



Preliminary Plat Application Guide & Checklist

Economic & Community Development Department
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PURPOSE

The Preliminary Plat review provides a mechanism for the City to review an overall plan for a proposed subdivision to ensure compliance with the Municipal Code and the Comprehensive Plan, as well as to ensure that there are adequate infrastructure and facilities to serve the proposed subdivision.

GENERAL OVERVIEW

A Preliminary Plat review is required if the proposed subdivision -

- Is on land that has not been platted;
- Will produce 4 or more lots or 11 or more condominium units;
- Will include the dedication of public right-of-way, other public tracts, or public improvements not determined to be eligible for minor subdivision processing; or
- Is not eligible to be processed as a minor subdivision (refer to 070.060.060(a)(3) and the Minor Subdivision Application Guide & Checklist).

REVIEW PROCESS

All Preliminary Plat applications require an application and public hearing before both the Planning and Zoning Commission and City Council following the process outlined below:

- 1. Pre-application Conference.** Contact one of the planners in the Community Development Department prior to submitting your Preliminary Plat application. We will discuss the review procedures, application requirements, application deadlines, and the City's goals, policies, and development standards as they relate to your proposed project.

At least 10 days prior to your scheduled conference, please submit one electronic copy of the following items:

- a. A completed Planning Application. The application is available [here](#), or on the City's website at www.cogs.us. It is in "Forms, Permits & Applications" on the Community Development Department page.
- b. A written description of the proposed project.
- c. Conceptual drawings showing the location, layout, and primary elements of the proposal.
- d. Proposed uses, location of uses, and densities.

If your project involves more than one development action for the same property, for example a Major Site/Architectural Plan Review and subdivision, your applications can be

processed concurrently. Community Development Department planners will discuss the concurrent review process and application requirements with you during your pre-application conference.

- 2. Neighborhood Meeting.** Prior to submitting your application, you are required to conduct a neighborhood meeting with the residents, businesses, and organizations in the area surrounding your proposed development. The purpose of the meeting is to inform your neighbors about your project and to give them an early opportunity to provide feedback before you have expended significant funds on design and engineering.

Notification: You must send a meeting notice to all property owners within 300 feet of the outside boundaries of your project site at least 15 days property to your meeting date.

Meeting Specifics:

- Present information about your proposed land uses, dimensional standards, location of buildings, and overall site layout and design. The information that you do present needs to be sufficient to describe the project features without retaining architectural, engineering or other design professionals.
- You are only required to conduct one pre-application neighborhood meeting but may hold additional meetings as necessary before or after filing your application.
- As part of your application, you are required to provide a summary of the meeting including discussion topics, an attendance list, proof of notification, and copies of any exhibits used during the meeting.
- Note: City staff may attend your neighborhood meeting but if in attendance, staff is not responsible for facilitating the meeting.

- 3. Prepare Your Application.** During the pre-application conference you will receive a checklist of information that we will need to process your request. This information constitutes your application and may include any, or all the information found on page 7 of this guide.

Please be aware that city staff, the Planning and Zoning Commission and City Council will evaluate your application based on how well it demonstrates compliance with the Municipal Code, and the City's goals, policies, and plans, as well as the Engineering Standards. You may review the Municipal Code on the City's website at www.cogs.us. The Engineering Standards are located [here](#), or on the Engineering home page. Other approved plans also can be found on the City's website under the individual department pages. Community Development staff will help guide you to plans and policies that may be applicable to your project.

- 4. Submit Your Application.** Submit an electronic copy of your completed application to the Community Development Department at least 6 weeks prior to the date that you want your item heard before the Planning and Zoning Commission. Within 5 business days of your submission, Community Development Department staff will review your application to determine whether it is complete. If it is incomplete, we will contact you with a list of the information needed to complete your application. You are encouraged to submit your application well in advance of the deadline to allow you time to supply any missing information. Submissions of missing information after the deadline will result in your application being delayed to a future Planning and Zoning Commission agenda.
- 5. Provide Additional Copies.** After Community Development Department staff deems it complete, you will be asked to supply a final, complete electronic set of your application materials as well as paper copies for distribution to the City's reviewing departments and outside agencies. The number and format of paper copies can vary depending upon the scope of your application. If your application includes any full-sized plan sheets, we may request submission on 11" x 17" or 24" x 36" size paper.
- 6. Complete Public Notices.** Your application requires that you formally notify the public of the time, date and purpose of your hearing before the Planning and Zoning Commission. You are required to post your property with a placard, submit a legal notice for publication in the local newspaper, and mail your notice to property owners within 300 feet of the outside boundary of your proposed development parcel. You are also required to provide notice by certified mail to all mineral owners and lessees on your property in accordance with Colorado Revised Statutes 24-65.5-103. Staff will review these requirements and will provide you with a packet of information that includes the deadlines for completing each form of public notice. This is a time-sensitive process. Deficient public noticing may delay your hearing.
- 7. Agency Referral and Review.** During the 6-week period between your application submittal and your hearing, staff will distribute copies of your application to our "reviewing agencies" which consists of various City departments, City boards and commissions, and outside agencies such as the Colorado Department of Transportation, and gas and telephone companies. Community Development Department staff relies on these agencies to review your application and comment on any issues or concerns that they may have relating to your project. You will receive copies of agency comments and will have an opportunity to respond, if need be. In some instances, agency comments may cause you to redesign your project. Staff will include these comments in the packet of information that is distributed to the Planning and Zoning Commission and to City Council.
- 8. City Department/Applicant Development Review Committee Meeting.** Generally, three weeks prior to your public hearing, you will meet with City Departments, and planning staff to review and discuss their preliminary comments about your project. Following this meeting, you may be required to revise your plans to respond to specific requests or suggestions made by staff. If significant, substantive changes are necessary you will be required to submit a new application in which case your hearing will be postponed.

- 9. Staff Review & Report.** Toward the end of the 6-week review of your application, Community Development Department staff will prepare a report for the Planning and Zoning Commission meeting that analyzes how your project meets the Municipal Code, the City's goals, policies, plans, standards and any other pertinent information. The report will include a staff recommendation of approval, denial, or continuance of your application. If staff recommends approval, usually there also will be a list of recommended conditions. Staff will complete the report no later than the Friday afternoon prior to the hearing. You will receive a copy, usually via email. Make sure that you read the report and review the listed conditions, if there are any. Staff also will distribute the report, a complete copy of your application, and agency comments to the Planning and Zoning Commission for its review.
- 10. Requesting a Continuance.** If, after reading the staff report, you wish to continue your application to the next month's Planning and Zoning Commission meeting to correct deficiencies or clear up issues in the application, you will need to submit a letter to Community Development Department staff requesting continuance of your hearing. If you do this, you will not need to appear at the meeting or redo your public noticing, and no comments will be made by the City or public regarding your application at the hearing.
- 11. Planning and Zoning Commission Hearing.** Staff will provide you with a copy of the meeting agenda no later than the Friday before your hearing. Applications are scheduled on the agenda based on the order in which they are received. You or your representative are required to attend your public hearing.
- 12. City Council Hearing.** After the Planning and Zoning Commission makes its recommendation, your application will be forwarded to City Council for final consideration. Your Council hearing will be the 3rd Thursday of the month following the date of the Planning and Zoning Commission meeting. This allows time for Community Development Department staff to prepare the minutes of your hearing. City Council will review the same application that you submitted to the Planning and Zoning Commission. It is imperative that you not submit new information or make changes to your project between these two hearings. Any changes presented to City Council may result in your project being remanded to the Planning and Zoning Commission for re-consideration. Like the Planning and Zoning Commission hearing, you or your representative are required to attend the Council hearing.
- 13. Post-approval.** After you have satisfied all applicable conditions of your project's approval, Community Development Department staff will ask you to provide two copies of your final plat on 24 x 26 inch Mylar paper for recording with the Garfield County Clerk & Recorder. Additionally, the city's legal staff will prepare a Subdivision Agreement that memorializes the conditions of your project's approvals. This Agreement along with by-laws, covenants & declarations, easements, etc., also will be recorded with the Garfield County Clerk & Recorder's office. You will be required to pay the applicable recording fees which are detailed on the Clerk & Recorder's page of the Garfield County website: www.garfield-county.com.

14. Post-approval Plan Modifications. Please make sure that your plans reflect how you intend to subdivide your property. After your application has been approved, if you want to make significant changes you may be required to formally amend your application which involves additional hearings before the Planning & Zoning Commission and City Council (if applicable), and additional fees.

PUBLIC MEETING PROCEDURES

The public hearing format is as follows:

1. Staff Presentation. Staff will provide the Commission with a summary of your project and an analysis of how it meets or differs from the Municipal Code and other city plans and standards.
2. Questions of staff by the Planning and Zoning Commission.
3. Applicant Presentation. This is your opportunity to present any additional information about your project to the Commission. You can mention points where you disagree with staff, present anything important that you felt that planning staff left out, present any new information that you have, or present any other information directly pertinent to the application. Out of respect for the Commission and other applicants, please keep presentations very brief. If you have no additional important information to add to staff's presentation, you may state this.
4. Questions of the applicant by the Commission.
5. Public Comment. The Commission Chair will open the meeting to public comment.
6. Applicant response to public comment. After hearing from all members of the public, the Chair will close the public portion of the meeting and allow you the opportunity to refute or address any statements provided. At this time, the Commission may also ask staff for clarification of any points of fact.
7. Motion for action on the application, discussion among the Commissioners, and a decision.

Display of documents at the meeting. You may use the Council Chambers computer to display any documents or to provide the Commission and Council with a prepared presentation. We recommend that you bring your materials on a flash drive.

City Council hearing. Staff will prepare a new report for City Council summarizing the Planning and Zoning Commission's actions. This, along with the Planning and Zoning Commission staff report, your original application materials, and meeting minutes will be forwarded to Council no later than one week prior to your Council hearing. Community Development staff also will send you a copy of this report as well as the meeting agenda.

The format of your Council hearing will be the same as the Planning and Zoning Commission hearing highlighted above.

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PRELIMINARY PLAT APPLICATION CHECKLIST

For office use:

Pre-application Meeting Date: _____ Planning File #: _____

Applicant: _____ Lead Planner: _____

During or shortly following your pre-application meeting, you will receive this checklist noting all of the materials that the City will need to process your Preliminary Plat application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your application.

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
1	Planning Application – completed in full and signed by applicant and all property owners of record	√			√			
2	Ownership - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice	√			√			
3	Public Noticing – signed and notarized affidavit proof of public notice including mineral estate owner notification							
4	Neighborhood Meeting – provide an attendance list and written summary of the neighborhood meeting							
5	Project Description – narrative describing the project	√			√			
6	Administrative Adjustment Request – refer to Administrative Adjustment information, criteria and questionnaire page 13	√			√			
7	Variance Request – refer to the Variance criteria page 17							

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
8	Complete Plan Set including:	0	1	1	√			
	Cover Sheet							
	Site Plan							
9	Plat- refer to Plat detail sheet page 9 for information required in the plat including format of certifications	0	1	1	√			
10	Covenants & Declarations and HOA By-laws, Draft	√			√			
11	Maintenance Agreements, Draft- Maintenance agreements will be required for all existing drainage facilities as well as other improvements that, if improperly maintained, may have an impact on surrounding properties. Refer to Engineering Standards for agreement format	√			√			
12	Easements – Easements shall be made by plat and deed. Refer to Engineering Standards for easement deed format							
13	Fee	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		
14	Other Materials							

Plat- Detail Sheet

Plats must include the information listed below to be considered complete. During the Pre-application meeting, City Staff may request additional items.

General Plan Items (to be included on all plat sheets)				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		<u>General Formatting Requirements</u>		
		Plat shall be drawn at a scale of 1"=100' or larger.		
		Note basis of bearings & benchmarks. Bearing of all lines and central angle, tangent distance, chord distance and arc length of all curves shall be shown.		
		All survey traverses shall close to an accuracy of at least within 1 foot in 10,000 feet.		
		The boundary survey, internal property lines and monumentation as depicted on the preliminary plat shall meet all requirements established under state law.		
		<u>General Information to be included on all plat sheets:</u>		
		Name of subdivision or address; section, township, range; city, county and state.		
		Page number (i.e. 1 of x, 2 of x, etc.)		
		Title block.		
		North arrow and indication of standardized scale, both fractional and bar (i.e. 1" = 20' or 1" = 40')		
		Date of preparation.		
		Contact information for professional preparing plans including email address.		
		Name, address, email, and telephone number of owner and applicant.		
		<u>Project Information</u>		
		Include boundaries of the proposed subdivision. Provide tract, lot and block layouts with all lots numbered and sizes noted in square footage and acreage.		
		Depict abutting subdivisions and lots and all abutting rights-of-way. Note width of streets. If abutting property is unplatted, include a note to that effect.		
		Include topography depicted in 2-foot contours.		
		Provide a vicinity map showing at least three blocks on all sides of the proposed subdivision. Scale may be different than the plat.		
		Locate all existing buildings and structures, and other improvements in the area to be platted as well as within 10 feet of the proposed plat boundary. Structures and improvements include but are not exclusive of retaining walls, fences, circulation systems (sidewalks, trails, roadways); parking areas & driveway locations; and trees of 6 inch caliper and larger.		
		Depict the location and size of existing utilities within or adjacent to the proposed subdivision including water, wastewater, storm sewers, fire hydrants, drainage facilities, telephone, electric, fiber, and gas.		
		Depict setback restrictions where they deviate from zone district standards.		
		Provide floodways and floodplain boundaries, if applicable.		
		Include a street plan which shows connections to existing rights-of-way. Depict width and name of public and private streets.		
		Label all existing and proposed public easements. Provide width and purpose of easement (utility, access, etc.). Label the location of all other areas to be dedicated for public use.		

		Include on page 1 of the plat a FEMA floodplain statement including community map number and date. Indicate whether any part of the proposed subdivision is located within a designated floodplain.		
		Include on page 1 of the plat the following geologic hazards disclosure, if applicable: "This property is subject to geologic hazards per the adopted mapping by the City of Glenwood Springs. Hazards to note are _____. A final Geologic Hazard Report will be submitted upon application of a building permit.		
		Include on page 1 of the plat if any lot within the proposed subdivision is located within an airport overlay zone: "The aviation easement dedicated herein for public aviation purposes, shall be considered a public easement subject to those terms and conditions specified on the instrument recorded at _____ of the records of Garfield County, Colorado. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect."		

Certifications				
Applicant		Plats shall contain the following certifications, as applicable. Wording is provided for general guidance.	City Staff	
Yes	N/A		Yes	N/A
		<p>CLERK AND RECORDER'S CERTIFICATE: This plat was filed for record in the office of the Clerk and Recorder of Garfield County at _____ o'clock __M on the ____ day of _____ 20__, as Reception No. _____.</p> <p>_____ Clerk and Recorder</p> <p>By _____ Deputy</p>		
		<p>SURVEYOR'S CERTIFICATE I, _____, do hereby certify that I am a registered land surveyor licensed under the laws of the State of Colorado, that this plat is a true, correct and complete plat of the _____ as laid out, platted, dedicated and shown hereon, that such plat was made from an accurate survey of said property by me and under my supervision and correctly shows the location and dimensions of the lots, easements and streets of said subdivision as the same are staked upon the ground in compliance with the City of Glenwood Springs regulations governing the subdivision of land</p> <p>In witness whereof I have set my hand and seal this ____ day of ___ A.D. 20__.</p> <p>_____ Registered Land Surveyor</p>		
		<p>CERTIFICATE OF DEDICATION AND OWNERSHIP Know all men by these presents that _____, being sole owners in fee simple of all that real property described as follows: _____ and containing ___ acres, more or less; have by these presents laid out, platted and subdivided the same into lots and blocks as shown hereon and designate the same as _____ in the City of Glenwood Springs, County of Garfield, Colorado; and do hereby grant to the City of Glenwood Springs, County of Garfield, Colorado, for public use the streets shown hereon, including avenues, drives, courts, places and alleys, the public lands shown hereon for their indicated public use, and the utility and drainage easements shown hereon for utility and drainage purposes only; and so further state that this subdivision shall be subject to the</p>		

	<p>protective covenants filed and recorded for this subdivision in the office of the Clerk and Recorder of Garfield County, Colorado as Reception No. _____, and subject to the Subdivision Agreement filed and recorded for this subdivision in the office of the Clerk and Recorder of Garfield County, Colorado as Reception No. _____.</p> <p>EXECUTED this ____ day of _____, A.D. 20__.</p> <p>Owners _____</p> <p>STATE OF _____</p> <p>COUNTY OF _____</p> <p>The foregoing dedication was acknowledged before me this ____ day of _____, A.D. 20__, by _____.</p> <p>My commission expires _____.</p> <p>WITNESS MY HAND AND SEAL,</p> <p>_____</p> <p>Notary Public</p>		
	<p>CITY COUNCIL CERTIFICATE:</p> <p>This plat was approved by the City Council of Glenwood Springs, Garfield County, Colorado this ____ day of _____, A.D. 20__, for filing with the Clerk and Recorder of Garfield County and for conveyance to the City of the public dedications shown hereon subject to the provision that the approval in no way obligates the City of Glenwood Springs for financing or construction of improvements on land, streets or easements dedicated to the public except as specifically agreed to by the City Council in the Subdivision Agreement.</p> <p>_____</p> <p>Mayor</p> <p>Witness my hand and the seal of the City of Glenwood Springs.</p> <p>ATTEST:</p> <p>_____</p> <p>City Clerk</p>		

Recording Formatting – Final Plat & Related Documents				
Applicant		City Staff		
Yes	N/A		Yes	N/A
		Final plat printed on 24 x 36 inch Mylar paper-2 copies		
		Covenants & Declarations, if applicable, printed on 8 ½" x 11" paper-2 copies		
		By-laws, if applicable, printed on 8 ½" x 11" paper-2 copies		
		Easement deeds, if applicable, printed on 8 ½" x 11" paper-2 copies		
		Maintenance Agreements, if applicable, printed on 8 ½" x 11" paper-2 copies		

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Administrative Adjustment

OVERVIEW

An Administrative Adjustment allows the Community Development Director, Planning and Zoning Commission and/or City Council to review and approve minor modifications or deviations from the dimensional or numeric standards of Title 070-the Development Code. The process is intended to provide greater flexibility when necessary, without requiring a formal zoning amendment or variance. Administrative adjustment can be considered for the following Code standards:

Allowable Administrative Adjustments	
Code Standard	Allowable Administrative Adjustment (maximum percentage)
Site Standards	
Lot area, minimum	15
Lot coverage, maximum	15
Block length, maximum	15
Lot Dimensional Standards	
Front setback, minimum	15
Side setback, minimum	15
Rear setback, minimum	15
Encroachment into setback pursuant to Table 020.20, Authorized Exceptions to Setback Standards, maximum	15
Building Standards	
Building height, maximum (excludes wireless communication facilities)	15
Accessory building height, maximum (excludes wireless communication facilities)	15
Separation between buildings, minimum	15
Projection into height requirement pursuant Table 020.21, Authorized Exceptions to Maximum Height Standards, maximum	15
Development Standards	
Number of required parking spaces, maximum or minimum	15
Lighting height, maximum	15
Sign height, maximum	15
Fence or wall height, maximum	15 (one foot maximum)
Minimum landscaping requirements	15

The Administrative Adjustment process cannot be applied to proposed modifications or deviations that result in the following:

1. An increase in the overall project density;
2. A change in permitted uses or mix of uses;
3. A deviation from the Use-specific Standards in 070.030.030 of the Municipal Code;
4. A deviation from Sensitive Area Protection Standards in 070.040.020 of the Municipal Code;
5. A deviation from building or fire codes;

6. A deviation from the City's Engineering Standards;
7. Requirements for public roadways, utilities, or other public infrastructure or facilities; or
8. A change to a development standard where that same standard was already modified through a separate administrative adjustment or variance.

REVIEW CRITERIA

The Community Development Director, Planning and Zoning Commission, and/or City Council will evaluate your application based on whether and to what extent your adjustment:

1. Will not result in incompatible development;
2. Will not result in adverse impacts unless adequately mitigated; and
3. Is of a technical nature and is required to-
 - a. Compensate for an unusual site condition;
 - b. Eliminate a minor inadvertent failure to comply with a Code standard; or
 - c. Protect a sensitive resource, natural feature, or community asset.

INSTRUCTIONS

1. Complete the questionnaire on pages 15-16 after you have had your pre-application conference. Use one questionnaire for each adjustment you are requesting. Once completed, submit the Administrative Adjustment questionnaire(s) along with the other items on your checklist. Use separate sheets if necessary.
2. It is important to remember that the decision to approve or deny an adjustment is a discretionary action based on how well you address the review criteria. This is your opportunity to describe in detail the reason why you need to deviate from the Municipal Code.

Administrative Adjustment Criteria

Adjustment type

Explain what it is that you are proposing that does not meet the Municipal Code requirement.

Administrative Adjustment Criteria

1. Explain how your request will not result in incompatible development. _____

2. Explain how the adjustment will not result in, or how you have mitigated any adverse impacts. _____

3. Explain how the adjustment is necessary to compensate for an unusual site condition.

4. Explain how the adjustment is necessary to eliminate a minor inadvertent failure to comply with the Municipal Code. _____

5. Explain how the adjustment is necessary to protect a sensitive resource, natural feature, or community asset. _____

Variance Criteria

If your application includes a request to deviate from a Municipal Code requirement you must address how your variance request meets **all** the criteria listed below.

Instructions

1. Use this questionnaire if your project includes variances, which are deviations from Municipal Code requirements. Examples include deviations from setback requirements, building height maximums, design standards, minimum number of off-street parking spaces, and permitted light levels.
2. Complete this questionnaire after you have had your pre-application conference. Once completed, submit this questionnaire along with the other items on the checklist. Complete one questionnaire for each variance you are requesting. Use a separate sheet if necessary.
3. It is important to remember that the decision to approve or deny a variance is a discretionary action based on how well you meet all the variance criteria. This is your opportunity to describe in detail the reason why you need to deviate from the Municipal Code. If you are unable to provide justification of how your application meets each of the criteria below, you may want to consider whether a variance is truly warranted.

Variance type

Explain what Municipal Code requirement you are requesting a variance from and what it is that you are proposing that does not meet this requirement.

Variance Criteria

1. **Explain how your property has an exceptional shape, topography, building configuration or other exceptional site condition that is not a general condition throughout the zone district.** _____

2. Explain how the strict application of the Code standards for the variance you are seeking produces undue hardship. _____

3. Explain how you did not create the hardship by your own actions. _____

4. Explain how the requested variance does not harm the public and does not impair the intent or purposes of this Code, goals, and policies, including the specific regulation in question. _____

5. Explain how the variance request demonstrates exceptional hardship not related to purposes of convenience or financial burden. _____

6. Explain how the variance request will not violate building or fire code requirements. _____

7. Explain how the variance is the minimum variance that will afford relief of the subject standards of the Code. _____
