Preliminary Plat for Subdivision

Attachment to
Land Use Review Application

City of Boulder Planning and Development Services Center
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206.pdf
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 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.
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.
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.


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.boulderplandevelop.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? ____________________________
Please indicate with a checkmark if your property is affected by any of the following:

<table>
<thead>
<tr>
<th>Area/Zone</th>
<th>Checkmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wetland area</td>
<td></td>
</tr>
<tr>
<td>Airport Influence Zone</td>
<td></td>
</tr>
<tr>
<td>Historic landmark designation/district</td>
<td></td>
</tr>
<tr>
<td>Boulder Valley Regional Center (BVRC)</td>
<td></td>
</tr>
<tr>
<td>100 Year Flood Zone</td>
<td></td>
</tr>
<tr>
<td>North Boulder Subcommunity Plan</td>
<td></td>
</tr>
<tr>
<td>CAGID parking district</td>
<td></td>
</tr>
<tr>
<td>UHGID parking district</td>
<td></td>
</tr>
<tr>
<td>Other local improvement district</td>
<td></td>
</tr>
</tbody>
</table>

**Land Use**

Please describe the proposed use(s) of the property, including activities conducted on site, number of seats, number of guest rooms, number of residents, number of employees, hours of operation and any other unique operating characteristics. Also, please specify which land use category(ies) in the Schedule of Permitted Land Uses (Section 9-6-1) that most closely describes the proposed use:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Utilities

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are existing buildings hooked-up to city water?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are existing buildings hooked-up to city sewer?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there city water mains adjacent the property?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there city sewer mains adjacent the property?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please name any utility districts that currently serve the property: ____________________________________________________________________
## Parking

<table>
<thead>
<tr>
<th></th>
<th>standard size</th>
<th>small car</th>
<th>accessible</th>
<th>bicycle</th>
<th>other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total # off-street parking spaces existing</strong></td>
<td>(dimensions: 9’ x 19’ )</td>
<td>(dimensions: 7’9” x 15’ )</td>
<td>(dimensions:12’x19’+3’ )</td>
<td>(type: )</td>
<td>(dimensions: )</td>
</tr>
<tr>
<td><strong>Total # off-street parking spaces proposed</strong></td>
<td>(dimensions: 9’ x 19’ )</td>
<td>(dimensions: 7’9” x 15’ )</td>
<td>(dimensions:12’x19’+3’ )</td>
<td>(type: )</td>
<td>(dimensions: )</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specify % of parking reduction requested  
Specify % of parking deferral requested

## Setbacks

Certain streets are categorized in the city code as Major Streets and have more restrictive setback requirements.

Does your property abut a Major Street?  
Yes  No

What is the setback requirement?  

Are any setback variations requested?  
Yes  No

Please specify request:  

Are you requesting any other variations to the Land Use Regulations?  
Yes  No

If so, please list the specific variation(s) requested:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
# Projects with residential dwelling units (existing or proposed)

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of lots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size of lots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # of buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size of each building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # of dwelling units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # of permanently affordable dwelling units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # of kitchens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total floor area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of stories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum building height</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specifying the number of units with each bedroom</td>
<td>Existing</td>
<td>Proposed</td>
</tr>
<tr>
<td>ELU*</td>
<td>ELU*</td>
<td>ELU*</td>
</tr>
<tr>
<td>1 BR</td>
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<td>2 BR</td>
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<tr>
<td>4 BR</td>
<td>4 BR</td>
<td>4 BR</td>
</tr>
<tr>
<td>other</td>
<td>other</td>
<td>other</td>
</tr>
</tbody>
</table>

* efficiency living unit

**Project density:**

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross units/acre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net units/acre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot area/unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total usable open space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Useable open space/unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor area ratio</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
### Projects with non-residential uses (existing or proposed)

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of lots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total # buildings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size of each building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total floor area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor area ratio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total building coverage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of stories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum building height</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ratio of non-residential floor area to number of parking spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ratio of non-residential floor area to residential floor area</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What type of building code occupancy classification is required? 

### Projects with a mix of non-residential and residential uses

In addition to the information above, please describe the proposed project, and any project characteristics or requested variations of the mixed-use project.