

CHAPTER 14.07

APPLICATION SUBMITTAL REQUIREMENTS

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Part 1

General and Common Submittal Requirements

14.07.010 General. The application submittal requirements consist of elements that are common to all applications as well as requirements that are necessary only for certain types of applications. Common submittal requirements are indicated first followed by specific requirements of various types of applications. In some instances, additional submittal requirements may be specified as part of the supplemental or special development requirements of these Regulations.

Complete applications must be submitted, as required in these Regulations, at the point of initiation of the land use review process. A separate application is required for each phase of a subdivision.

14.07.020 Common Submittal Requirements. Unless indicated otherwise in these

Regulations or by the Town Clerk, three (3) copies of the application shall be submitted. Except for text amendments, all applications identified in Chapter 14.06 shall include:

- A. An application form, signed by the owner(s) of the property, in the format provided by the Town Clerk;
- B. A legal description of the property included in the application;
- C. Proof of legal ownership and the names and addresses of the owners of the property and any lienholder(s);
- D. The names and addresses of any owners or lessees of mineral rights for the property;
- E. The names and addresses of any property owners within two hundred feet (200') of any portion of the property;
- F. A statement of the purpose of the application and a brief description of the proposal;
- G. A vicinity map indicating the location of the property included in the land use application; and
- H. An application fee pursuant to Section 14.01.080.

14.07.030 Drawing and Report Requirements.

A. General Map Requirements: Any maps or other graphic plans shall be drawn in black or dark blue waterproof ink or may be clearly legible "blueprint" copies or photocopies. The dimensions of all maps shall be twenty-four by thirty-six inches (24" x 36"), eleven by seventeen inches (11" x 17") or eight and one-half by eleven inches (8½" x 11") unless another size is approved by the Town Engineer prior to submittal of the application. However, no map shall exceed twenty-four by thirty-six inches (24" x 36"). In the case of multiple sheets, a key map showing the relationship of individual sheets shall be provided and locations of adjacent sheets shall be indicated on each sheet. Each map or other graphic plan shall include:

- 1. The section, township and range of the property included in the application;
- 2. The name, address, and telephone number of the owner and applicant;
- 3. The name, address, and telephone number of the person or firm that prepared the map and the date of preparation;
- 4. A north arrow and scale which shall be one inch equals fifty feet (1" = 50');
and
- 5. The title of the map located at the top of the map and in a title block in the

lower right corner which shall also indicate the type of application.

B. General Report Requirements: All reports shall contain consecutively numbered pages and shall include, or clearly indicate by reference, any maps or other relevant elements required by these Regulations which are necessary for the report. Any report required by these Regulations shall include:

1. The name, address and telephone number of the person(s) or firm(s) that prepared the report and the date of preparation;
2. The title of the report.

C. Qualifications of Preparers of Maps and Reports: All maps and reports must bear suitable evidence of the professional qualifications of the person responsible for the preparation of the map or report. Maps containing information pertaining to water supply, sanitation, wastewater treatment, utilities, drainage, soils, grading, streets, structures, or any other engineering information must be certified by a professional engineer licensed in the State of Colorado. All required documents containing land survey descriptions and topographic maps must be certified by a professional land surveyor licensed in the State of Colorado. All data submitted regarding environmental studies and other disciplines, not currently requiring registration by the State of Colorado, must be accompanied by a resume of such qualifications sufficient to demonstrate the author's degree of expertise and experience. Geology maps and reports must be prepared and certified by a qualified geologist. Additional professional qualifications may be specified in other sections of these Regulations.

14.07.040 Site Plan Requirements. In addition to the requirements of Section 14.07.030, any site plan required in these Regulations shall include:

A. The location of all existing and proposed buildings, utilities and other improvements on the property. A building envelope (a portion of the property within which a building may be located) may be shown for proposed buildings to allow minor adjustments;

B. The location and number of parking spaces for off-street parking and loading areas and the finished surface material of the parking areas (e.g., gravel, asphalt);

C. A traffic circulation plan showing the direction of traffic flows and indicating the locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings;

D. The location of service and refuse collection areas;

E. The location of all signs indicating the size, shape and height of each sign;

F. The area and location of open space and recreation areas;

G. The location and type of outdoor lighting;

H. The location of existing and proposed fences, landscaping features and other methods of visual screening. The proposed landscaping plan shall indicate the method of maintenance of the landscaping as well as a list of type, size, and quantity of plant materials and the general location of the landscaping;

I. The estimated date of completion of the proposed improvements; and

J. Adjacent streets and rights-of-way and street improvements.

Part 2 Specific Submittal Requirements

14.07.050 Text Amendment Applications. Applications for text amendments shall include:

A. An application form, signed by an owner(s) of property located within the Town of De Beque or the Chairman of the Planning Commission or the Mayor, in the format provided by the Town Clerk; and

B. A statement of the purpose of the application, a brief description of the proposed text amendment, and the proposed new text.

14.07.060 Zoning Variance Applications. In addition to the common submittal requirements contained in Section 14.07.020, all applications for approval of a zoning variance shall include:

A. A letter stating the reasons and justification for the request referencing the criteria set forth in Section 14.06.200; and

B. A plot plan and improvement survey showing the existing natural and manmade features, utilities and utility easements, and structures on the property and indicating the effects of the requested variance.

14.07.070 Special Review Use Applications. In addition to the common submittal requirements contained in Section 14.07.020, all applications for approval of a special review use shall include a site plan prepared in conformance with Section 14.07.040.

14.07.080 Rezoning (Amendments to the Zoning Map). In addition to the common submittal requirements contained in Section 14.07.020, all applications for approval of a rezoning shall include a petition for rezoning signed by the owners of at least fifty percent (50%) of the area of land or area of lots subject to the rezoning application.

14.07.090 Subdivision Sketch Plan. In addition to the common submittal requirements

contained in Section 14.07.020, all applications for approval of a subdivision sketch plan shall include the following information. (Amended Ord. 299 §12(part), 2004).

A. Sketch Plan Map (10 copies): The applicant shall submit ten (10) copies of the sketch plan map as part of the sketch plan application. The map shall clearly and accurately represent the character of the area of the proposed subdivision as well as the natural and manmade features on and near the site of the proposed subdivision. The map shall be of sufficient clarity and detail to allow an assessment of the physical design of the proposed subdivision. A poorly drawn or illegible plan is sufficient cause for its rejection. The map shall be submitted in both twenty-four by thirty-six inch (24" x 36") and eleven by seventeen inch (11" x 17") formats unless all the required map information at a scale of one inch equals fifty feet (1" = 50') can be presented on an eleven by seventeen inch (11" x 17") format. The following technical drawing requirements and information shall be adhered to and included on the sketch plan map:

1. The name of the proposed subdivision at the top of the map and in a title block in the lower right corner which shall not duplicate the name of any recorded subdivision in Mesa County;
2. A vicinity map, at a scale of not less than one inch equals two thousand feet (1"=2,000'), depicting the location of streets, highways and utility systems within one-half (½) mile of any portion of the proposed subdivision. The vicinity map shall also show the natural drainage courses of streams within one-half (½) mile of any portion of the subdivision with the limits of tributary areas shown where reasonable. A U.S.G.S. quadrangle map at the scale of one inch equals two thousand feet (1"=2,000') may be used as the basis of the vicinity map;
3. A legal description of the site and indicated along the perimeter boundary of the proposed subdivision;
4. Written legal description of the proposed subdivision;
5. Topography of the site of the proposed subdivision showing the existing topography at a minimum five foot (5') contour intervals;
6. Names, mailing addresses and telephone numbers of: the owner(s) of the property to be subdivided, the applicant(s), designer(s), engineer(s), and surveyor that may be associated with the preparation of the application;
7. The street and lot layout with the dimensions of all lots to the nearest foot (these may be scaled values) and including the approximate area of each lot. The lots and blocks shall be numbered consecutively;
8. Departing property lines, names and addresses of owners of record of all land parcels adjoining the proposed subdivision including those separated only by a public right-of-way;

9. The location of the one hundred (100) year floodplain of any drainage on or adjacent to the site of the proposed subdivision;
10. Labeled access to the site (Town street, County road, State highway, public right-of-way, easement, etc.);
11. Location, type and size of existing and proposed utility lines, utility easements, and other easements on and adjacent to the site of the proposed subdivision;
12. The location of existing available water and wastewater facilities and the proposed extension of water and wastewater lines.
13. Location, scaled dimensions and legal description of existing lots, streets, alleys, road rights-of-way, easements, irrigation ditches, waterways within and immediately adjacent to the site of the proposed subdivision;
14. Sites to be reserved or dedicated to the public for parks, schools or other public purposes;
15. Land use summary statement indicating:
 - a. Total area of the proposed subdivision;
 - b. Acreage of developable land;
 - c. Listing of all lots and tracts, proposed use of each lot or tract (i.e., single family residential, commercial, common area, future development, etc.) and the area of each lot or tract;
 - d. Total number of residential and nonresidential lots and the area of land designated for each type of use;
 - e. Statement of any uses other than detached single family dwelling units;
 - f. Number of residential dwelling units, by type of dwelling unit;
 - g. Gross and net residential density (units per acre of developable land designated for residential uses);
 - h. Total area of nonresidential floor space (if applicable);
 - i. Statement indicating the availability or lack of irrigation water.

B. Supplemental Sketch Plan Information (3 copies): Three (3) copies of the sketch plan supplemental information shall be submitted as part of the sketch plan application. The information provided pursuant to this subsection must contain sufficient detail for reviewers to determine the general adequacy and feasibility of the proposed subdivision. The Town and the reviewing agencies shall determine the adequacy of the information provided. The applicant shall be required to submit additional technical information needed by a reviewing agency in order for the agency to complete its review of the proposed subdivision. All maps and plans shall be submitted at the same scale as the sketch plan and all proposed lot lines shall be clearly shown on the maps and plans. The supplemental information shall be submitted in the written or graphic format appropriate for the information being submitted and shall include the following:

1. Proof of present legal ownership of the property to be subdivided including signed statements from the owner(s) as well as all lien holders and all other security interest holders of record indicating that the owners and interest holders do not object to the subdivision of the property as proposed on the sketch plan. If there are not any other holders of interest in the property, the owner(s) shall so indicate by a signed statement;
2. The proposed terms of reservations or dedications of sites for public and private common facilities;
3. The proposed plan for the phased development of the subdivision if applicable;
4. The method proposed for the maintenance of all public and common areas and facilities including provisions for the maintenance of the subdivision streets;
5. A water supply report which shall include the following information:
 - a. The expected water requirements of the subdivision at full development including the various water uses to be permitted and the manner in which these requirements will be met;
 - b. A conceptual water distribution plan prepared at the same scale as the sketch plan map.
6. A wastewater disposal report prepared in accordance with the requirements of the Town Engineer including:
 - a. A general written description of the collection system to be designed per the requirements of the Colorado Department of Public Health and Environment and the Town Engineer;
 - b. Evidence that the collection and treatment system will conform with all State and local laws and regulations;

c. A map of the wastewater collection system at the same scale as the sketch plan map showing the lots to be served and the site topography. The collection system may be shown on the sketch plan map;

7. A soils report with maps and written information as appropriate including the following information;

a. A soils map showing the proposed subdivision including the lots and street alignments, the natural topography of the site shown by contour lines, the location of any soils test holes used in the investigation and the designation of soils types and their boundaries based on the National Cooperative Soil Survey prepared by the U.S.D.A. Soil Conservation Service (SCS);

b. A table of interpretations of the soils types as prepared by the SCS. The report shall identify soils conditions that may preclude development of any part of the site or require particular design considerations; and

8. A utility report identifying the utility companies that will provide electricity, natural gas, telephone, cable television, etc. to the proposed subdivision. The report shall reference the sketch plan map which shall show the location of the utility facilities.

14.07.100 Final Subdivision Plan. In addition to the common submittal requirements contained in Section 14.07.020, all applications for approval of a Final Subdivision Plan shall include the following information. Final Plats and required engineering drawings shall be submitted in both twenty-four by thirty-six inch (24" x 36") and eleven by seventeen inch (11" x 17") formats;

A. Final Subdivision Plat (1 reproducible mylar and 10 print copies): The applicant shall submit one (1) reproducible Final Plat and ten (10) print copies of the Final Plat. The Final Plat shall be drafted legibly, with black waterproof ink, on sheets of permanent reproducible material, such as mylar, measuring twenty-four by thirty-six inches (24" x 36") with clear margins of two inches (2") on the left side of the plat and one-half inch (½") on the remaining sides. Where multiple sheets are necessary to depict the total filing, the legal description of the subdivision boundary and all certifications and dedications shall be shown on the cover or title sheet and a key map indicating the location of subsequent sheets of the subdivision shall also be shown on the cover or title sheet. The scale of the Final Plat shall be no greater than one inch equals fifty feet (1" = 50'). The Final Plat shall meet the minimum standards for land survey and subdivision plats as required by the laws of the State of Colorado. All Final Plats shall clearly and accurately set forth and include the following information in the format prescribed in addition to any other information required to be shown on the Final Plat as a condition of the sketch plan approval.

1. The name of the subdivision at the top of the Final Plat and in a title block in the lower right hand corner;

2. The legal description of the boundary of the subdivision;

3. The date of the survey and monumentation of the subdivision and the location and description of the primary control points for the survey and all of the property monumentation on the perimeter boundary of the subdivision and the basis of bearing of the survey;

4. The definition of the scale of the Final Plat and an arrow indicating north relative to the basis of bearing used. The scale shall be one inch equals twenty, thirty, forty or fifty feet (1" = 20', 1" = 30', 1" = 40', 1" = 50');

5. The names of all streets or roads, block indicators and lot numbers depicted in a manner permitting easy lot identification, as approved by the Town;

6. A vicinity map at a scale of one inch equals two thousand feet (1" = 2,000') showing the subdivision in relation to section lines and township and range lines;

7. The perimeter boundary and the boundaries of lots, blocks and street rights-of-way shall be drawn in solid black lines; easements or other rights-of-way shall be shown in dashed lines. Each lot shall be numbered with dimensions and area noted. The following standards shall be complied with:

a. Perimeter and lot boundaries shall be shown to the nearest 0.01 foot;

b. Areas of less than one (1) acre shall be shown to the nearest one square foot (1 sq. ft.) and areas of greater than one (1) acre shall be shown to the nearest 0.001 acre;

c. Bearings shall be shown to the nearest second of arc;

d. Central angles of all curves shall be shown to the nearest second of arc;

e. Curve radii, arc lengths, tangent lengths, and other curve data shall be shown to the nearest 0.01 foot;

f. Widths, and other dimensions of all easements, rights-of-way and roads shall be shown; and

8. The location of all irrigation facilities and major drainage channels and facilities shall be shown.

9. The Final Plat shall also include the following certifications and other information as required by the laws of the State of Colorado. The Town Clerk will provide examples of the certificates:

a. The names and addresses of all owners of record of the property being

subdivided including the owners of surface and mineral estates, mineral lessees and holders of liens or security interests of record in the property;

b. A Certificate of Dedication and Ownership executed by all owners of the property to be subdivided. Each signature shall be notarized. An indication of the purpose for dedication or reservation of sites other than residential lots shall be included in the certification as shown in Appendix “D”;

c. A Surveyor's Certificate signed by a registered professional land surveyor licensed by the State of Colorado as shown in Appendix “E” or “E-1”;

d. An Attorney's Certificate or Title Company Certificate indicating that all lands shown on the Final Plat are free and clear of liens, claims or encumbrances of record except as noted and as shown in Appendix “F”;

e. A certificate signed by all holders of any recorded security interest in the property to be subdivided consenting to the subdivision. The certificate shall include a subordination provision if an easement or land is being dedicated to the public. See Appendix “G” or “G-1”;

f. The Planning Commission Certificate as shown in Appendix “H”;

g. The Town of De Beque Board of Trustees Certificate as shown in Appendix “I”; and

(Amended Ord. 299 §13(part), 2004; Amended Ord. 316 §1, 2006).

h. The Mesa County Clerk and Recorder's Certificate which shall indicate the time of recording and reception number as shown in Appendix “J”. Note: This Certificate will not be completed until the Final Plat is recorded. (Ord. 316 §1, 2006).

10. If the subdivision includes condominium units, a separate condominium map shall be submitted in addition to the Final Plat. The condominium map shall be prepared by a professional surveyor licensed by the State of Colorado and shall be submitted within thirty (30) days of completion of construction of each condominium building. If the condominiums are a conversion of existing structures, the condominium map shall be submitted with the Final Plat. The condominium map shall depict the following information:

a. Vertical and horizontal location of each air space unit with dimensions and area indicated;

b. The relation of individual units to limited and general common elements;

c. Designation of any limited common elements reserved for the exclusive use of any individual unit;

d. The identification of each condominium unit by number or other symbol, including both the unit and any limited common elements reserved for the unit;

e. The location of all exterior and internal load bearing walls held in common ownership; and

f. The elevation of each condominium unit in relation to a bench mark established on one of the permanent exterior boundary monuments of the platted subdivision in which the condominium is located, with a statement describing the U.S. Government bench mark to which the project bench mark is referenced.

B. Supplemental Information (3 copies): Three (3) copies of the Final Plat supplemental information shall be submitted simultaneously with the Final Plat. Information shall be submitted in a written or graphic format appropriate for the information being submitted and shall include the following information:

1. The scale of all engineering drawings which shall be one inch equals twenty, thirty, forty or fifty feet (1" = 20', 1" = 30', 1" = 40', 1" = 50') and a bar scale shall be provided as well as a written description of the plan view scale;

2. Engineering plans, descriptions and cost estimates for streets and roads (including curb and gutter, sidewalks, traffic control devices, signage, and street lighting), drainage facilities, water distribution lines, wastewater collection and treatment facilities, bridges, telephone lines and other telephone equipment, electric power lines and other electric equipment, natural gas pipes and other natural gas equipment, cable television distribution cables and other equipment, irrigation facilities, and any other utilities, public improvements or subdivision improvements that may be required as part of the sketch or Final Plan approvals. All plans shall be prepared in accordance with the criteria established in these Regulations or by the Town Engineer and shall be marked "Approved For Construction" and signed by an official of the appropriate service authority or utility company or the Town Engineer. All engineering plans shall be prepared and signed by a professional engineer licensed by the State of Colorado. Engineering plans shall specifically include the following items;

a. A street plan and profile prepared per the specifications of the Town Engineer including graphic alignment, dimensions of right-of-way widths, curve radii and tangent lengths. The street plan shall contain sufficient detail to ensure that the proposed street plan will satisfy Town requirements and bears logical relationships to the grades of existing public streets at the point of intersection. The proposed typical structural and geometric cross sections; location, type, and approximate size of appurtenant structures such as bridges and culverts, and traffic

control devices shall be shown;

b. A drainage report including the following data. Drainage criteria set forth by the Town Engineer shall be used as a guideline;

i. A contour map defining on site drainage basins and illustrating existing drainage patterns, paths of flow and concentration points with estimates of contributory acreage and the peak flow of runoff;

ii. A U.S.G.S. contour map (7 ½ minute quadrangle) showing all off-site drainage basins which drain through the subdivision and illustrating paths of flow with estimates of contributory acreage and peak flow of runoff;

iii. A sketch of the proposed subdivision showing the consequent changes in the drainage patterns, concentration points and flooding limits with estimates of acreage, runoff coefficients and peak flow for the areas to be developed, both historic and developed within each basin, and showing the limits of flooding and peak flow of runoff from off site basins. Calculations shall be based on a ten (10) year frequency storm for the design of drainage structures and a one hundred (100) year frequency storm to be used to designate areas subject to flooding;

iv. A narrative explaining the proposed method of managing the increased drainage at the concentration points and areas where the drainage pattern or characteristics will be changed;

v. Storm water management shall include positive methods for limiting the post-developed peak runoff to off-site locations to no more than the pre-developed peak runoff conditions. Calculations shall be based on ten (10) and one hundred (100) year frequency storm events; and

vi. Engineering calculations to demonstrate the adequacy of proposed drainage improvements and flow characteristics of drainage improvements during the design storm event. For the ten (10) year storm recurrence event, the design flow, depth of flow and velocity shall be identified for street, curb, and gutter, curb inlet, storm sewer, culvert and/or drainage channels. For the one hundred (100) year storm frequency, the design flow, depth of flow and flow characteristics of drainage structures designed to convey the 100 year event shall be identified along with retention/detention basin calculations of inlet hydrograph, needed volume, outlet controls and other pertinent design criteria shall be included in the drainage report.

c. An irrigation plan, if irrigation water will remain with the property, which shall designate, on copies of the sketch plan map, the irrigation water

distribution plan including all distribution facilities such as ditches, diversion structures, lakes, easements, etc. A narrative shall accompany the plan explaining the nature of the organization that will own the irrigation water and the entity that will own and maintain the irrigation distribution system. A letter from any ditch company presently responsible for any irrigation system providing irrigation water to the site shall also be submitted. The ditch company letter shall indicate the approval in concept of the sketch irrigation plan and shall also indicate that the other users of the ditch company's water and facilities will not be injured by the development of the approved subdivision;

d. Wastewater collection system plans and profiles;

e. Water distribution plans including calculations of fire flow and indicating locations of all existing and proposed fire hydrants and valves;

2. A Subdivision Improvements Agreement prepared in accordance with Section 14.01.160;

3. Certification of the Mesa County Treasurer that all applicable *ad valorem* taxes have been paid and are not in arrears;

4. The subdivision declaration of protective covenants and homeowners association documents which shall be prepared or approved by an attorney licensed in the State of Colorado. If applicable, said documents shall comply with the requirements of the Colorado Common Interest Ownership Act, Sections 38-33.3-101 *et seq.*, C.R.S. ("CCIOA");

5. Evidence that all services including water, wastewater disposal, and street access conform to State and local laws and shall be available to each subdivision lot and condominium unit in a manner permitted by law and the covenants of the subdivision;

6. A copy of the Colorado State Land Survey Monument Record forms for any survey corners as required to be filed by Colorado law; and

7. Condominium Declaration (applicable if the subdivision includes condominium units) which shall be prepared or approved by an attorney licensed to practice law in the State of Colorado. The Declaration shall comply with the requirements of CCIOA.

C. Release or subordination of any existing encumbrances against those portions of the property dedicated to the public for the use of the general public, including, but not limited to, those dedications for streets, rights-of-way, utilities and other easements, and so forth.

D. Park Fees: The appropriate fees in lieu of parkland dedications as prescribed in Section 14.01.110 of this Title shall be submitted simultaneously with the Final Plat.

E. Monumentation: Permanent monuments on the perimeter boundary of the subdivision must be set before the Final Subdivision Plat is recorded. The monuments, three inches (3") in diameter, are to be set permanently in concrete or solid rock. Witness corners shall be set for inaccessible corners by authority of the Mesa County Surveyor pursuant to the provisions of Colorado law. All *aliquot* corners, established in the procedure of subdividing a tract of land shall be reported to the Mesa County Surveyor and the appropriate forms submitted. All monumentation shall have magnetic attraction and shall include a durable cap securely anchored to the monument stamped with the Colorado registration number of the surveyor responsible for the establishment of the monument.

Lot corners or corners witnessed or referenced as lot corners shall be five-eighths inch (5/8") iron rod or rebar twenty-four inches (24") long solidly embedded in the ground with a durable cap bearing the Colorado registration number of the surveyor responsible for the establishment of the corner.

Street and roadway centerline monuments shall also be set at each point of curvature and each point of tangency within thirty (30) days of completion of construction of the road or street. Such monuments shall be five-eighths inch (5/8") iron rod or rebar, twenty-four inches (24") long solidly embedded in the ground with a durable cap bearing the Colorado registration number of the surveyor responsible for the establishment of the monument. Street monuments shall be located four inches (4") below the finished surface of the roadway.

14.07.110 Minor Subdivision. The submittal requirements for minor subdivisions are the same as for a Final Subdivision Plan (See Section 14.07.100).

14.07.120 Amended Plats. Amended plats are Final Subdivision Plats and shall include all of the items required for Final Plats as specified in subsection 14.07.100(A) as well as the information required in the common submittal requirements contained in Section 14.07.020.