

# COMBINED PRELIMINARY SUBDIVISION PLAN-FINAL SUBDIVISION PLAT SUBMITTAL REQUIREMENTS

(Pursuant to Section 4.17.130 (F) & 4.17.130 (G) of the Land Use and Development Code)

## PRELIMINARY SUBDIVISION PLAN SUBMITTAL REQUIREMENTS

---

**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 evaluate preliminary engineering design.

### **Land Use Application Form**

### **Application Review Fee Deposit**

### **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.

### **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:

#### ***Public Hearing Notification Labels***

Provide the Town with two (2) 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.

### **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.
- xix. 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.
- xxi. General location of existing surface improvements such as buildings, fences, or other structures which will remain on the property as part of the subdivision.

- xxii. Location and acreages of site, if any, to be dedicated for streets, parks, open space, schools or other public uses.
- xxiii. Location, function, ownership and manner of maintenance of any private open space.
- xxiv. Land use table – the table shall include: land uses, approximate acreage of each land use, and percentage of each land use, an explanation how the school land dedication will be met per Section 4.15.060.E and how the municipal and park land dedication will be met per Section 4.15.060.
- xxv. Total number of lots.
- xxvi. Number of each type of dwelling unit proposed, density or floor area ratio proposed.

**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 during sketch plan review by the Planning Commission and Town Council have been addressed.
- iii. Explanation of how the plan is in compliance with the Town Land Use Code, the adopted comprehensive plan, as well as any applicable area, corridor, or other Town plans.

**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.

**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.

**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.

**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.

**Pedestrian circulation plan for trails, sidewalks, walkways, pathways, etc.**

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.

Engineering specifications and cross section drawings for any off-site road impacts.

**Draft of Proposed Covenants and any Site Design Guidelines** (i.e., Architectural Design, Landscaping Design, etc.), and proposed Article of Incorporation and By-Laws.

**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.

**Soils Report and Map**

An updated copy of the soils report and map provided at the time of sketch plan must be provided.

**Geologic Report**

An updated copy of the geologic report and map provided at the time of sketch plan must be provided.

- 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.
  
- Evidence of adequate water supply and other public and private services needed to serve the facility.**
  
- Evidence of adequate water rights** to serve the development pursuant to Title 12 of the Eagle Municipal Code;
  
- Commitment to serve letters from all public and private utilities** are required to be provided.
  
- 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.).**
  
- Preliminary cost estimates** for all public and private improvements to be installed by the subdivider in dedicated land, rights-of-way or easements;
  
- A Development Impact Report**, pursuant to Section 4.17.030.C, if not previously submitted as part of the Sketch Plan submittal;
  
- A Lighting Plan** pursuant to Section 4.13.020.B.
  
- Local Employee Residency Plan**  
 Applications for subdivision preliminary plan approval, containing ten (10) or more residential units, shall include a Local Employee Residency Plan pursuant to Section 4.02.050 and the Town's Local Employee Residency Requirements and Guidelines.

## FINAL SUBDIVISION PLAT SUBMITTAL REQUIREMENTS

---

**Purpose:** The purpose of the final plat is to complete the subdivision of land consistent with the technical standards as an instrument for recording.

- Land Use Application Form**
- Application Review Fee Deposit**
- 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.

- 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:

***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.

- 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).
- iv. 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 4.17.130.F.6.

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 Town Council with a signature block for the Mayor and Clerk (request examples from Town staff).
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 (request examples from Town staff).
22. Certification of title to property (request examples from Town staff);

23. Certification of Mortgagee or Lienholders (see Appendix G).

24. Statement concerning vested property rights as required by Section 4.17.080.G.

**General Development Information**

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

**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. **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'.
- ii. **Final Traffic Study.**
- iii. **Final Utility Impact Report.**
- iv. **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.
- v. **Final Soils Reports and Design Requirements.** The soils reports shall detail special foundation requirements and pavement design.

**Special Documents (as 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 Town Council 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

**“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.