

SECTION ONE - PRELIMINARY PLAT FOR SUBDIVISION

GENERAL INFORMATION

How to Use this Attachment

Section One of this attachment 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 review.

Section Two contains material that **you are required to fill out, detach, and submit with your application.** The Application Submittal Requirements checklist describes the minimum information to include 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 **identifies 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 will help you avoid costly revisions to your application later.

Preliminary Plat for Subdivision Summary

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 Final Plat for Subdivision Attachment for more information on the Final Plat process.

A preliminary plat can be processed simultaneously with a final plat, at the option of the applicant. A site review plan can also be used as a preliminary plat, if the site review plan meets all the requirements for preliminary plat (Section 9-12-6, B.R.C. 1981) as well as for site review (Section 9-2-14, B.R.C. 1981).

LAND USE REVIEW AND TECHNICAL DOCUMENT REVIEW PROCESS SUMMARY

The Planning Department coordinates discretionary reviews through a Land Use Review process. The various review types are listed on the Land Use Review Application Form and include annexation, site review, use review and preliminary plat for subdivision. The Land Use Review process is summarized here.

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. Pre-application review is usually optional. Exceptions are the Off-site Affordable Housing Location Review, when land is proposed for Inclusionary Housing, and certain Housing Funding requests; however, there are certain types of projects and reviews for which city staff recommends a pre-application review. Refer to the "Pre-application Review" brochure for details.

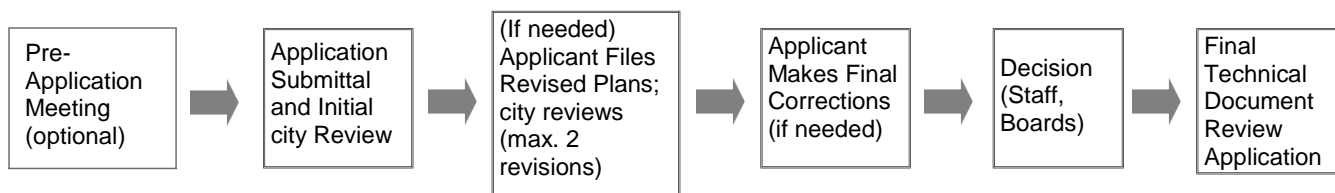
Application

Land Use Review (LUR) applications for new projects are accepted in the Planning and Development Services Center, Monday, Wednesday, Thursday and Friday from 8:00 a.m. to 4:00 p.m. and Tuesday from 10:00 a.m. to 4:00 p.m. Applications are processed and routed for staff's review on the Monday of the next review track. A calendar of submittal dates for review tracks can be found on the city's website at: <https://bouldercolorado.gov/plan-develop>.

Review Schedule

Each application is assigned a three-week review "track" based on availability of staff resources to conduct the review. The track assigned determines the review schedule the project will follow and help 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 the required deadlines. Some projects 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.

Basic Steps in the Land Use Review (LUR) Process



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 and comment 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 supervisors of Planning and Development Services 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 the Planning and Development Services Center.

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 15 working days after the start of the assigned review track. Up to two revisions may be filed for each project.

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, the Planning Department either issues a staff decision or refers the project to the Planning Board or City Council. For site review, use 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 decisions are also issued as dispositions and are final after a 30-day call-up period. Board decisions may be called up for review by City Council with a majority vote of City Council in favor of the call-up. Decisions by Planning Board and City Council are made following public hearings at regularly scheduled meetings.

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 at 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 or contact the Planning and Development Services Center.

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).

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 in the Planning and Development Services Center (303- 441-1880). The applicant may also need to obtain other permits to complete the project, including growth management allocations and floodplain development permits.

Expiration of Approval

For site and use reviews, the applicant must begin and substantially complete an 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.

SECTION TWO - PRELIMINARY PLAT FOR SUBDIVISION

APPLICATION SUBMITTAL CHECKLISTS AND FORMS

Submit with your application.

Section Two contains:

- Preliminary Plat for Subdivision Application Requirements checklist.
- Project Fact Sheet
- Sign Posting Requirements Acknowledgement form

All of these documents must be filled out completely and submitted with your application, in the quantities specified on the Land Use Review application form and on the Preliminary Plat for Subdivision Application Requirements checklist.

PRELIMINARY PLAT FOR SUBDIVISION APPLICATION REQUIREMENTS AND CHECKLIST

Submit with your application.

A preliminary plat application for subdivision must meet the basic requirements listed in the city's land use regulations (found in Section 9-12-6, B.R.C. 1981). These requirements are detailed below and are listed on the Land Use Review Application Form. **An application fee, as specified on the application form, is also required.** In addition, an applicant may submit any additional materials which may be appropriate to the review.

All required materials must be included along with a complete application form in order for an application to be accepted for review. Incomplete applications will not be accepted and will be returned. A site review application, under Section 9-2-14, B.R.C. 1981, may also be used as a preliminary plat if it meets both the requirements of this section and those of Chapter 9-2-14, B.R.C. 1981.

All application materials must be submitted in 15 collated packets, with one complete packet marked "Original." Each packet must contain one of each required plan, statement, etc. Every packet must include a cover sheet that clearly indicates the contents of the packet. Where fewer than 15 copies of an item are required, the cover sheet should clearly indicate the packets that contain those items.

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.

Preliminary Plat Application Requirements

- [] 1. A complete **Land Use Review Application form**, including signatures by or the written consent of the owners of all property to be included in the development.
- [] 2. A completed **Sign Posting Acknowledgment form** (attached).
- [] 3. One (1) set of mailing labels and one (1) copy of the **names and addresses of tenants** (not property owners) of property abutting the subject property.
- [] 4. Three (3) copies of an **improvement survey** or improvement location certificate by a registered surveyor, of the subject property.
- [] 5. One (1) copy of a **legal description** of the subject property, printed clearly on an 8 ½" x 11" sheet. (Note: the legal description must also be included on the preliminary plat drawing – see attached Preliminary Plat Checklist)
- [] 6. Fifteen (15) copies of a **vicinity map** (8 ½" x 11") indicating the site and names of adjacent streets. If the site is less than one acre, the map must be drawn at a minimum of 1":200'. (Note: a separate vicinity map shall also be incorporated into the preliminary plat drawing – see attached Preliminary Plat Checklist)
- [] 7. Fifteen (15) copies of a **written statement** which describes the proposal **and any requested subdivision variances**.
- [] 8. Fifteen (15) prints (18"x24" or 24"x36") folded to 9"x12", of a **utility plan or utility connection plan**, depending on whether public improvements are required.

- [] 9. Fifteen (15) prints (18"x24" or 24" x36") folded to 9"x12", of **preliminary stormwater plan**; and **two (2) copies of preliminary stormwater report**, if public improvements are required. See appropriate attachments for specific requirements.
- [] 10. Fifteen (15) prints of a **preliminary plat*** (18"x24" or 24"x36") folded to 9"x12", prepared at a standard engineering scale of no less than 1:100', and at a scale sufficient to clearly show the details of the drawing; including, without limitation:
 - [] 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 five 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 total acreage;
 - [] The location and dimensions of all proposed public improvement, (as enumerated in Section 9-12-12, B.R.C. 1981), public 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 flood and the estimated flow rate used in determining that designation, and base flood elevation data and the source used in determining that elevation;
 - [] The number of lots and each lot size;
 - [] Proposed uses of each lot;
 - [] 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;
- [] 11. Fifteen (15) copies of a completed **Land Use Review Project Fact Sheet** (attached).
- [] 12. The preliminary plat **fee**, as stated on the Land Use Review Application Form.
- [] 13. One (1) copy of a **solar analysis for any existing buildings** per chapter 9-9-17 "Solar Access." Please refer to "Solar Access" brochure available from the planning department for specific requirements.
- [] 14. One (1) copy of the **notification sent to each Mineral Estate Owner** per section 9-12-7(c) of the Land Use Regulations, or written certification that the applicant performed a Mineral Estate search and found no owners.

- [] 15. Three (3) copies of 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.
- [] 16. Two (2) copies of a **current title insurance commitment** or attorney memorandum, based on an abstract of title.
- [] 17. 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. Please refer to the Technical Document Review Application Form and Final Plat - Subdivision Attachment for final plat application requirements.**

(signature of person who filled out checklist)

(print name)

PROJECT FACT SHEET

For Land Use Review Applications

Accurate and complete information about a project is integral to a timely and thorough city review. **Please type or print complete answers to the items listed under the boxes that relate to your project.** While some of this information may be included on the project site plans or discussed in the written statement, please also enter it here. If you choose to recreate this document, please only include the items that relate to your project. An electronic version of this document is available on the Web at www.boulderplandevlop.net

ALL PROJECTS

Key Information

Subject property address/location: _____

Owner name and address: _____

Legal Description (or attach): _____

Age of existing structures: _____

Size of site in square feet and acres. Gross: _____
Net (after public dedications): _____

Current Zoning Designation: _____

For rezoning and annexation applications,
Proposed Zoning Designation: _____

Boulder Valley Comprehensive
Plan Land Use Designation: _____

Previous Approvals (specify
project name, review type): _____

Solar Access Area Designation (circle one): Area I Area II Area III

Does the project include the demolition of any structures? Yes No
If yes, what year was the structure built? _____

Please list any requested variations to the land use regulations (specific variance information is requested later in the project fact sheet):

Is the proposed development meeting the inclusionary housing requirement for another development (sending site)?
Yes No

If yes, what is the address of the sending site? _____

Projects with residential dwelling units (existing or proposed)

	Existing	Proposed
Total # of lots	_____	_____
Size of lots	_____	_____
Total # of buildings	_____	_____
Size of each building	_____	_____
	_____	_____
	_____	_____
	_____	_____
Total # of dwelling units	_____	_____
Total # of permanently affordable dwelling units	_____	_____
Total # of kitchens	_____	_____
Total floor area	_____	_____
Number of stories	_____	_____
Maximum building height	_____	_____

	Existing	Proposed	Floor Area/unit
Specify the number of units with each bedroom configuration.	_____ ELU*	_____ ELU*	_____ ELU*
	_____ 1 BR	_____ 1 BR	_____ 1 BR
	_____ 2 BR	_____ 2 BR	_____ 2 BR
	_____ 3 BR	_____ 3 BR	_____ 3 BR
	_____ 4 BR	_____ 4 BR	_____ 4 BR
	_____ other	_____ other	_____ other

* efficiency living unit

Project density:	Existing	Proposed
Gross units/acre	_____	_____
Net units/acre	_____	_____
Lot area/unit	_____	_____
Total useable open space	_____	_____
Useable open space/unit	_____	_____
Floor area ratio	_____	_____

Is open space reduction requested**? (If yes, specify %) _____

** Open space reduction requests may only be made for properties in the RH-1 or RH-2 zoning district.

