



Major Subdivision Final Plat Applicant Guide

Town of Bennett
207 Muegge Way
Bennett, CO 80102
townofbennett.colorado.gov

(February 2021)

Major Subdivision Final Plat Process (Sec. 16-4-360)

Purpose

Subdivision means the division of land, lot, tract or parcel into two (2) or more lots, parcels, plats, sites or other divisions of land for the purpose of sale, lease, offer or development, whether immediate or future. All subdivisions that do not fit within the definition of administrative adjustment, boundary line adjustment or minor subdivision, as defined Sections 16-4-330, 340 and 350 of the Bennett Municipal Code, are considered Major Subdivisions.

Process

The Major Subdivision Plat process consists of the following basic steps.

Step 1 – Pre-Application

The applicant completes the Pre-Application process, in which the preliminary concept plans are reviewed by the Town’s Development Review Committee (DRC). The DRC will make recommendations to the applicant on how the formal application might be structured to enhance chances the project will ultimately be approved by the Town Board of Trustees. The DRC will highlight issues of particular concern and refer the applicant to the applicable Town standards and regulations.

Step 2 – Applicant Submits Formal Application

Following the Pre-application meeting, the applicant submits a complete application package, in accordance with the Major Subdivision Plat Submittal Requirements. (See attached.)

Step 3 – Staff Reviews Application for Completeness

Staff reviews the application package for completeness within five business days. **More than one submission may be required, depending on the responsiveness and accuracy of the applicant and his or her consulting team in preparing the resubmittal.** (The applicant will be notified by staff if a neighborhood input meeting is required. The applicant is responsible for completing this requirement, if required.)

Step 4 – Staff and Referral Agency Review and Comment

Once the application is complete, Staff will refer all documents to referral agencies, including both internal Town departments and external local and state agencies and groups. Staff and the applicable referral agencies will review the application within 21 business days. Within three business days, staff will compile all comments as send to applicant.

Step 5 – Applicant Resubmits Application Documents

The applicant shall revise and resubmit the Major Subdivision Plat and related documents based upon the comments. If the applicant chooses to ignore initial staff or referral agency recommendations, those discrepancies will be identified in the staff reports to the Planning and Zoning Commission, as well as the Town Board of Trustees. More than one resubmittal may be required depending on the responsiveness of the applicant and his or her consulting team.

Step 6 – Planning and Zoning Commission Hearing

Once the staff determines the application is revised correctly, the application will be scheduled for a public hearing with the Planning and Zoning Commission. Staff will assist the applicant in completing the required

public notification requirements. The Commission will review the application, related reports, staff and applicant presentations and other public testimony. The Commission makes a recommendation to the Board of Trustees. Such recommendation may be for approval as submitted, approval with conditions or denial. The Commission meets on the third Monday of the month.

Step 7 – Town Board of Trustees Public Hearing

Following the Planning and Zoning Commission, staff will schedule a public hearing with the Town Board of Trustees. Staff will assist the applicant in completing the required public notification requirements. The Board will review the application, related reports, staff and applicant presentations and other public testimony. The Board of Trustees may approve the application as submitted, approve with conditions or deny the application. The Board meets on the second and fourth Tuesday of every month.

Step 8 – Applicant Submits the Major Subdivision Final Plat Document

If approved, the applicant shall submit the Major Subdivision Plat document electronically, which shall incorporate any changes or conditions required by the Board of Trustees. Staff will review document for completeness within 5 business days.

Step 9 – Submission of Mylars for Recording

Once all required revisions have been made, the applicant shall convert the Final Plat sheets to Mylar, attain the required applicant signatures and submit to staff along with the recording fees. Staff will obtain the required Town signatures and record the Major Subdivision Final Plat. An electronic copy of the recorded document will be sent to the applicant.

Other Permits as Required

The project may be subject to additional entitlements or permits, as required.

Major Subdivision Final Plat Submittal Requirements

(Town of Bennett|Revised February, 2021)

The following elements constitute an acceptable Final Plat. An application is not considered submitted until all items are included in the application. (Note that depending on the size, scale and complexity of a proposal, some of the requirements below may be waived by Town Staff.)

APPLICATION DOCUMENTS												
Required if Checked Submitted by Applicant		Project Name: _____ Case No.: _____										
X		Land Use Application Form (must be signed by Property Owner)										
X		Application Fees (see below)										
X		Cost Agreement										
X		Funds Deposit Agreement										
X		Letter of Intent (describing the intent of the proposed project)										
X		Title Commitment (current within 30 days of application)										
APPLICATION FEES												
X		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Engineering: <5 acres \$3,500; 5-25 acres \$4,000; >25 acres \$4,500</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>2. Attorney: <5 acres \$2,000; 5-25 acres \$2,000; >25 acres \$2,500</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>3. Traffic Engineer: <5 acres \$3,520; 5-25 acres \$3,520; >25 acres \$3,520</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>4. Other: e.g. Water Engineer Review, Special Utility Review, Landscape Architect Review: \$215</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Subtotal</td> <td style="text-align: right;">\$</td> </tr> </table>	1. Engineering: <5 acres \$3,500; 5-25 acres \$4,000; >25 acres \$4,500	\$	2. Attorney: <5 acres \$2,000; 5-25 acres \$2,000; >25 acres \$2,500	\$	3. Traffic Engineer: <5 acres \$3,520; 5-25 acres \$3,520; >25 acres \$3,520	\$	4. Other: e.g. Water Engineer Review, Special Utility Review, Landscape Architect Review: \$215	\$	Subtotal	\$
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4. Other: e.g. Water Engineer Review, Special Utility Review, Landscape Architect Review: \$215	\$											
Subtotal	\$											
X		5. Town Administration/Planning: 20% of total amount										
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X		Recording fees will also be required when the final documents are recorded with Adams or Arapahoe County. (See below)										
FINAL PLAT DOCUMENT – GENERAL REQUIREMENTS												
X		All sheets shall be prepared in 18" X 24" format if in Adams County or 24" X 36" format if in Arapahoe County , with the long dimension horizontal. All lettering shall be by mechanical means in a San Serif style, all capitalized and shall be a minimum size of one-tenth of an inch (1/10"), 10pt or equivalent.										
X		Margin requirements: a minimum two-inch margin on the left side and minimum one-half inch margins at the top, bottom and right sides of the document.										
X		An information block shall be located in the lower right-hand corner or along the right-hand margin of the sheet and shall include the date of preparation and revisions, including a north arrow; the scale used, including a graphic scale; sheet title, and preparer's name, address and phone number.										
COVER SHEET												
X		<ul style="list-style-type: none"> Title Block at the top center of the plat shall contain the following information: <div style="text-align: center;"> <p>(Insert Name of) SUBDIVISION (and Filing No. if Applicable)</p> <p>FINAL PLAT</p> <p>(Subtitle identifying the section, township and range information)</p> <p>TOWN OF BENNETT, COUNTY OF (insert ADAMS or ARAPAHOE), STATE OF COLORADO</p> <p>SHEET 1 of ____</p> </div> 										

X	This title block shall be continued on each subsequent sheet of the document. The name shall not duplicate the name of any existing subdivision or development application in the Town of Bennett, Adams or Arapahoe Counties.
X	• Purpose Statement - A brief but descriptive explanation of all purposes for the Subdivision Plat
X	• Legal Description – Metes and bounds legal description of the property
X	• Ownership Certificate and Dedication Statements
X	• Vicinity Map
X	• Composite Map - For plats that depict property on more than one sheet, an overall depiction of the Subdivision shall be included after the cover sheet.
X	• Required General Notes e.g. Easement Statement, Stormwater Facilities Statement, etc.
X	• Plat Notes Specific to Subdivision - TBD
X	• Surveyor's Statement
X	• Town Approval Signature Blocks
X	• Clerk and Recorder's Acceptance Block
X	• Case Number _____
X	• Preparation Information and Dates
X	• Index of Sheets
X	• Land Use Table – shall include as applicable: Net and Gross Acreage, Net and Gross Density, Number of Lots and Tracts, Smallest Lot, Largest Lot, Average Lot Size, Number of Buildable Lots and Associated Land Use, Net Acreage for Public Streets. If there is not enough room on the cover sheet, place on the second sheet.
X	• Tract Summary Table indicating the use, ownership and maintenance of each tract. If there is not enough room on the cover sheet, place on the second sheet.

SUBDIVISION PLAT SHEET(S)

X	Boundary Lines - The subdivision boundary will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance, and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. All dimensions to be determined by accurate field survey which must balance and close within limit of one in five thousand (5,000). Show adjacent and/or intersecting plat/deed lines and label appropriately to include recording information (book and page and/or reception number).
X	Streets: All street rights of way defined by the plat will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance, and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. Widths shall be labeled from each right-of-way line normal to the corresponding street center line. All street center lines defined by the plat will be clearly distinguishable from other map lines by use of distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. The plat shall show the right-of-way lines, widths, locations and street names of all existing and proposed public or private streets: <ol style="list-style-type: none"> 1. Within the proposed subdivision, and 2. Immediately abutting the proposed subdivision, and 3. Any private street shall include the designation "(Private)" immediately following street name; any other private right of way that is not named shall include the designation "(Private)" in a manner that clearly conveys such a status.
X	Easements: All easements as required by the Town of Bennett and other public and quasi-public agencies, including but not limited to easements for water, reuse water, sanitary sewer, drainage, natural gas, telephone and electrical facilities. Said easements shall be clearly labeled to include width, use and identification as public or private, if necessary. Tie to property lines and annotate with bearings and distances as necessary. Clearly show and label all existing easements, to include width and recording information, that cross, abut or are located

X		within the subdivision boundary.
X		Lots and Blocks: All lines of lots, blocks and other parcels of land defined by the plat will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance and all curves will be labeled with a radius and arc length. Lots must close to one in five thousand (5,000).
X		Sight Distance Triangles: Identify Sight Distance Triangles at all intersections pursuant to the Bennett Roadway Design and Construction Standards.
X		Readability: All line annotation and all other text will be easily and clearly readable. No text shall overwrite other text or be overwritten by map lines.
X		Leader Lines: Use leader lines whenever a dimension is not clearly and unmistakably associated with a given line, line segment or arc.
X		Identification System: All lots and blocks in the subdivision shall be numbered, beginning with the numeral "1" and continuing consecutively throughout the tract, with no omissions or duplications. All tracts shall be likewise labeled beginning with the letter "A". Lots and tracts shall be labeled with the area of the lot or tract.
X		Legend: Provide a legend which designates all lines and symbols except where called out on plat drawing.
X		Address Plat Sheet: Prepare an Address Plat Map as a separate sheet per staff instructions.
X		Flooding: Designation of any area subject to flooding and adequate easements for flood control.
X		All other information required by State law.

GRADING AND DRAINAGE PLAN

X		A final drainage study shall be prepared in conformance with the Town of Bennett Design Criteria and Construction Specifications Manual or other codes and criteria set forth by the Town. The study shall conform to any town approved regional or sub-regional drainage study that incorporates the development area. The study shall describe storm drainage design for all of the land involved in the development and areas outside the development boundary that are impacted by the project. The requirement for the drainage study shall be waived or the scope reduced, if such a study was prepared for a final plat of which the development is consistent with or a part of, and the previously prepared study provides adequate information to evaluate the drainage impacts and measures necessary to mitigate such impacts. Any plans for erosion control and Best Management Practices (BMPs) shall meet current Town standards.
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SOILS REPORT

X		A final soils report shall be prepared and certified by a Professional Engineer or geologist, registered in the State of Colorado, who is knowledgeable in soils identification, classification, and use. The report shall locate and classify the dominant soil types within or affecting the proposed development. The report shall indicate the degree of compatibility of the existing soils within the proposed development with regard to such engineering considerations as topography, drainage, bearing capacity and erosion potential. The report shall include a prognosis of the effects of the proposed development upon the existing site in this regard and shall include specific recommendations for additional exploration, testing, mapping or study as may be necessary to insure adequate protection from potentially hazardous or undesirable soils or geological conditions on the development site.
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UTILITY PLAN

X		In addition to plans for water and sanitary sewer utilities, the subdivider shall submit evidence in accordance with Section 31-23-214, C.R.S., that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service. Submission of a letter of agreement between the sub divider and utility serving the site shall be deemed sufficient to establish that adequate provision for electric or, if applicable, natural gas service to the proposed subdivision has been made.
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TRAFFIC IMPACT ANALYSIS

X		A final traffic impact analysis shall be provided with a final plat, unless specifically waived by the Town Staff. The traffic impact analysis study shall incorporate any assumptions identified in the regional transportation plan. Additionally, the study shall include projections of average daily incoming and outgoing trips generated by the project; including distribution and level of service. Trips generated by the project shall be assigned to the
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X	surrounding street network to a distance of at least one mile from the site. The study shall be in conformance with the Institute of Transportation Engineers Trip Generation Report and shall be signed by a Colorado registered professional engineer.
SCHOOL IMPACT ANALYSIS	
X	Analysis of the project's impact on the Bennett School District, projecting the increase in elementary, middle and high school students, along with an estimate of school land dedication or fees-in-lieu per the Bennett Municipal Code.
CONSTRUCTION/ENGINEERING DESIGN PLANS	
X	<p>A set of maps and/or drawings showing how a proposed development is to be constructed. The plans must include:</p> <ul style="list-style-type: none"> • site maps of the existing conditions and proposed improvements, • installation/construction details for all proposed improvements, • survey control (horizontal and vertical) for locating the improvements and, • all necessary specification for the products to be used. <p>Construction plans are often broken out for specific improvements; for example: site plan, grading plan, waterline improvement plans, roadways improvements plans, etc.</p>
SUBDIVISION AGREEMENT	
X	A development agreement may be necessary and initiated by staff in accordance with Chapter 16, Division 5 of the Municipal Code, including the completion of public improvements required by the development agreement.
OTHER SPECIAL DOCUMENTS	
X	<p>Depending on the circumstances of the proposed subdivision and its intended development, the following additional documents may be required by the Town Administrator or designee, Planning Commission or Board of Trustees prior to approval of the final plat:</p> <ol style="list-style-type: none"> 1. State Highway Utility Permit (from Colorado Department of Transportation). 2. State Highway Access Permit (from Colorado Department of Transportation). 3. Construction Dewatering Permit (from Colorado Department of Public Health and Environment). 4. 404 Permit (from Army Corps of Engineers). 5. Air Pollution Emission Notice (APEN) (from Colorado Department of Public Health and Environment). 6. Work in Ditch Right-of-Way Permit (from individual ditch companies). 7. Rare Species Occurrence Survey (from U.S. Fish and Wildlife Service). 8. General Warranty Deed - This deed conveys to the Town all public lands other than streets shown on the Plat, in lieu of a deed, a check in an amount to be determined by the Town. 9. Protective Covenants, Homeowners Association (HOA) Documents, Articles of Incorporation for HOA, and Architectural Design Guidelines finalized and in a form for recording. If there are open space areas to remain in private ownership within the subdivision, the HOA documents must have in place a mechanism which will assure maintenance will be funded in perpetuity. 10. FEMA approved applications (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).
RECORDING FEES – Please verify with appropriate County Clerk & Recorder's Office	
X	<p><u>Adams County Recording Fees</u> \$13.00 for the first page and \$10.00 for each additional page per document Accept only 18" x 24" Original Mylar http://www.adcogov.org/recording</p> <p><u>Arapahoe County Recording Fees</u> \$13 for first page and \$10.00 for each additional page Accepts only 24 x 36" Original Mylar https://www.arapahoegov.com/313/Recording</p>