

City of Fort Lupton Preliminary Plat Process

Purpose

The Subdivision process is to provide for quality and timely land development, systematic review by interested agencies, public accountability, conformance with local and state laws and a clear set of standards. The Subdivision process involves three (3) steps; Sketch Plat, Preliminary Plat and Final Plat,

The Preliminary Plat is the second step in the Subdivision Process and is a general concept, describing an Applicant's development vision and plan for a proposed Major Subdivision. The Preliminary Plat process is an opportunity to review at public hearings the proposed Subdivision with respect to the technical requirements, design standards, plans and improvement requirements of the City. Testimony received at public hearings will provide additional insights to be considered in the review. The Preliminary Plat process is intended to accomplish most or all of the design review and revision that will be required in order to proceed with preparation of a Final Plat and final design of public improvements.

Approval Criteria

All Preliminary Plats and subsequent Subdivisions shall be reviewed for compliance with the City of Fort Lupton Comprehensive Master Plan, the City of Fort Lupton Municipal Code (Chapters 16 and 17), and all other applicable plans and standards.

Eligibility Requirements

Eligibility and approval for Preliminary Plats is determined by the City Council of Fort Lupton and is based on the following requirements:

1. The Preliminary Plat is consistent with the City of Fort Lupton's Comprehensive Master Plan.
2. The Preliminary Plat is consistent with and implements the intent of the specific zoning district in which it is located.
3. As applicable, the Preliminary Plat is consistent with the terms and conditions of any previously approved development plan.
4. The Preliminary Plat complies with all applicable design standards and plans adopted by the City of Fort Lupton.
5. Adequate and sufficient public safety, transportation, utility facilities and services, recreation facilities, parks, and schools are available to serve the proposed development.

6. Plans and specifications for improvements connected with development of the subdivision comply with the subdivision development and design standards set forth in the City of Fort Lupton's Municipal Code, Comprehensive Plans and Design Standard Documents.

Please note: The applicant is responsible for having a representative at all meetings of the Planning Commission and of the City Council where the request is reviewed. Failure to have a representative present will be cause to have the item withdrawn from the agenda of that meeting

Preliminary Plat Process (Summary):

- a. Pre-submittal conference.
- b. Preliminary Plat Application submittal.
- c. Staff confirmation of complete submittal.
- d. Set hearing date(s).
- e. Referrals.
- f. Design review team review.
- g. Subdivision Improvements Agreement negotiation.
- h. Publication of Planning Commission and City Council hearing dates.
- i. Applicant posts notice of hearings on the site.
- j. Preliminary negotiations on terms of Subdivision Improvements Agreement.
- k. Notice of hearings mailed to adjoining landowners and mineral owners.
- l. Planning Commission public hearing and recommendation to City Council.
- m. Applicant addresses Planning Commission recommendations.
- n. Publication and posting of City Council hearing if not done previously.
- o. City Council hearing and action.

Submittal Requirements

Applications will not be accepted for review unless all information is present.

1. Completed Land Use Application, Cost Agreement, Fees and Escrow Funds.

2. Two full-size paper copies and fifteen 11" x 17" paper reductions of the Preliminary Plat map. See Below for Requirements.
3. One (1) set of No. 10 envelopes, stamped with first-class postage, with the City's address as the return address, addressed to: owners of property located within five hundred (500) feet of the property being subdivided; owners of minerals and oil and gas leases on the property being subdivided; and other parties of interest as specified by the City. Also, a written statement by the Applicant, indicating the source of all addresses provided.
4. A copy of the recorded warranty deed and title commitment or updated title commitment current within thirty (30) days.
5. Development reports. The Applicant shall submit a report with supporting materials and drawings as necessary, addressing the following:
 - a. Street plans and profiles.
 - b. A preliminary drainage report, erosion control plan and grading plan.
 - c. Utility plans prepared in accordance with the regulations of the appropriate service provider.
 - d. A preliminary landscape plan for the Subdivision, including landscaping within rights-of-way, as specified by the Planning Department or by an adopted Landscape Plan.
 - e. Letters of support and commitment to serve from all proposed utilities and service providers.

Preliminary Plat Map Requirements:

Preliminary Plat maps shall be prepared on a 24" X 36" paper at a scale of one (1) inch represents fifty (50) feet or one (1) inch represents one hundred (100) feet, or another scale approved by the Planning Department.

The Preliminary Plat map shall contain the following information:

1. The title of the project.
2. Legal description, including the portion of the section, township, range, 6th P.M.
3. The total acreage.
4. A block in the lower right-hand corner shall include the following: the preparation date; a north arrow designated as true north; a written and graphic

scale; the names and addresses of the Applicant, developer, engineer or surveyor who prepared the exhibit; sheet number and the total number of sheets.

5. The boundary of the proposed Subdivision in a heavy solid line. Areas not included in the Subdivision designated as "Not included in this plat."
6. A vicinity map that depicts the area to be subdivided and the area which surrounds the proposed Subdivision within a one-mile radius.
7. Depict all lots, tracts and, when appropriate, building envelopes, providing accurate dimensions for each. Lots and blocks shall be numbered consecutively, tracts shall be lettered alphabetically. On Plats proposed for residential development, designation of parcels as "tracts" shall be used exclusively for nonresidential uses, such as areas to be dedicated to the City for park or school sites.
8. Depict all streets, street names, easements, including existing and proposed, public or private, on and adjacent to the proposed Subdivision, their use, principal dimensions and the owner or right holder of the easement along with the recorded book and page number and the name of the entity responsible for construction or maintenance.
9. Show existing topographic contour lines at two-foot intervals. The City may request that other significant topographic conditions be depicted at greater or lesser intervals where appropriate.
10. Delineate all one-hundred-year floodplains, all existing and proposed watercourses, retention and detention areas, wetlands, aquifer recharge areas, streams and lakes of the affected property and within one hundred (100) feet of such property.
11. The location and dimensions of existing and proposed water and sewer lines and all other utilities.
12. Depict all lands to be dedicated or reserved for the use of landowners, residents, public agencies, or the general public. Include notes to indicate the disposition and maintenance responsibility for all such tracts.
13. Boundaries of proposed phases of the development, if any.
14. Locate and provide the name and dimensions of all street rights-of-way.
15. Depict legal and physical public accesses to the proposed Subdivision even if not part of the Subdivision.
16. Names, adjoining boundaries and zoning of adjacent Subdivisions.

17. Adjoining boundaries of adjacent parcels of land, and the names of owners of such parcels.
18. Note existing structures on the site, their uses and whether they are to remain on the site.

City of Fort Lupton Preliminary Plat Checklist

PROJECT NAME: _____

APPLICATION CHECKLIST (check as completed):

<i>Applicant</i>		<i>City</i>
	<i>Pre-submittal conference with staff. (Planning Department to fill in all items noted with **.) Date: _____</i>	
	<i>Comments from pre-submittal conference returned to applicant. Date: _____</i>	
	<i>One copy of Application package submitted for review.</i>	
	<i>Applicant notified of adequacy of Application package, and of the number of copies of Application materials to be submitted. Date: _____</i>	

SUBMITTAL REQUIREMENTS:

	<i>Brief written narrative outlining the proposal.</i>	
	<i>Fee Deposit, if additional fees are required: \$ _____ **</i>	
	<i>Evidence of current ownership, acceptable to the City Attorney, such as a copy of an updated title policy or commitment, current within thirty (30) days.</i>	
	<i>Preliminary Plat Map (refer to Subdivision Regulations for specifications): 1. _____ copies of full-size paper map, properly folded. ** 2. One copy of map, reduced to 8½" x 11".</i>	
	<i>One (1) set of No. 10 envelopes, stamped with first-class postage, with the City's address as the return address, addressed to: owners of property located within one hundred (100) feet of the property being subdivided; owners of minerals and oil and gas leases on the property being subdivided; and other parties of interest as specified by the City. Also, a written statement by the Applicant, indicating the source of all addresses provided.</i>	
	<i>Development reports (refer to Subdivision Regulations for specifications): 1. Street plans and profiles. 2. Preliminary drainage report; erosion control plan; grading plan. 3. Traffic study. 4. Utility plans. 5. Preliminary landscape plan. 6. Letters of support and commitment to serve from utilities and service providers.</i>	

REVIEW PROCESS:

	<i>Planning Commission Public Hearing date set. Hearing Date: _____</i>	
	<i>Tentative City Council Public Hearing date set. Hearing Date: _____</i>	
	<i>Applicant notified of dates and times of hearings. Date: _____</i>	
	<i>Applicant notified of the content and number of referral packets. Date: _____</i>	
	<i>Referral packets received. Date: _____</i>	
	<i>Referral packets and summary mailed to agencies. Date: _____</i>	

	<i>DRT meeting. Date: _____</i>	
	<i>Preliminary negotiations on Subdivision Improvements Agreement. Date: _____</i>	
	<i>Notice of hearing(s) to Newspaper. Date sent: _____ Date published: _____</i>	
	<i>Hearing notice posted by applicant and posting certified. Date: _____</i>	
	<i>Notice of Public Hearing sent to neighbors and mineral owners. Date: _____</i>	
	<i>Planning Commission Public Hearing. Date: _____</i>	
	<i>Planning Commission decision and required revisions sent to applicant. Date: _____</i>	
	<i>Revisions to Application received from Applicant. Date: _____</i>	
	<i>Notice of Council hearing to Newspaper (if necessary). Date sent: _____ Date published: _____</i>	
	<i>Notice of Council hearing posted by applicant and posting certified (if necessary). Date: _____</i>	
	<i>City Council Public Hearing and action. Date: _____</i>	
	<i>City Council decision and required revisions sent to applicant. Date: _____</i>	

COMMENTS: