



Preliminary Plat for Subdivision Attachment to Land Use Review Application

How to Use this Attachment

<u>Process Information</u> contains general information about the review type and the process used to review your application. Keep this section as a reference while your application proceeds through the review process.

<u>Application Requirements and Checklist</u> contains material that you are required to fill out and submit with your application. The Application Submittal Requirements Checklist describes the minimum information to be included in your application. Your application will not be accepted for review unless all the information is present.

Use the information in this attachment to prepare your application. The information in this, and related, attachments **identify the criteria that will be used to evaluate your application**. Your application should **focus on demonstrating how your proposal complies with all the criteria**. Effective use of this attachment can help you avoid costly revisions to your application later.

Examples provides an example of a final plat.

Process Information

PRELIMINARY PLAT FOR SUBDIVISION

A preliminary plat identifies how a proposed subdivision of land will conform to all code requirements for subdivision. It includes documentation that lots will meet minimum lot size and frontage requirements and identifies how the lots will be served by utilities and infrastructure such as streets.

When a preliminary plat has been approved by the City Manager, a final plat may be submitted that conforms to the preliminary plat. See the <u>Final Plat for Subdivision Attachment to Technical</u>

<u>Document Review</u> for more information on the Final Plat process.

A preliminary plat can be submitted simultaneously with a final plat, at the option of the applicant. An approved site review plan or form-based code plan may substitute for a preliminary plat, if the site review or form-based code plan, as applicable meets all the requirements for preliminary plat <u>Boulder Revised Code</u>, <u>1981 (B.R.C.) Section 9-12-6</u> as well as for site review <u>B.R.C. Section 9-2-14</u> or form-based code review <u>B.R.C. Section 9-2-16</u>.

LAND USE REVIEW

Planning & Development Services coordinates development reviews through a Land Use Review process. The various review types are listed on the <u>Land Use Review Application Form</u> and include annexation, site review, use review, form-based code review, and preliminary plat for subdivision. The Land Use Review process is summarized below.

PRE-APPLICATION

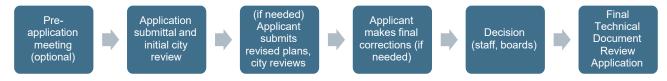
If you are considering filing a development review application, a pre-application review may be beneficial. An interdepartmental city staff team is available to answer questions about applicable regulations, application requirements, and how they may affect a project on a particular site. Many pre-application questions can be answered without need for a meeting. Occasionally, staff will determine that a meeting will be the most effective approach. In most cases, pre-application review is optional; however, there are certain types of projects and reviews for which city staff recommends a pre-application review. A pre-application review and meeting are required before an application for a form-based code review is filed. Please refer to the <u>Pre-Application Review</u> handout for more information.

▶ APPLICATION

Application forms are due by 10 a.m. on the business day prior to the application deadline to be considered for review on the next available track. Remaining application materials and fees are due by 10 a.m. on the application deadline. Track calendars are available on the <u>Development Review and Plan Case Applications webpage</u>, refer to the LUR Calendar for this application type. Please review the <u>Development Review Application Guide</u> for instructions on how to submit.

▶ REVIEW SCHEDULE

Each application is assigned to a "track" based on availability of staff resources to conduct the review. The track assigned determines the land use review schedule which the project will follow and helps applicants gauge the time needed to complete the review process. A generalized diagram of the land use review process appears below. Once a review track has been assigned, the city commits to this time schedule, assuming the applicant meets appropriate deadlines. In addition, the schedule may be accelerated or a project may be placed on a later track based on the applicant's response time, the number of revisions, and staff, Planning Board or City Council work volume.



▶ REVIEWERS

The land use review process includes review by the Development Review Committee (DRC) which is made up of representatives from city departments and other referral agencies. Each representative provides review comments about how the application complies with code and policy requirements within their area of responsibility. When the interests of individual departments diverge, developing consensus is the responsibility of the Policy Resolution Group (PRG), made up of Planning and Development Services leadership and the City Attorney's Office.

▶ INITIAL REVIEW AND REVIEW OF REVISED PLANS

Public notice, by mail and posting a sign on the property, occurs during the initial review. The applicant is responsible for posting of a sign that is issued by Planning and Development Services.

During a project's initial review, a summary of the city's findings, a list of requirements and informational comments are identified and given to the applicant in the form of Development Review Results and Comments.

Projects are reviewed for conformance with development standards and requirements and some are evaluated against qualitative design criteria. City comments and/or a decision are issued approximately three weeks after the start of the assigned review track.

Issuance of the Development Review Results and Comments concludes the services covered by the initial application fee. Any additional time spent by staff after this point is subject to hourly billing or by revision fees where applicable.

The case manager is available to meet with the applicant to review and discuss the city comments. After considering the issues identified in the initial review, the applicant is given the opportunity to propose revisions. Revisions must be submitted, or a written request for continuance received within 60 days from the date of city comments; otherwise, staff will either take action on the latest plans on file or the application is voided. Revised applications are evaluated by DRC staff members and review of revision comments are issued by the case manager within three weeks after the start of the assigned review track.

▶ DECISIONS/CALL-UPS/APPEALS

Depending on the potential impact, Boulder's land use regulations assign approval authority to either city staff, Planning Board, or both Planning Board and City Council. After the completion of staff review, Planning & Development Services either issues a staff decision or refers the project to the Planning Board or City Council. For site review, use review, form-based code review and subdivision (at final plat review), a "Notice of Disposition" is issued. This is a one or two-page document stating the decision and listing any conditions of approval. These decisions are final after a 14-day "call-up" period. Staff-level decisions may be called up by the Planning Board for a final decision or appealed to the Planning Board by the applicant or any interested person. Planning Board and City Council decisions are also issued as Dispositions.

Several types of Land Use Review applications do not have dispositions issued and follow a slightly different review process at the time of the project decision. For example, out-of-city utility permits are approved by city staff and subject to a call-up by the City Council. Annexations follow a state law approval process, including a recommendation by the Planning Board and approval of an ordinance after two readings by City Council. For additional information on the steps towards a final decision for a particular application type, please refer to the application attachment for the review type in the *Applications and Forms Database* or contact Planning and Development Services.

EXPIRATION OF APPROVAL FOR SITE, USE, AND FORM-BASED CODE APPROVALS

For site, use, and form-based code reviews, the applicant must sign a development agreement and file a final approved plan (containing the disposition of the approval) within 90 days. If this is not complied with the approval expires. In some cases, a waiver of this expiration timeline can be requested.

The applicant must also begin and substantially complete the approved project within three years from the date of final approval (or as modified by a specific development schedule). If a project is not completed within three years, or according to the project's approved development schedule, the approval expires. If the project is not completed within this time frame, the applicant may request administrative extension of the development approval. Up to two six-month extensions can be granted by staff. After that, extensions can only be granted by the Planning Board, after a public hearing, and upon a showing by the applicant that reasonable diligence has been exercised to complete the project.

TECHNICAL DOCUMENT AND PERMIT REVIEW

▶ TECHNICAL DOCUMENT REVIEW AND PERMIT REVIEW

The conditions of approval for most Land Use Review applications will generally require several documents to be prepared, filed and recorded depending on the review type. These may include final plans (architecture, site, landscape), a subdivision final plat and agreement, a development agreement, engineering plans, and dedications of easements or rights-of-way.

For city review and approval of these technical and final documents, the applicant files a Technical Document Review application. The Technical Document Review process (TEC DOC) is similar to Land Use Review (same application deadlines, but no hearings are involved).

▶ PERMIT REVIEW

After the required technical documents have been approved, the applicant may file a building permit application for any new construction. Information on building permits is available on the <u>Building</u> <u>Permits and Inspections webpage</u>. The applicant may also need to obtain other permits or approvis to complete the project, including growth management allocations and floodplain development permits.

Application Requirements and Checklist

This section includes the following documents, to be filled out completely and submitted with your application, as specified on the <u>Land Use Review application form</u> and on the Preliminary Plat for Subdivision Application Requirements checklist.

Preliminary Plat for Subdivision Application Requirements Checklist
Sign Posting Requirements Acknowledgement Form
Land Use Review Project Fact Sheet

PRELIMINARY PLAT FOR SUBDIVISION APPLICATION REQUIREMENTS

A preliminary plat application for subdivision must meet the basic requirements listed in the city's land use regulations found in <u>B.R.C. Section 9-12-6</u>. These requirements are detailed below and are listed on the <u>Land Use Review application form</u>. An application fee, as specified on the application form, is also required.

All required materials must be included in order for an application to be accepted by Planning and Development Services staff. Incomplete applications will not be accepted and will be returned to the applicant. A site review or form-based code application, under B.R.C. Sections <u>9-2-14</u> or <u>9-2-16</u>, respectively, may also be used as a preliminary plat if it meets both the requirements of this section and those of B.R.C. Sections <u>9-2-14</u> or <u>9-2-16</u>, as applicable.

Complete the checklist below, marking those items as they are included in your application submittal, and sign at the end. The checklist is intended to assist the applicant in collecting all of the required materials and to assist the Planning and Development Services Center in determining that all of the application requirements are met.

Application form(s), required application materials and fees are due by 10 a.m. on the application deadline. Please review the <u>Development Review Application Guide</u> for instructions on how to submit.

PRELMINARY PLAT FOR SUBDIVISION CHECKLIST

A complete <u>Land Use Review Application Form</u> , including signatures by or the written consent of the owners of all property to be included in the development.
A completed <u>Sign Posting Acknowledgment form</u> .
An improvement survey or improvement location certificate by a registered surveyor, of the subject property. Refer to the <u>Survey Information Handout</u> for requirements.
The legal description of the subject property. (Note: the legal description must also be included on the preliminary plan drawing – see preliminary plat requirements below)
A vicinity map indicating the site and names of adjacent streets. If the site is less than one acre, the map must be drawn at a minimum scale of 1":200'. (Note: a separate vicinity map must also be included on the preliminary plat drawing – see required preliminary plat details below.)
A written statement which describes the proposal and any requested subdivision variances.
A utility plan or utility connection plan, depending on whether public improvements are required.
A preliminary stormwater plan and preliminary stormwater report, if public improvements are required. See appropriate attachments for specific requirements.
A preliminary plat* drawn to a scale of no less than one-inch equals one hundred feet, and of a scale sufficient to be clearly legible, including streets and lots adjacent to the subdivision, and to

clearly show the details of the drawing, including, without limitation (see example at the end of this document):

- The proposed name of the subdivision;
- The location and boundaries of the subdivision, names of all abutting subdivisions with lines indicating abutting lots, or, if the abutting land is unplatted, a notation to that effect, and names of all abutting streets;
- Contours at two-foot intervals if the slope is less than ten percent and five feet where the slope is greater than ten percent;
- The date of preparation, scale, and north sign (designated as true north);
- A vicinity map showing at least three blocks on all sides of the proposed subdivision, which may be of a different scale than the plat;
- The location of structures and trees of six-inch caliper or more on the property and approximate location of structures off the property within ten feet of the proposed plat boundary;
- The name, address, and telephone number of the licensed surveyor, licensed engineer, or designer of the plat;
- The name, address and telephone number of owner, verification of ownership of the property and current title report or an attorney memorandum based upon an abstract of title, current as of the date of the submittal;
- The total acreage;
- The location and dimensions of all proposed public improvements, (as enumerated in <u>B.R.C.</u> <u>Section 9-12-12</u>), easements, lot lines, parks, and other areas to be dedicated for public use, a dedication thereof to the public use, and identification of areas reserved for future public acquisition;
- Zoning on and adjacent to the proposed subdivision;
- A designation of areas subject to the one-hundred-year floodplain and the estimated flow rate used in determining that designation, and base flood elevation data and the source used in determining that elevation;
- o The number of lots and each lot size;
- Proposed uses of each lot;
- o Proposed ownership and use of outlots;
- The location and size of existing utilities within or adjacent to the proposed subdivision including, without limitation, water, sewer, storm sewers and drainage facilities, fire hydrants within three hundred fifty feet of the property, electricity, and gas, which shall be placed on separate engineering drawings).
- A master utility plan showing proposed plans for private and public utility systems including water, sewer, electric, gas, drainage, telephone, telecommunications and any other services that will supply the property;

A completed <u>Land Use Review Project Fact Sheet</u> .
The preliminary plat fee, as stated on the <u>Land Use Review Application Form</u> .
A shadow analysis for any existing buildings that is drawn in compliance with <u>B.R.C. Section</u> <u>9-9-17</u> , "Solar Access," B.R.C. 1981, and any other standards as may be required by the city manager.
If applicable, agreements with ditch companies.

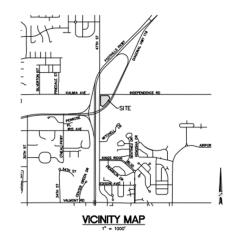
	Copy of the notification sent to each Mineral Estate Owner per <u>B.R.C. Section 9-12-7(c)</u> of the Land Use Regulations, or written certification that the applicant performed a Mineral Estate search and found no owners.
	A geological stability report, upon request of the city manager, or if the subdivider has any reason to believe that building or other problems may arise from construction in the area proposed for development.
	A current title insurance commitment or an attorney memorandum. An attorney memorandum must be based on an abstract of title.
	Any other information that the applicant wishes to submit.
	*Note: Following approval of a preliminary plat, the applicant files a Technical Document Review Application for a Final Plat - Subdivision in order to complete the subdivision if the final plat hasn't been filed concurrently with the preliminary plat. Please refer to the <u>Technical Document Review</u> <u>Application Form</u> and <u>Final Plat for Subdivision Attachment</u> for final plat application requirements.
(signatu	re of person who filled out checklist)
(print na	

Examples

PRELIMINARY PLAT EXAMPLE

HOLIDAY INN EXPRESS SUBDIVISION PRELIMINARY PLAT

A PORTION OF THE NW 1/4 OF SECTION 21
TIN, R70W OF THE 6TH P.M.,
CITY OF BOULDER, COUNTY OF BOULDER, STATE OF COLORADO
TOTAL AREA = 2.275 ACRES
SHEET 1 OF 4



LEGAL DESCRIPTION

A TRACT OF LIAD SITUATED IN THE NORTHNEST GUARTER OF SECTION 21, IN TOWNSHIP 1 NORTH OF RANGE 70 WEST OF THE 6TH P.M., DESCRIBED AS FOLLOWS:

LOTS 1 AND 2, KUM & GO STORE 943 SUBDIVISION OF BOULDER.

STATE OF COLORADO.

SAID PARCEL CONTAINS 99,103 SQUARE FEET OR 2.275 ACRES.

SURVEY NOTE:

- THE BASIS OF BEARINGS IS WEST LINE OF THE NW 1/4 OF SECTION 21 BETWEEN THE FOUND MONIMENTS SHOWN HEREON AND BEARS SOCRESSEE, PER THE PLAT.
- BENCH MARK: CITY OF BOULDER K2-1 ELEVATION =5293.77 (NAVOBS). CONTOURS SHOWN ARE FROM A CROWND SURVEY.
- THE SIZE AND TYPE OF MONUMENTS FOUND ARE SHOWN HEREON.
- 4. THE SURVEY FELD WORK ON THIS SITE WAS COMPLETED ON 01/21/
- NOTICE: ACCORDING TO COLORADO LAM, YOU MUST COMMENCE ANY LEGAL, ACTION BASED ON ANY DEFECT IN THIS SURVEY WITHIN THREE YARMS AFTER YOU FIRST DISCOVERED SURVEY OFFICET. IN NO EVENT, MAY MAY ACTION BASED LYON MAY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE CASE OF THE CORTIFICATION SHOWN HERSON, OSS-3-8-8-0-105 (35/4)
- LAND TILE GUARANTEE COMPANY REPRESENTING CLO REPUBLIC MATIGNAL TILE RESIRANCE OMPANY OMPANY CREER NO. ARCFORTANT—E, EFFECTIVE DATE DECEMBER 11, 2016 AT 5:00 PAL MAS SOLELY RELED LIFOR FOR RECORDED RIGHTS—OF—MAY, EASEMENTS AND ENCUMERANCES IN THE REPUBLIATION OF THIS SURVEY.
- FLOCO PLAN DESIGNATION OF THE SURVEYED PROPERTY PER FIRM MAP NUMBER 0801300411K, MA REVISED DECEMBER 07, 2017 IS 70ME X, BEING AREAS DETERMINED TO BE OUTSIDE THE 0.2K
- B. THE LOCATION OF THE ABOVE ORCOND UTLITIES SHOWN HEEDED ARE BASED ON THE FIRED SWINE BY SCOTT, COOK & ASSCOLARTS, B.C. THE LOCATION OF THE UNDERFROND UTLITIES SHOWN HEEDER ARE BASED ON SAID SUMMEY AND PROMATION PROVIDED BY UNCC, CHYO GROUDED, NCC, AND ORST MAPPHAS, SCOTT, COX & ASSCOLARTS, B.C. IS NOT RESPONSIBLE FOR UTLITIES HE CASSOLARTS, B.C. RECOMMENDED SHAT THE LOCATION OF THE UTLITIES BE FILED MEMPED PROFIT OF NAY DOWNOR, ON A PAGINCTOR TO THE
- PLATS AND LAND SURVEY PLATS DEPOSITED AT BOULDER LAND USE DEPARTMENT, REPERENCED OF USED FOR THE SURVEY KIM & 00 STORE THAT SURCIVED, INCOPPION NO. 3537759, HARST & ASSOCIATES, NO. ALEA/COM LAND, TITLE SURVEY, LS-04-0078, QUEN ASSOCIATES ALEA/ACOM
- 10. THE LOT IS TO BE USED FOR LODGING.
- 11. THE PROPERTY IS ZONED BT-1.

UTILITY NOTES

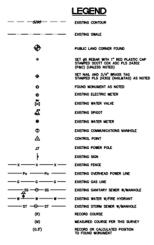
- ALL CITY UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF BOULDER DESIGN AND CONSTRUCTION STANDARDS.
- 2. WATER AND SEWER TAPS AND SERVICE LINE SIZES SHALL BE DETERMINED AT THE TIME OF BUILDING
- 3. ALL NEW WATER AND SANITARY SENER SERVICE TAPS TO EXISTING MAINS SHALL BE MADE BY CITY
- 4. ALL CONNECTIONS TO EXISTING UTLITIES SHALL BE DONE IN A WAY SO AS TO MINIMIZE DISPUPTION IN SERVICE TO EXISTING USERS.
- 5. FINAL ENGINEERING PLANS ARE REQUIRED BY THE CITY OF BOULDER PRIOR TO ISSUANCE OF A BULLONG PERMIT.

AREA TABLE

LOT 1 99,103 SQUARE FEET

OWNER

BOULDER LODGING GROUP, LLC 205 6TH AVENUE SE, SUITE 300 ARERDEEN, SD 57401



SURVEYOR'S CERTIFICATE

L. A. JOHN BURL, A CULY PECISTRED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HORDERY CRETEY THAT THE FLAT BEST PERPARED UNDER MY SUFFENISON AND IS BASED ON A BOUNDARY SURVEY MADE BY SCOTT, COX & ASSOCIATES, INC., AND TO THE BEST OF MY KNOWLEDGE AND BELIEF CORRECTLY SHOWS THE LOCATION, AND DIMENSIONS OF THE LOTS, IN SUBSTANTIAL COMPLIANCE



APPROVED BY THE CITY OF BOULDER





