four (24) inches high by thirty-six (36) inches wide and provide the following information:
    - i. Title of project.
    - ii. North arrow, scale (not greater than 1" = 1,000') and date of preparation.
    - iii. Boundary of proposed project.

- iv. Existing (for developed land) or proposed (vacant/agricultural land) land uses for the properties shown on the map (i.e., residential, commercial, industrial, park, etc.) – label land use and whether it is existing or proposed.
  - iv. Major streets (show and label street names)
  - v. Existing public water and sewer lines and proposed connections.
  - vii. Town and regional open space/trail network.
  - viii. Major ditches, rivers and bodies of water.
  - ix. Adjacent properties identified by ownership, subdivision name and zoning district.
- f. **Sketch Plan.** The sketch plan shall be twenty-four (24) inches high by thirty-six (36) inches wide and may be a free hand drawing in a legible medium that clearly shows:
- i. Title of project.
  - ii. North arrow, scale (not greater than 1" = 200') and date of preparation.
  - iii. Vicinity map.
  - iv. Legal description.
  - v. Acreage of property.
  - vi. USGS topographic contours.
  - vii. Location and approximate acreage of proposed land uses.
  - viii. Existing easements and rights-of-way on or adjacent to the property.
  - ix. Existing streets on or adjacent to the property (show and label street name).
  - x. Note indicating how the school land dedication will be met (per Section 4.13.065).
  - xi. Note indicating how the municipal and park land dedication will be met (per Section 4.13.160).
  - xii. Table providing the following information for each proposed land use area; proposed density or floor area ratio.
  - xiii. Proposed local, collector and arterial streets.
  - xiv. General locations of existing utilities on or adjacent to the property.
  - xv. Graphic and/or verbal explanation of how the property will be served by public utilities.
  - xvi. Location of any proposed sewer lift stations.
  - xvii. Pedestrian Circulation and Trails – show how the development will tie into the town and regional trail/pedestrian networks.
  - xviii. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plan) and high water mark.
  - xix. Geologic hazard areas.

- xx. Existing and proposed zoning on and around the property.
  - xxi. Land use table – the table shall include: land uses, approximate acreage of each land use and percentage of each land use.
  - xxii. Block and lot pattern with approximate lot areas noted.
- g. **General Development Information.** Provide a written description of the existing conditions of the site and proposed development. Include the following items in the description:
- i. **Design rationale** – discuss how the development is connected to /integrated with surrounding area, how it responds to site features/constraints and how it is consistent with the Subdivision Design section (Chapter 4.13) and the purpose of this Title. If it is not consistent with the Subdivision Design standards section, explain how the intent of the purpose criteria of this Title is met.
  - ii. **Proposed number of lots or units, square feet of non-residential building space and typical lot width and depth** (not needed if information is on the sketch plan).
  - iii. **General description of plan for drainage and stormwater management** (Refer to adopted storm drainage design criteria per Section 4.13.040 that may be applicable or otherwise it shall be prepared as required by the Town Engineer).
  - iv. **Water supply information** including: the number of water taps needed; the amount of raw water that will be provided to the Town; and source of water.
  - v. **Statement indicating whether or not any commercial mineral deposits are located on the site.**
  - vi. **Description of any floodplain hazards** on the site (only if additional information is needed than what is shown on the sketch plan map).
  - vii. **Show how the proposed development complies with the Eagle Area Community Plan.**
- j. **Traffic Impact Analysis (TIA).** TIA shall be base on the projected traffic needs from existing development, future development, and the proposed development. Trip generations from future development over the design period shall be based on zoning, existing land use, proximity to developed areas, historic growth, and other factors expected to influence development. The TIA shall be prepared by a Colorado Licensed Professional Engineer.

- k. **Soils Report and Map.** The report and map shall be based on USDA Soils and Conservation Service information and discuss the existing conditions and any potential constraints/hazards. The report shall also address groundwater issues.
- l. **Geologic Report.** This report is required only for areas that have the potential for subsidence. It must be prepared by either a registered professional engineer or professional geologist. The report shall address:
  - i. Site conditions;
  - ii. Geologic conditions;
  - iii. Engineering and geologic considerations;
  - iv. Limitations and any necessary additional investigations.
- k. **Miscellaneous Site Report(s).** A report(s) on the site's history, vegetation, wetlands, wildlife, wildfire, radiation (e.g., radon gas) and other conditions which could affect development on the property and which could be affected by the proposed development.
- l. **Utility Report. A report on the impacts the development may have on existing utility systems** (e.g., are current water and wastewater lines sized sufficiently for added flows, does the current water treatment plan and wastewater treatment plan have sufficient capacity to treat the added flows, do other utility providers, such as gas and electric, have the ability to serve the development, etc.).
- m. **Population Report.** A report on the population impacts of the development to the Town and Region (the region being the planning area of the Eagle Area Community Plan), including number of residents and/or employees;
- n. **A description of the need for development, in terms of the need for additional housing, commercial space, or other uses** in the Town and the region (the region being the planning area of the Eagle Area Community Plan).
- o. A list and description of any lands for which a rezoning action will be requested.
- p. **A list of any potential issues or problems in relation to the Municipal Code and the Town's goals and policies.**
- q. **An ownership map** and a list of names and addresses of owners of record of all adjacent properties.
- r. **A list of names and addresses of owners and lessees' of mineral rights.**

- s. **Pubic Hearing Notification Labels.** Provide the Town with six (6) sets of notification labels. The labels shall be addressed to the surrounding property owners (within three hundred (300) feet of the property), mineral interest owners of record, mineral and oil and gas lessees for the property.
- t. **A Development Impact Report,** as required pursuant to Section 4.07.030, **if requested by the Town Planner and Town Engineer.**

Amended 11/27/07

**B. Preliminary Subdivision Plan**

- 1. **Purpose.** The purpose of the preliminary plan is to provide the Town with an overall master plan for the proposed development allowing the Town; (1) to evaluate the application in its response to issues and concerns identified during sketch plan review (2) determine compliance with the sketch plan approval and (3) evaluate preliminary engineering design.
- 2. **The preliminary plan application package shall include the following items:**
  - a. **Land Use Application Form.**
  - b. **Subdivisions – Technical Criteria Form.**
  - c. **Application Review Fee Deposit** (per Section 4.03.080).
  - d. **Title Commitment.** The title commitment must be current and the date must be no more than thirty (30) days from the date of preliminary plan application. If an ALTA survey was required for sketch plan review it shall be updated and submitted with the preliminary plan.
  - e. ***Surrounding and Interested Property Ownership Report.*** Provide the Town Planner with a current list (not more than thirty [30] days old) of the names and addresses of the surrounding property owners (within three hundred [300] feet of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. The applicant shall certify that the report is complete and accurate and include the following:
    - i. **Pubic Hearing Notification Labels.** Provide the Town with six (6) sets of notification labels. The labels shall be addressed to the surrounding property owners (within three hundred (300) feet of the property), mineral interest owners of record, mineral and oil and gas lessees for the property.

- f. **Preliminary Plan.** The preliminary plan shall be twenty-four (24) inches high by thirty-six (36) inches wide and provide the following information:
- i. Title of the project.
  - ii. North arrow, scale (not greater than 1" = 100') and date of preparation.
  - iii. Vicinity map.
  - iv. Names and addresses of owners, applicant, designers, engineers and surveyors.
  - v. Legal description with reference to its location in the records of Eagle County.
  - vi. Total acreage of the property.
  - vii. Subdivision boundaries, street right-of-way lines and lot lines in solid lines and easements, dedications, and other right-of-way lines in dashed lines, all with dimensions accurate to the nearest 0.01 foot. Bearing of all lines and central angle, tangent distance, chord distance, and arc length of all curves shall be noted.
  - viii. The location and description of all permanent survey control points.
  - ix.. Existing contours at one (1) foot intervals (basis for establishing contours shall be noted on the preliminary plan).
  - x. Name and location of abutting subdivisions and owners abutting property (if land is not platted).
  - xi. Lots, blocks, and street layout with approximate dimensions and square footage for each lot.
  - xii. Area and zoning of each lot, with use and setback restrictions unless they are standard for the zone district;
  - xiii. Consecutive numbering of all lots and blocks.
  - xiv. Existing and proposed rights-of-way and easements on and adjacent to the property.
  - xv. Existing and proposed street names for all streets on and adjacent to the property.
  - xvi. Existing and proposed zoning on and adjacent to property.
  - xvii. Location and size of existing and proposed sewer lines, water lines and fire hydrants (Note: Applicant must consult with the appropriate utility service providers regarding the design of all utilities through the subdivision).
  - xviii. Existing and proposed access and/or curb cuts on and adjacent to subject property.
  - xiv. Location by field survey or aerial photography of existing and proposed water courses and bodies of water such as irrigation ditches and lakes. Water courses shall include direction of flow.
  - xx. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plan) and high water

mark.

- xxii. General location of existing surface improvements such as buildings, fences, or other structures which will remain on the property as part of the subdivision.
- xxiii. Location and acreages of site, if any, to be dedicated for streets, parks, open space, schools or other public uses.
- xxiv. Location, function, ownership and manner of maintenance of any private open space.
- xxv. Land use table – the table shall include: land uses, approximate acreage of each land use, and percentage of each land use (including how the school land dedication will be met per Section 4.13.065 and how the municipal and park land dedication will be met per Section 4.13.160).
- xxvi. Total number of lots.
- xxiii. Number of each type of dwelling unit proposed, density or floor area ratio proposed.

g. **General Development Information.** Provide a written description of the existing conditions on the site and the proposed development. Include the following items:

- i. Explanation of how the preliminary plat is consistent with the sketch plan, and if there are any differences, what they are and how the plan is still compatible with the community's vision.
- ii. Explanation of how the items of concern expressed by the Planning Commission and Board of Trustees, at the time of sketch plan review, have been addressed.
- iii. Explanation of how the plan is in compliance with the Town Land Use Code and the Eagle Area Community Plan.

h. **Preliminary Grading and Drainage Plan and Report.** This plan and report must be certified by a Colorado registered professional engineer, under the direction of the Town Engineer, including storm drainage concepts such as locations for on-site detention or downstream structural improvements, storm water quality treatment methods, and soil erosion and sedimentation control plans and specifications (Refer to Section 4.13.040, Drainage and Section 4.13.050, Erosion and Sediment Control, Stabilization & Re-vegetation). It must also discuss the impacts on and to any existing floodways and/or floodplains on and adjacent to the site as well as any FEMA or town applications required.

i. **Master Utility Plan.** This plan shall be prepared by a registered professional engineer and include water, sanitary sewer, storm sewer, electric, gas and communication. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the

subdivision. Plan and profiles shall be completed to a level that demonstrates delivery and provision of the service to the development. A higher level of completion may be required as determined by the Town Engineer.

- j. **Traffic Study.** This study must be prepared by a Colorado professional traffic engineer. The traffic study shall include information and data and be formatted and prepared as directed by the Town Engineer.
- k. **Master Street Plan.**  
This plan shall be prepared by a registered professional engineer. Street plans and profiles shall be provided for all on-site and off-site roadway improvements. Streets shall be designed in accordance with town standards and as promulgated by the Town Engineer. Plan views and centerline profile shall be depicted at a legible scale. These plans and profiles shall show all intersections with existing streets and all existing and proposed drainage features and easement crossing, or parallel to, the roads. Also shown will be any known areas of high water table, unsuitable soils and other geological hazards. These plans shall include a typical cross-section showing widths, including driving surface, shoulders, curbs and gutters, drainage ditches, cut and fill slopes to the point of intersection with natural ground and the pavement structure details proposed. The plan shall include the extremities of all cut and fill areas. A supplemental sheet shall be included to detail all drainage, retaining and bridge structures to be constructed as part of the roadway. The Master Street Plan shall also include the following:
  - i. A plan for locations and specifications of traffic control devices.
- l. **Pedestrian circulation plan for trails, sidewalks, walkways, pathways, etc.** through the subdivision and for connection to adjacent systems (i.e., local and regional trails). The plan must indicate width, surface, and type of pedestrian way. The design of the trails is required to comply with town guidelines and standards.
- m. Engineering specifications and cross section drawings for any off-site road impacts.
- n. **Draft of Proposed Covenants and any Site Design Guidelines (i.e., Architectural Design, Landscaping Design, etc.),** and proposed Article of Incorporation and By-Laws.
- o. **Mineral, Oil and Gas Rights Documentation.** Evidence that surface owner has contacted all lessees of mineral, oil and gas rights associated with the site and is working towards resolution. Included in the evidence must be the name of the current contact

person their phone number, and mailing address.

- p. **Soils Report and Map.** An updated copy of the soils report and map provided at the time of sketch plan must be provided.
- q. **Geologic Report.** An updated copy of the geologic report and map provided at the time of sketch plan must be provided.
- r. **Miscellaneous Site Report(s).** **An updated copy of the report(s) provided at the time of sketch plan on the site's history, vegetation, wetlands, wildlife, wildfire, radiation (e.g., radon gas) and other conditions which could affect development on the property and which could be affected by the proposed development.** If not included in the initial report the following additional information is required:
  - i. Information on hydrologic conditions, such as surface drainage and watershed characteristics, natural water features and characteristics, and any potential changes or impacts.
  - ii. Information on vegetation and wildlife, including any potential changes or impacts.
  - iii. Information on population characteristics such as neighborhood patterns and potential displacement of residents or businesses.
- s. **Evidence of adequate water supply and other public and private services needed to serve the facility.**
- t. **Evidence of adequate water rights** to serve the development pursuant to Title 12 of the Eagle Municipal Code;
- u. **Commitment to serve letters from all public and private utilities** a are required to be provided.
- v. **Evidence that the developer has submitted applications for all other necessary permits to complete the proposed subdivision, if required (i.e., State Highway Access Permit, Army Corp of Engineers Dredge and Fill Permit or An Area of Activity of State Interest, etc.).**
- w. **Preliminary cost estimates** for all public and private improvements to be installed by the subdivider in dedicated land, rights-of-way or easements;
- x. **A Development Impact Report**, pursuant to Section 4.07.030, if not previously submitted as part of the Sketch Plan submittal;
- y. **A Lighting Plan** pursuant to Section 4.07.005.
- z. Applications for subdivision preliminary plan approval,

containing ten (10) or more residential units, shall include a **Local Employee Residency Plan** pursuant to Section 4.04.120 and the Town's Local Employee Residency Requirements and Guidelines.

Amended 09/08/02  
Amended 11/27/07

C. **Final Subdivision Plat.**

1. **Final Plat Purpose.** The purpose of the final plat is to complete the subdivision of land consistent with the technical standards as an instrument for recording .
2. **Final Plat Application Submittal.** The final plat application shall include:
  - a. **Land Use Application Form.**
  - b. **Subdivisions – Technical Review Form.**
  - c. **Application Review Fee Deposit** (per Section 4.03.080).
  - d. **Title Commitment.** The title commitment must be current and the date must be no more than thirty (30) days from the date of sketch plan application.
  - e. ***Surrounding and Interested Property Ownership Report.*** Provide the Town Planner with a current list (not more than thirty [30] days old) of the names and addresses of the surrounding property owners (within three hundred [300] feet of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. The applicant shall certify that the report is complete and accurate and include the following:
    - i. **Public Hearing Notification Labels.** Provide the Town with six (6) sets of notification labels. The labels shall be addressed to the surrounding property owners (within three hundred (300) feet of the property), mineral interest owners of record, mineral and oil and gas lessees for the property.
  - f. **Final Plat.** The final plat drawing shall comply with the following:
    - i. The plat shall be prepared by or under the direct supervision of a registered land surveyor and meet applicable State of Colorado requirements.
    - ii. Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes, seconds.
    - iii. The perimeter survey description of proposed

subdivision shall include at least one (1) tie to an existing section monument of record and a description of monuments. The survey shall not have an error greater than one (1) part in ten thousand (10,000).

vii. The final plat shall be twenty-four (24) inches high by thirty-six inches wide and shall provide the following information:

1. That information required for Preliminary Plan in Section 4.12.010.B.2.f.
2. Title of project.
3. North arrow, scale (not greater than 1" = 100') and date of preparation.
4. Vicinity Map.
5. Legal description.
6. Basis for establishing bearing.
7. Names and addresses of owners, applicants, designers, engineers and surveyors.
8. Total acreage of subdivision.
9. Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.
10. Lot and block numbers, numbers in consecutive order, and square footage of each lot or tract.
11. Excepted parcels from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.
12. Existing and proposed rights-of-way in and adjacent to subject property (labeled and dimensioned).
13. Existing and proposed street names for all streets on and adjacent to the property.
14. Existing and proposed easements and their type in and adjacent to subject property (labeled and dimensioned).
15. Location and description of monuments.
16. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat) and high water mark.
17. Signature block for registered land surveyor certifying to accuracy of boundary survey and plat (see Appendix for sample).
18. Signature block for certification of approval by the Board of Trustees with a signature block for the Mayor and Clerk (see Appendix for sample).
19. Signature block for certification of approval by the Planning Commission with a signature block for the Chairman.
20. Signature block for utility providers (need to draft a sample signature block).

21. Certification of ownership and dedications of streets, rights-of-way, easements and public sites (see Appendix for sample).
22. Certification of title to property (see Appendix for Sample);
23. Certification of Mortgagee or Lienholders (see Appendix G).
24. Statement concerning vested property rights as required by Section 4.17.100.

g. **General Development Information. Provide a written description that the final plat conforms with the preliminary plat.** In addition, the description shall address how the proposed development complies to the goals, policies and regulations of the town.

h. **Complete on-site and off-site Engineered Construction Plans and Specifications for Grading, Streets, Pedestrian/Bicycle Ways, Traffic Control, Utilities, Drainage, Erosion Sediment Control and Slope Stabilization, Re-vegetation, Landscaping and Lighting,** subject to the following:

- i. **Approved by Town Planner, Town Engineer, Town Manager and Town Attorney.**
- ii. Construction Plans and Profiles. The Plans and Profiles shall be prepared by a registered professional engineer licensed in the State of Colorado, shall be twenty-four (24) inches high by thirty-six (36) inches wide and meet the following minimum standards:
  1. The horizontal to vertical scales shall be chosen to best depict the aspects of the design.
  2. Maximum horizontal scale: 1"=50'.
  3. Maximum vertical scale: 1"=10'.
- iii. **Final Traffic Study.**
- iv. **Final Utility Impact Report.**
- v. **Final Drainage Plans and Reports.** Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with applicable storm drainage design criteria and as determined by the Town Engineer.
- vi. **Final Soils Reports and Design Requirements. The soils reports shall detail special foundation requirements and pavement design.**
- i. **Special Documents (as may needed)**  
Special documents will need to accompany any final plat application (to the extent practical necessary special documents will be determined during review of the preliminary plan). The documents are, but not limited to, the following:

1. Special improvement district documents.
2. Maintenance bonds.
3. Special agreements (as may be required by the Town).
4. Work in Right-of-Way Permit (from Town).
5. Floodplain Use Permit (from Town and/or FEMA).
6. Grading Permit (from Town).
7. State Highway Utility Permit (from Colorado Department of Transportation).
8. State Highway Access Permit (from Colorado Department of Transportation).
9. Construction Dewatering Permit (from Colorado Department of Public Health and Environment).
10. 404 Permit (from Army Corps of Engineers).
11. Air Pollution Emission Notice (APEN) (from Colorado Department of Public Health and Environment).
12. Work in Ditch Right-of-Way Permit (from individual owners).
13. Subdivision Improvements Agreement for Public and Private Improvements (SIA) - This agreement assures construction of the required improvements. This document shall be signed by the developer and the Town, the signatures shall be notarized, and the document shall be recorded by the Town Clerk with the County Clerk and Recorder.
14. General Warranty Deed - This deed conveys to the Town all public lands other than streets shown on the plat or, in lieu of a deed, a check in an amount to be determined by the Town.
15. Improvements Guarantee - A letter of credit from a bank in Colorado or other acceptable collateral in the amount stipulated to in the SIA or other agreements or contracts, posted in favor of the Town in an amount sufficient to assure construction of public improvements for either part or all of the plat, as the Board of Trustees shall determine.
16. Approved Adjudication of Water Rights, Fee in lieu of water rights dedication, dedication of water rights and/or a *Plan of Augmentation* (as may be applicable).
17. Protective Covenants, *Homeowners Association (HOA) Documents, Articles of Incorporation for HOA, and Architectural Design Guidelines* finalized and in a form for recording. If there are open space areas to remain in private ownership within the subdivision, the HOA

documents must have in place a mechanism which will assure maintenance will be funded in perpetuity.

18. FEMA approved applications (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).
19. Documentation showing who will own and maintain the open space (refer to Section 2.13.C.6 for details).
20. Documentation for dedication of public sites for open space or other civic purposes.

j. *“Clean” Final Plat for Addressing.*

- i. Title of project.
- ii. North arrow, scale (not greater than 1"=100') and date of preparation.
- iii. Vicinity map.
- iv. Lot and block numbers, numbered in consecutive order.
- v. Rights-of-way and street names.
- vi. Property boundary.

Amended 11/27/07

D. Waiver of Submittal Requirements

Upon request by the applicant, the Planning Commission may, when deemed appropriate because of the nature of the proposed development, waive any information requirement of the Sketch Plan or Preliminary Subdivision Plan, as contained in subsections A and B of this Section.

Amended 04/16/95  
Amended 04/20/96  
Amended 02/13/00  
Amended 11/27/07

4.12.020 SUBDIVISION REVIEW

This Section is intended to provide for full review of any proposed subdivision of land in order to ensure that the potential effects of the proposal are considered. Development review, pursuant to Chapter 4.06, may proceed concurrently with Subdivision Review, at the applicant's discretion.

A. Pre-application Conference.

1. **Sketch Plan Pre-Application Process**

- a. **Step 1: Pre-Application Conference.** A pre-application conference with a representative from the Town is required before the applicant may submit a sketch plan application. The purpose of the meeting is to allow the applicant to discuss his/her ideas for developing the property and to give the Town the opportunity to communicate the Town's vision. Topics to be discussed will include:

- i. Applicant's goals for the property.
  - ii. Town vision and expectations.
  - iii. Subdivision Design and Development Standards.
  - iv. The character and quality of development the Town is seeking.
  - v. Town regulations and standards.
  - vi. The application and review process.
  - vii. Submittal requirements.
  - viii. Schedule.
- b. **Step 2: Planning Commission Visioning Meeting.** This is intended to be a collaborative meeting between the Planning Commission and the developer to ensure that all new development is consistent with the community's goals and that issues are identified early in the development process. Topics that may be addressed in this meeting include:
- i. How the proposed project complies with the Subdivision Design and Development Standards (Chapter 4.13 of this Code), the Eagle Area Community Plan and the Purpose of this Title (Land Use and Development Code).
  - ii. The developer's goals and vision for the project.
  - iii. How the proposed development incorporates variety in the type, design and siting of buildings.
  - iv. How the proposed subdivision will be connected to and integrated with surrounding natural and developed areas.
  - v. How the project will impact neighboring properties (i.e., water drainage, traffic circulation, environmental impacts, view corridors).
  - vi. How the design is cost-effective and environmentally responsive to site features and constraints and how potential impacts to natural systems will be mitigated.
  - vii. How the design capitalizes on natural and cultural assets on and around the site to build a positive and distinctive identity.
  - viii. How the proposal promotes the efficient use of land and public streets, utilities and governmental services.
  - ix. Applicants should bring the following items to the meeting:
    - 1. Context/Vicinity Map – which shows the proposed development in relation to the surrounding area (see Section 4.5 for details).
    - 2. Base Map – which shows the site features (such as topography, ditches, drainageways, wildlife habitat, trees and view corridors).
    - 3. Images (such as photographs, sketches and/or plans) which illustrate the project intention. For example, an applicant might bring pictures of:

- a. important architectural elements (such as a porch, vertical windows, mother-in-law units);
- b. proposed architectural styles; ideas for landscaping features such as a xeriscape garden entryway;
- c. streetscape components which contribute to the project's character;
- d. a special feature of the property; and
- e. anything else that illustrates what the developer is trying to create.

2. **Preliminary Plan Pre-Application Process.**

- a. **Step 1: Pre-Application Conference.** A pre-application conference with a representative from the Town is required before the applicant may submit a preliminary plan application. Topics to be discussed will include:
  - i. Town regulations and standards;
  - ii. The application and review process;
  - iii. Submittal requirements; and
  - iv. Schedule.

3. **Final Plat Pre-Application Process.**

- a. **Step 1: Pre-Application Conference.** A pre-application conference with a representative from the Town is required before the applicant may submit a preliminary plan application. Topics to be discussed will include:
  - i. Town regulations and standards;
  - ii. The application and review process;
  - iii. Submittal requirements; and
  - iv. Schedule.

Amended 11/27/07

B. **Subdivision Sketch Plan Submittal**

Twenty-five (25) copies of the Subdivision Concept Plan as set forth in Section 4.12.010(A), shall be submitted to the Town Planner and reviewed in accordance with the procedures contained in Section 4.03.070. The Submittal shall be accompanied by the appropriate review fee as set forth in Section 4.03.080. Public notice shall be given pursuant to Section 4.03.060.

Amended 11/27/07

C. **Planning Commission Review of Subdivision Sketch Plan**

In order to provide for exchange of information and ideas between the applicant and the Planning Commission at the conceptual stage of a proposed development,

the applicant shall discuss his proposal with the Commission at a regular Commission meeting before submitting the Preliminary Subdivision Plan. The Town Planner shall provide to the Commission copies of the application for Subdivision and the Subdivision Concept Plan for discussion at the Commission meeting. The Commission shall make comments and recommendations regarding the proposal, which shall not be binding but shall be considered by the applicant as he prepares the Preliminary Subdivision Plan. The Commission shall make recommendations to the Town Board regarding the proposal and its conformance with the Town's goals, policies and plans. Such recommendations may relate to the potential impacts of the proposal on the Town, its population, services and facilities, environment, character, existing and potential land uses, and economy.

Amended 11/27/07

D. Town Board Review of Subdivision Sketch Plan

In order to provide for exchange of information and ideas between the applicant and the Town Board at the conceptual stage of a proposed development, after meeting with the Planning Commission the applicant shall discuss his proposal with the Board at a regular meeting before submitting the Preliminary Subdivision Plan. The Town Planner shall provide to the Board copies of the application for Subdivision and the Subdivision Concept Plan, and comments from the Planning Commission. The Board shall make comments and recommendations regarding the proposed development, which shall not be binding but shall be considered by the applicant as he prepares the Preliminary Subdivision Plan. The Board shall consider the proposal and its conformance with the Town's goals, policies and plans, and shall consider potential impacts on the Town, its population, services and facilities, environment, character, existing and potential land uses and economy. At the meeting, the Board may recommend that the applicant proceed or not proceed to the Preliminary Subdivision Plan stage, based on its review of the proposal.

Amended 11/27/07

E. Preliminary Subdivision Plan Submittal

Within two (2) years following the Board's review of the Subdivision Concept Plan, the applicant shall submit a Preliminary Subdivision Plan. Upon a request by the applicant made prior to the expiration of the two (2) year period, the Town may grant an extension beyond two (2) years. If more than two (2) years elapse from the date of the Board's review of the Concept Plan to the date of the Preliminary Subdivision Plan submittal, and if no extension has been granted, the applicant shall be required to resubmit the Concept Plan pursuant to the procedure set out in this Section. Twenty-two (22) copies of the Preliminary Subdivision Plan and Supplemental information, as set forth in Section 4.12.010(B) shall be submitted to the Town Planner at least 30 days before the Planning Commission meeting at which it is to be reviewed. The submittal shall be accompanied by the appropriate review fee as set forth in Section 4.03.080.

F. Staff Review of Preliminary Subdivision Plan

The Town Planner shall distribute copies of the Preliminary Subdivision Plan to

Town staff and other agencies as he deems appropriate. They shall review the Plan with site visits as needed to determine whether the proposal conforms with the Town's regulations, goals, policies and plans in their areas of responsibility. They shall submit their comments to the Town Planner at least seven days before the appropriate Planning Commission meeting. The Town Planner shall compile their comments and shall prepare for the Planning Commission a summary of the issues which they should consider in reviewing the proposal.

G. Site Review

Before the Planning Commission hearing on a Preliminary Subdivision Plan, the proposal shall be reviewed on site by at least three members of the Planning Commission. They may make written recommendations to the full Planning Commission at its regular meeting regarding compliance of the proposal with the Town's regulations, goals, policies and plans.

H. Planning Commission Review of Preliminary Subdivision Plan

The Town Planner shall distribute copies of the Preliminary Subdivision Plan to the Planning Commission members along with the summary of issues and comments. A copy of the summary and comments shall also be furnished to the applicant.

The Planning Commission shall review the proposal at a regular meeting at which it shall hold a public hearing on the proposal. Public notice shall be given pursuant to Section 4.03.060. The applicant or his representative shall be present at the meeting to represent the proposal. The Planning Commission shall take one of the following actions:

1. Recommend to the Town Board that the Preliminary Subdivision Plan be approved, subject to such conditions as the Commission finds necessary to insure that the proposed subdivision complies with the Town's regulations, goals, policies and plans, and that any adverse impacts resulting from the proposed subdivision will be reasonably and adequately mitigated by the applicant to minimize such impacts, or
2. Continue the hearing to the next regular Planning Commission meeting with the requirement that the applicant submit changes or additional information which they find necessary to determine whether the proposal complies with the Town's regulations, goals, policies and plans, and whether any adverse impacts resulting from the proposed subdivision will be reasonably and adequately mitigated by the applicant to minimize such impacts, or
3. Recommend denial of the Preliminary Subdivision Plan, stating the specific reasons for denial.

I. Further Review by Planning Commission

In the event the hearing is continued pursuant to 4.12.030.H.(2) above, the applicant shall submit twenty-two (22) copies of the required changes or

information to the Town Planner at least ten days (10) prior to the Planning Commission meeting at which the proposal is to be reconsidered. The Town Planner shall review the additional submittal with appropriate staff and other agencies and shall distribute copies of the submittal to the Planning Commission members, along with comments from staff and agencies.

At the continued hearing the applicant or his representative shall be present to represent the proposal. The Planning Commission shall take one of the following actions:

1. Recommend to the Town Board that the Preliminary Subdivision Plan be approved, subject to such conditions as the Commission finds necessary to ensure that the proposed subdivision complies with the Town's regulations, goals, policies and plans, and that any adverse impacts resulting from the proposed subdivision will be reasonably and adequately mitigated by the applicant in order to minimize such impacts; or
2. Recommend denial of the Preliminary Subdivision Plan, stating the specific reasons for denial.
3. Continue the hearing pursuant to Chapter 2.20 of Municipal Code.

Amended 05/08/07

J. Town Board Review of Preliminary Subdivision Plan.

After to the Planning Commission has made its recommendation for approval or denial of the Preliminary Subdivision Plan, the Town Planner shall distribute copies of the Preliminary Subdivision Plan and supplemental information to the Town Board, along with relevant excerpts from Planning Commission minutes and copies of staff or agency comments. The Board shall review the plan at a regular meeting at which it shall hold a public hearing on the proposed Preliminary Subdivision Plan. At such public hearing the Board of Trustees shall consider the recommendations of the Planning Commission and the comments, testimony and other evidence presented. The applicant or its representative shall be present to represent the proposal. At such meeting, the Board shall take one (1) of the following actions:

1. Approve the proposed Preliminary Subdivision Plan, subject to any conditions it finds necessary to protect the public health, safety and welfare or to insure compliance with the Town's regulations, goals, policies and plans, after finding that the proposal does comply with the Town's regulations, goals, policies, and plans, and that any adverse impacts resulting from the proposed subdivision will be reasonably and adequately mitigated by the applicant to minimize such impacts. If the Preliminary Subdivision Plan is approved, the Board shall authorize staff to draft a Subdivision Improvements Agreement, to include any legal, financial or other agreements between the subdivider and the Town which shall include such conditions as the Board finds necessary to insure that the proposed subdivision complies with the Town's regulations, goals, policies and plans; or

2. Deny the proposed Preliminary Subdivision Plan, stating the specific reasons for denial; or
3. Continue the hearing pursuant to Chapter 2.20 of the Municipal Code.

Amended 05/08/07

K. Final Subdivision Plat Submittal

Within two (2) years of the approval of a Preliminary Subdivision Plan by the Board, the applicant shall submit a Final Subdivision Plat. Upon a request by the applicant made prior to the expiration of the two (2) year period, the Town Board may grant an extension beyond two (2) years. If more than two (2) years elapse from the date of the Preliminary Subdivision Plan approval to the date of Final Subdivision Plat submittal, and if no extension has been granted, the Preliminary Subdivision Plan approval shall lapse. In such an event, the applicant shall be required to initiate a new application for subdivision. Twenty-two (22) copies of the Final Subdivision Plat, as set forth in Section 4.12.010(C), along with five (5) copies of any Protective Covenants, shall be submitted to the Town Planner and reviewed in accordance with the procedures set forth in Section 4.03.070.

L. Staff Review of Final Subdivision Plat

1. Prior to Planning Commission review, the Town Planner shall review the Final Subdivision Plat with appropriate staff and agencies for conformance with the approved Preliminary Subdivision Plan and for compliance with the requirements for Final Subdivision Plat.
2. The Town's Engineer of Surveying Consultant shall compare the legal description of the subject property with the county records to ensure that (a) the property described contains all contiguous single ownership, (b) the lots and parcels have descriptions which both close and contain the area indicated, and (c) the Plat is correct in accordance with surveying and platting standards of the State of Colorado.

M. Planning Commission Review of Final Subdivision Plat

At a regular meeting, the Planning Commission shall review the proposed Final Subdivision Plat. The Planning Commission shall take one (1) of the following actions:

1. Recommend approval of the proposed Subdivision Final Plat after determining that the proposed Plat is in conformance with the approved Preliminary Subdivision Plan and meets the requirements for a Final Subdivision Plat; or
2. Recommend denial of the proposed Final Subdivision Plat after determining that the above conditions have not been met; or
3. Require the applicant to resubmit the proposed Final Subdivision Plat with corrections at a regular Planning Commission meeting for Planning

Commission approval, after determining the proposed Final Subdivision Plat is not in conformance with the approved Preliminary Subdivision Plan or does not meet the requirements for a Final Subdivision Plat; or

4. Recommend that approval of the Final Subdivision Plat be approved with conditions.

Amended 05/08/07

N. Town Board Review of Final Subdivision Plat

At a public hearing the Town Board shall review the proposed Final Subdivision Plat and proposed subdivision improvements agreement, which shall include any legal, financial or other agreements between the subdivider and the Town. Public notice shall be given as provided in Section 4.03.060. At the public hearing, the Board of Trustees shall consider the recommendations of the Planning Commission and the comments, testimony and other evidence presented. The applicant or its representative shall be present to represent the proposal at such meeting. The Board shall take one (1) of the following actions:

1. Following the conclusion of the public hearing, approve the proposed Final Subdivision Plat and subdivision improvements agreement, subject to any conditions it finds necessary to protect the public health, safety and welfare or to insure compliance with the Town's regulations, goals and policies, after finding that the proposed subdivision does comply with the Town's regulations, goals, policies, and plans, and that any adverse impacts resulting from the proposed subdivision will be reasonably and adequately mitigated by the applicant to minimize such impacts; or
2. Following the conclusion of the public hearing, deny the proposed Final Subdivision Plat and/or subdivision improvements agreement, stating the specific reasons for denial; or
3. Continue the hearing pursuant to Chapter 2.20 of the Municipal Code.

Upon approval of a Final Subdivision Plat and subdivision improvements agreement, the Board shall enact an ordinance authorizing the Town Board certification of the plat and accepting any dedications shown thereon. The Plat and subdivision improvements agreement shall be recorded with the Eagle County Clerk and Recorder within thirty (30) days of the Town Board's certification. In the event development within the subdivision has not started within three (3) years of the approval date of the Final Subdivision Plat, the approval of the subdivision shall be deemed null and void. For purposes of this Section "start of development" shall mean either the commencement of construction of public improvements within the subdivision, or the sale of an individual lot, townhome or condominium unit within the development, or the issuance of the first building permit for construction within the subdivision, whichever event first occurs.

Amended 03/05/86  
Amended 08/09/88  
Amended 06/02/91  
Amended 04/20/96

4.12.030 LOT LINE ADJUSTMENT

This section is intended to minimize review time and extent for proposals involving changes in lot lines with little or no impact on development potential while providing for an accurate plat to be filed with the County Clerk and Recorder for the purpose of official records. The term "lot line adjustment" and the provisions of this section shall apply to subdivision in which a lot line or a portion thereof is being moved to a location different from that shown on an official plat filed with the County Clerk and Recorder and where the potential for development of resulting parcels remains substantially unchanged, in relation to number of lots, number of units, size of buildings, types of uses allowed, and similar factors. Such determination shall be made by the Town Planner at the preapplication conference.

A. Pre-application Conference

When proposing a lot line adjustment the applicant shall first request a pre-application conference with the Town Planner to discuss review procedures, requirements and the Town's regulations, goals and policies. The applicant shall provide for the conference:

1. An application for lot line adjustment on a form provided by the Town, and
2. A copy of the previously recorded subdivision plat(s) covering the subject lots, on which are drawn the proposed lot line changes.

B. Final Subdivision Plat Submittal

Twenty-two (22) copies of the revised Plat and an AutoCAD (Release 10 or greater) drawing file (s) on a three and one-half inch (3 1/2) floppy disk (s), which shall meet all requirements for Final Subdivision Plat as set forth in Section 4.12.010(C) shall be submitted to the Town Planner and reviewed in accordance with the procedures set forth in Section 4.03.070. The submittal shall be accompanied by the review fee, as set forth in Section 4.03.080, and by a list of the names and addresses of owners of record of all properties adjacent to the subject properties.

C. Staff Review of Final Subdivision Plat

1. Prior to the Planning Commission review, the Town Planner shall review the Final Subdivision Plat with appropriate staff and agencies, for compliance with the Town's regulations, goals and policies and the requirements for Final Subdivision Plat.
2. The Town's Engineer or Surveying Consultant shall compare the legal description of the subject property with the county records to ensure that (a) the property described contains all contiguous single ownership, (b) the lots and parcels have descriptions which both close and contain the

area indicated, and (c) the Plat is correct in accordance with surveying and platting standards of the State of Colorado.

D. Planning Commission Review of Final Subdivision Plat

The Town Planner shall distribute copies of the plat plus staff and agency comments to Planning Commission members. The Planning Commission shall review the proposal at a regular meeting. The applicant or its representative shall be present at the meeting to represent the proposal. The Planning Commission shall take one (1) of the following actions:

1. Recommend to the Town Board that the lot line adjustment and resubdivision be granted, subject to such conditions as the Commission finds necessary to insure that the lot line adjustment complies with the Town's regulations, goals, policies and plans, that any adverse impacts resulting from the proposed lot line adjustment will be reasonably and adequately mitigated by the applicant to minimize such impacts; or
2. Continue the matter to a later Planning Commission meeting with the requirement that the applicant submit changes or additional information which it finds necessary to determine whether the proposal complies with the Town's regulations, goals, policies and plans, and whether any adverse impacts resulting from the proposed lot line adjustment will be reasonably and adequately mitigated by the applicant to minimize such impacts; or
3. Recommend to the Town Board the denial of the lot line adjustment and resubdivision, stating the specific reasons for denial.

Amended 05/08/07

E. Town Board Review of Final Subdivision Plat

Subsequent to the Planning Commission's recommendation, the Town Planner shall submit copies of the plat, along with excerpts from Planning Commission meeting minutes and copies of staff and agency comments. The Board shall review the proposal at a public hearing at which the applicant or its representative shall be present to represent the proposal. Public notice shall be given pursuant to Section 4.03.060. At the public hearing, the Board of Trustees shall consider the recommendations of the Planning Commission and the comments, testimony and other evidence presented and based thereon shall take one (1) of the following actions:

1. Following the conclusion of the public hearing, approve the lot line adjustment, subject to such conditions as the Board finds necessary to insure that the proposed lot line adjustment complies with the Town's regulations, goals, policies and plans, and that any adverse impacts resulting from the proposed lot line adjustment will be reasonably and adequately mitigated by the applicant to minimize such impacts, and, after finding that the final subdivision plat meets the requirements for approval, authorize Town Board certification of the plat. When necessary, the Board shall approve a subdivision improvements

agreement to include any legal, financial or other agreements between the subdivider and the Town, which agreement may be subject to Board approval at a subsequent Board meeting; or

2. Following the conclusion of the public hearing, deny the lot line adjustment, stating the specific reasons for denial; or
3. Continue the hearing to a future Board of Trustees meeting with the requirement that the applicant submit changes or any additional information which it finds necessary to determine whether the lot line adjustment complies with the Town's regulations, goals, policies and plans, and whether any adverse impacts resulting from the proposed lot line adjustment will be reasonably and adequately mitigated by the applicant to minimize such impacts.

The Final Subdivision Plat and any subdivision improvements agreement shall be recorded with the Eagle County Clerk and Recorder within thirty (30) days of the Town Board's approval of the lot line adjustment.

Amended 06/02/91  
Amended 04/16/95  
Amended 04/20/96  
Amended 05/08/07

#### 4.12.040 DIVISION OF PROPERTY INTO CONDOMINIUM OR TOWNHOUSE UNITS

The following procedures shall be followed before sale of individual units in a multi-family dwelling, or of individual commercial or other space within a larger building, whether or not there is tenancy in common. Any such building shall be subject to the building lot, height and setback requirements of its respective zone district.

##### A. Procedures

1. Except as provided in this Subsection, if no change is proposed in the potential for development beyond that existing or approved, division of property into condominium or townhouse units shall follow the procedures for lot line adjustment set forth in Section 4.12.040.
2. For those developments which have undergone a development plan review or subdivision review within the previous three (3) years, and for which an intent to subdivide into townhouses and condominiums was declared during that review, a Final Plat may be signed by the Mayor after approval by the Town Board at a regular meeting, without the necessity for a public hearing before the Town Board or a review by the Planning and Zoning Commission. An administrative hearing on the proposed Final Plat of a condominium or townhouse subdivision shall be held before the Town Planner, or his designee, within forty-five (45) days following certification by the Town Planner that the application is complete. Public notice of such administrative hearing shall be given pursuant to Section 4.03.060. The applicant or his representative shall be present at said hearing to represent the proposal. Following such hearing, the Town Planner, or his designee, shall take one of the following actions:

- a. Recommend to the Town Board that the condominium or townhouse subdivision be granted and that the Final Plat be approved, or
  - b. Recommend denial of the proposed subdivision, stating the specific reasons for denial.
3. Any person aggrieved by a decision of the Town Planner, or his designee, under the procedure set forth above, may appeal such decision to the Town Board by filing ten (10) copies of a letter of appeal with the Town Clerk within seven (7) days of the decision of the Town Planner from which the appeal is taken. The letter of appeal shall state the specific grounds upon which the appeal is based and shall have attached to it any documentary evidence. The Town Planner shall distribute copies of the appeal submittal to Town Board members, along with copies of the minutes from the administrative hearing at which the proposal was reviewed, copies of the staff or agency comments, and the Town Planner's summary of issues. The Town Board shall hold a public hearing on such appeal at a regular meeting within thirty (30) days of the date of the filing of the appeal. Public notice shall be given as required for the administrative hearing. The applicant or his representative shall be present at the public hearing, and following such hearing the Town Board shall affirm the decision of the Town Planner, or reverse or modify such decision.

B. Final Plat for Condominium or Townhouse Units

In addition to the plat requirements set forth in Section 4.12.010.C, the final plat for condominium or townhouse units shall show the location of the existing or proposed building to be divided.

C. Review by Town Engineer or Surveying Consultant

The Town's Engineer or Surveying Consultant shall compare the legal description of the subject property with the county records to ensure that (a) the property described contains all contiguous single ownership, (b) the lots and parcels have descriptions which both close and contain the area indicated, and (c) the Plat is correct in accordance with surveying and platting standards of the State of Colorado.

D. Condominium or Townhouse Documents

At least fifteen (15) days prior to Planning Commission review of the final plat of a condominium or townhouse subdivision and prior to conveyance of any condominium or townhouse units, the applicant shall file with the Town a copy of the condominium declaration as required by the State of Colorado's Condominium Ownership Act, Article 33 of Title 38, Colorado Revised Statutes, as amended as well as copies of proposed Articles Incorporation, and By-laws of Homeowners or Property Owners Association, if applicable.

E. Division of Existing Structure

When reviewing a proposal to divide an existing structure into condominium or townhouse units, the Town Board may require the subject property to come into compliance with the Municipal Code and ordinances as necessary to safeguard the public health, safety and welfare.

Amended 04/16/95  
Amended 04/20/96

4.12.050 MINOR SUBDIVISION

A. A Minor Subdivision is a subdivision which creates:

1. Only residential lots for a maximum of four (4) dwelling units, which is a re-subdivision of previously subdivided land, and which does not include development of or dedication of any public or private improvements in addition to those already existing, or
2. No more than four (4) commercial lots, which is a re-subdivision of previously subdivided land, and which does not include development of or dedication of any public or private improvements in addition to those already existing.

B. An application for a Minor Subdivision shall follow the review procedures as set forth for lot line adjustment in Section 4.12.030. Such subdivision shall be subject to all other standards and requirements for a subdivision contained in this Title.

Amended 06/02/91  
Amended 04/16/95  
Amended 02/13/00