



Minor Subdivision Plat Applicant Guide

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

(January 2021)

Minor Subdivision Plat Submittal Requirements

(Town of Bennett | Revised January, 2021)

The following elements constitute an acceptable Minor Subdivision 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	1. Engineering: \$1,500	\$ 1,500.00
	2. Attorney: \$1,500	\$ 1,500.00
	3. Traffic Engineer: \$1,500	\$ 1,500.00
	4. Other: e.g. Water Engineer Review, Special Utility Review, Landscape Architect Review : \$215	\$ 215.00
	Subtotal	\$ 4,715.00
X	5. Town Administration/Planning: 20% of total amount	\$ 943.00
X	(Additional fees may be required, depending on the number of resubmittals or changes by applicant; and whether or not a Subdivision Agreement or Construction Document Review is required)	Total \$ 5,658.00
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	If the Minor Subdivision is resubdivision of any existing platted property, the title block shall note that accordingly. 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		Flooding: Designation of any area subject to flooding and adequate easements for flood control.
X		All other information required by State law.

OTHER SUPPORTING DOCUMENTS AS REQUIRED

X		Depending on the nature and extent of the Minor Subdivision, one or more of the following documents may be required by the Town Administrator or assignee. <ul style="list-style-type: none"> • Drainage Study and Plan • Soils Report • Utility Plan • Traffic Impact Analysis • Construction/Engineering Design Plans • Subdivision Agreement
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RECORDING FEES – Please verify with appropriate County Clerk & Recorder’s Office

X		<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 <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.arapahogov.com/313/Recording
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Minor Subdivision Plat Process (Sec. 16-4-350)

Purpose

A Minor Subdivision is a subdivision of property that creates fewer than four (4) new lots, parcels, tracts, spaces or interests, unless such application proposes or requires public infrastructure to be constructed in association with the subdivision, in which case the subdivision shall be classified as a major subdivision regardless of size.

Process

The Minor 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 Minor 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 Minor 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 Minor Subdivision Final Plat Document

If approved, the applicant shall submit the Minor 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 Minor 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.