



Final Subdivision

The purpose of this guide is to provide general information about the Final Subdivision process. This guide is not intended to be all inclusive. Additional information may be requested during the application process.

FEES:

\$2000

TIMELINE:

2-3 weeks per review cycle*

*Typical development review process takes 3-4 months

The Final Subdivision process is intended to provide for the detailed planning and review of a final subdivision plat and related supporting documents. The Final Subdivision process is the second step of a two-part subdivision application process. This step of the process requires a complete application and an administrative review. The Final Subdivision plat must be designed in substantial conformance with the approved preliminary plat. The Planning Commission and City Council does not review a final subdivision request unless it is appealed by a party-in-interest.

The submittal requirements of a Final Subdivision application can be found at Section 18.04.500 of the City of Greeley Subdivision Regulations. A pre-application conference with the Planning Division is required. Each piece of land is unique and may pose unusual or atypical development constraints. Additional information, documents or studies, not referenced in the Subdivision Regulations, may be required to ensure a complete, comprehensive and timely review of the proposed final plat. Incomplete applications will not be processed.

Pre-Application Conference Information Sheet

Planner _____ Phone No. _____ Date _____

Applicant/Representative(s) _____

Type of Application _____

Location _____

Comments: _____

- | | | | |
|--------------------------|-------------------------------------|-------------|----------------|
| <input type="checkbox"/> | Pre-application Conference | _____ | _____ |
| | | Date | Planner |
| <input type="checkbox"/> | Application Form* (Attached) | | |
| <input type="checkbox"/> | Required Fees | | |

CHAPTER 18.04
SUBDIVISION REGULATIONS
Division 5 - Final Plat

18.04.500 Purpose.

The final plat stage of land subdivision is intended to provide for the planning and review of a final subdivision plat, the design and review of public improvements and the dedication and/or vacation of easements or rights-of-way. To avoid delay in processing the application, the subdivider shall provide the Community Development Department staff with all information essential to determine conformance with the approved preliminary plat, as well as how all preliminary conditions of approval have been met, as specified in this Article. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

18.04.510 Conformance with approved preliminary plat.

(a) The final subdivision plat shall be designed to be in substantial conformance with the approved preliminary plat. For the purposes of this Chapter, *substantial conformance*, including design adjustments made to meet any conditions of preliminary plat approval, is determined as follows:

- (1) Does not change the land use of the proposed plat.
- (2) Does not adjust the number of lots or building envelopes by more than five percent (5%).
- (3) Does not contain changes which would render the final plat in nonconformance with zoning requirements or the requirements of this Chapter.
- (4) Does not contain significant changes in street alignment and/or access points, or other public improvements, such as drainage improvements or utility lines or facilities.
- (5) Does not contain significant changes that would render the final plat in nonconformance with any approved development concept master plan for the property.

(b) Final plats determined by the Community Development Director to have changes that exceed the definition of *substantial conformance* shall be treated as a preliminary plat and shall be referred to the Planning Commission for consideration, unless the subdivider withdraws the application. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

18.04.520 Final plat filing.

(a) After approval by the Planning Commission of the preliminary plat and within the time that such approval remains effective, the subdivider shall present a final plat for review and approval by the Community Development Director. The final plat shall be prepared in conformance with the approved preliminary plat and any conditions added at the time of preliminary plat approval, as specified in Section 18.04.510, except that the final plat may constitute only a portion of the area covered by the preliminary plat.

(b) Ten (10) copies of the final plat and required supporting data and documents prepared in accordance with requirements as set forth in Section 18.04.530 of this Chapter shall be filed with the Community Development Department. Additional copies of the plat and supporting data and a digital file of the plat may be requested by staff and upon request, shall be provided by the subdivider.

(c) The submittal shall be checked by Community Development Department staff for completeness. If incomplete as to those requirements set forth in Section 18.04.530, the submittal shall be returned and the subdivider notified in writing.

(d) The information required as part of the final plat submittal shall be shown graphically or by note on plans, or by letter and may comprise several sheets showing various elements of required data. All mapped data for the same plat shall be drawn at the same engineering scale, said scale having not more than one hundred (100) feet to one (1) inch and shall be provided on drawings measuring twenty-four (24) inches by thirty-six (36) inches.

(e) Community Development Department staff shall process and coordinate the review of the final plat and supporting data and documents and shall provide comments to the subdivider within a reasonable time after a complete submittal is made to Community Development Department staff. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

18.04.530 Required information.

(a) All final plats shall contain the following information:

- (1) Proposed name of subdivision, legal description and acreage.
- (2) Name and address of subdivider, engineer, surveyor and owners of subject property.
- (3) All subdivision plats shall conform to all requirements as stated in the Colorado Revised Statutes, Title 38, Property Real and Personal, Articles 50-53, inclusive.
- (4) Date of preparation and all subsequent revisions, scale and north arrow.
- (5) Location and description of all monuments.
- (6) Boundary lines of subdivision, right-of-way lines and dimensions of existing and proposed streets, driveways, easements (including recording information for all existing easements), alleys and other rights-of-way, trails, sidewalks, paths, irrigation ditches, block and lot lines or building envelopes with accurate bearings and distances within three hundred fifty (350) feet of the property.
- (7) Identification of blocks and each lot or building envelope by a number and area in square feet.
- (8) If applicable, the location and dimensions of all known oil and gas production facilities, including well heads, flow lines, transmission lines, gathering lines, tank batteries and access roads within one thousand (1,000) feet of the subject property, for determining high density classification for oil and gas regulation purposes.
- (9) If applicable, setbacks for existing oil and gas production facilities on the site, as required in Chapter 18.56.
- (10) If applicable, sight distance triangles on all affected lots or building envelopes.
- (11) If applicable, cross-easements, including, but not limited to access, parking, landscaping and drainage.
- (12) The following statements and notes shall be shown on the plat, the forms of which are found in Appendix 18-A:
 - a. Dedication statement;
 - b. Certificate and seal of registered land surveyor;
 - c. Certificate of approval by the City Engineer; and
 - d. Certificate of approval by the Community Development Director.

(b) In addition to the final plat, the following supporting documents and data shall be submitted:

- (1) Development agreement, with attachments, including legal descriptions, in a form acceptable to the City. Said attachments shall include the timetable for the construction of the improvements, any special conditions of construction and cost estimates at one hundred percent (100%) of the total cost of required improvements.
- (2) Current written evidence of ownership and written evidence of notice to all ownership or lien-holder interests, including, but not limited to a warranty deed, contract or property tax notice of the subject property.
- (3) A written listing of all variances and/or deviations from City standards proposed on the plat, referencing applicable sections of this Chapter and information supporting such request.
- (4) If vacating easements and/or rights-of-way, a completed "Utility Company Consent of Vacation" form available from the Community Development Department.
- (5) Final utility plans (eight [8] copies), prepared by a Professional Engineer registered in the State of Colorado, required on separate sheets if so determined by the City Engineer, and containing:
 - a. Detailed drawings of all dimensions and locations of easements, physical lines and other equipment and apparatus for providing water, sanitary sewer, fire protection, including water meter pits, fire hydrants and sanitary sewer manholes, electricity, natural gas and any other required utility services; and

- b. Detailed drawings showing grades and cross-sections of all streets, alleys and sidewalks.
- (6) Water and sanitary sewer hydraulic report (two [2] copies).
 - (7) A Traffic Impact Study (TIS) (three [3] copies) shall be prepared by a registered traffic engineer unless waived by the Public Works Department. The study should follow the TIS requirements of the Transportation Services Division.
 - (8) Final drainage plans and report (two [2] copies), prepared by a professional engineer registered in the State. A brief summary of drainage requirements is listed as follows. For a complete list of requirements, see the City's *Storm Water Drainage Design Criteria Manual*.
 - a. All areas intended for residential use shall be designed for two- and one-hundred-year storm return periods (streets shall carry a two-year storm without overtopping the curb and gutter, and all permanent improvements shall be protected from inundation due to a one-hundred-year storm).
 - b. All areas intended for commercial, business or industrial use shall be designed for five- and one-hundred-year storm return periods (streets shall carry a five-year storm without overtopping the curb and gutter and all permanent improvements shall be protected from inundation due to a one-hundred-year storm).
 - c. Calculated flow quantities and depth at each intersection and at any intermediate critical point for the minor and major storms; flow quantities entering and leaving property, along with final disposition of these quantities; all drainage basins and sub-basins contributing to flows through the property with design acreage noted; all design data with all calculations; plan, profile and design sheets for any other drainage facilities required by the Director of Public Works pursuant to the Director's authority as granted in Chapter 17.45 of this Code.
 - (9) Dust abatement and construction traffic plan, consisting of a written description of methods to control dust and routes planned for construction traffic to access and exit the construction site.
 - (10) Stormwater management plan, including a plan for erosion and sediment control. This plan may include the drainage plan and report as required in Subsection (b)(6) above.
 - (11) Project narrative, consisting of a written description of how the final plat conforms with the approved preliminary plat and any conditions added at the time of preliminary plat approval.
 - (12) If applicable, final development phasing plans (three [3] copies), consisting of an overall plan of the subdivision and written description of the proposed phasing schedule for all public improvements.
 - (13) If applicable, final perimeter treatment plan (three [3] copies), showing materials, techniques and sizes proposed for the site's perimeter treatment, such as landscaping, fencing, berms, screening walls or a combination of such items and addressing the subdivider's responsibility to establish a mechanism and timing for the installation and maintenance of such materials placed between the back of curb and property line acceptable to the City and one (1) eleven-inch-by-seventeen-inch (11" x 17") reduction of final plat and perimeter landscape plan. For further information, refer to Chapter 18.44.
 - (14) Copy of any existing or proposed deed restrictions or covenants for the property.
 - (15) Other information in report and/or plan form, as applicable:
 - a. Proposed parking areas and total number of parking stalls.
 - b. Lighting plan containing one (1) eleven-inch-by-seventeen-inch (11" x 17") reduction, showing location and height of all exterior lights and description of light and illumination pattern.
 - c. Signage plan showing location of all signs, including traffic control signs, as well as the description and dimensions of all signs.
 - d. Construction plans for any proposed public improvements, including pavement marking and traffic signal plans.
 - e. Soil and pavement design report, documents soil conditions and proposed pavement installation with the structural cross-sections for parking lots and streets.

f. Retaining wall design report, with all supporting engineering calculations needed for retaining wall installations that are thirty (30) inches or more above finished grade.

g. Development phasing plan (if construction of development is to be phased and all required public improvements are not completed prior to issuance of building permits) detailing temporary construction required to support each phase of development.

h. Location, character and proposed disposition of existing natural features and size of vegetative cover, including trees having a caliper greater than two and one-half (2½) inches and shrubs of at least five-gallon size.

(16) Evidence that current property taxes for the subject property have been paid.

(17) If applicable, information detailing the mechanism for the perpetual maintenance of common open space areas and recreational facilities.

(18) Applicable fee for processing and reviewing the plat.

(19) Such additional information as may be required by the Community Development Director in order to ensure a complete and comprehensive review of the proposed final plat, or required to address any conditions of preliminary plat approval. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

18.04.540 Final plat review.

(a) Upon determination by City staff that the final plat submittal is complete and that the final plat is in substantial conformance with the approved preliminary plat, the staff shall furnish the following agencies and offices with a copy of such plat and relating supporting documents for review and comment:

- (1) Building Inspection Department.
- (2) Public Works Department.
- (3) Fire Department (or other applicable fire district).
- (4) Water and Sewer Department.

(b) If the Community Development Department staff determines that other agencies and offices may be affected by or interested in the proposed final plat, the staff may furnish the following agencies and offices with a copy of such plat and relating supporting documents for review and comment:

- (1) Parks and Recreation Department.
- (2) Police Department.
- (3) City Attorney's Office.
- (4) Public school districts.
- (5) Colorado Department of Transportation.
- (6) Weld County Planning Department.
- (7) U.S. Post Office.
- (8) Natural gas companies.
- (9) Electric power companies.
- (10) Telephone and communications companies.
- (11) Ditch and irrigation companies.
- (12) Railroad companies.
- (13) Cable television companies.

- (14) U.S. Army Corps of Engineers.
- (15) Greeley-Weld County Airport.
- (16) Northern Colorado Water Conservancy District.
- (17) Adjacent municipalities.
- (18) Other interested agencies and offices.

(c) All such reviewing agencies and offices will be requested to review the application within two (2) weeks from the date of distribution of the plat and required supporting documents to make any objections or comments to Community Development Department staff. This time period may be extended due to case load and complexity of applications. Community Development Department staff shall include a summary of all comments received on the final plat, along with the staff recommendation, in a report which shall be presented to the Community Development Director for consideration of the final plat. See the illustration below for a description of the final plat process.

(d) Any comments received from agencies or offices receiving copies of the final plat shall be considered by the Community Development Director in the review of the final plat. If the final plat is determined to be in substantial conformance with the approved preliminary plat, the final plat shall be approved by the Director and a written report of such approval shall be given to the Planning Commission. In addition to all other requirements and conditions set forth herein, it shall be a condition of the final plat that all required City and recording fees be paid.

(e) The decision of the Community Development Director on a final plat shall be considered final unless appealed by the applicant or subdivider to the Planning Commission.

(1) The decision of the Planning Commission on appeal shall be final, unless the applicant or subdivider elects to appeal the Planning Commission decision to the City Council, in which case, the decision of the City Council shall be final. Appeals must be filed, in writing, with the Community Development Department within ten (10) working days of the decision of the Community Development Director. Appeals shall meet all provisions of Article XIII of this Chapter.

(2) No building permit or Certificate of Occupancy (CO) shall be issued for any lot or building envelope within a subdivision until and unless the same shall have become final, pursuant to the provisions herein and the appeal period as provided in Article XIII of this Chapter has expired, except if the subdivider signs a waiver of appeal rights or enters into a written agreement with the City for issuance of the permit or CO. In no event shall the plat be recorded prior to the end of the appeal period.

(f) After approval of a final plat and upon completion of all related documents to the satisfaction of the City, the Community Development Director shall cause the final plat to be signed and recorded in the County Clerk and Recorder's Office.

(g) By submittal of a final plat for approval, the subdivider shall be deemed to have agreed to construct, at the subdivider's expense, all improvements required by this Chapter, including those improvements noted on the final plat, final utility plans and final perimeter treatment plan, such as streets and alleys, landscaping and improvements shown on the drainage and utility plans. The subdivider shall provide a written agreement with the final plat submittal, legally binding the subdivider to construct improvements required by this Chapter and shall also provide final as-built construction plans. Said agreement shall be mutually acceptable to the subdivider and the City and shall specify all improvements to be constructed by the subdivider, either for the entire development or for a particular phase of the development and shall include a timetable for the construction of the improvements, any special conditions of construction and a cost estimate at one hundred twenty-five percent (125%) of the total construction costs. In lieu of the completion of all required improvements prior to the issuance of building permits as provided in Section 18.04.1170, the subdivider may elect to post a financial guarantee acceptable to the City, as provided in this Code, in the amount of one hundred twenty-five percent (125%) of the total cost of all required improvements, as required under other adopted City regulations, to assure completion and payment for all improvements. Said financial guarantee may be reduced in increments upon the completion of a portion of the required improvements, as deemed appropriate by the City and as provided for in the development agreement. This agreement shall be recorded in the County Clerk and Recorder's Office. This section is intended to apply to the vesting of the approval of a final subdivision plat. A more restrictive time deadline may be placed on the actual completion of public improvements as per individual development agreements, as provided in Sections 18.04.1195 through 18.04.1197.

18.04.550 Time limit for validity of final plat.

(a) The subdivider shall undertake and complete all work within the public right-of-way of an approved final plat within five (5) years from the date of final approval, or for phased developments, within five (5) years of the completion of each phase. For the purposes of this Chapter, a final plat is considered complete once all public improvements (water, sewer, streets, curbs, gutters, sidewalks, street lights, fire hydrants and storm drainage improvements) are installed and completed in accordance with City regulations. In the event that construction or development is intended to occur over a period of time in phases, each phase shall provide the necessary level of improvements as determined and required by the City to support the particular phase, and the determination of whether a development is considered "complete" shall be based solely on those improvements required with that particular phase. Construction drawings may be amended from time to time and shall not be affected by this time limit, and such amendments shall not be construed to extend the time limit. This Section is intended to apply to the vesting of the approval of a final subdivision plat. A more restrictive time deadline may be placed on the actual completion of public improvements as per individual development agreements, as provided in Sections 18.04.1195 through 18.04.1197.

(b) Extensions for successive periods of not more than twelve (12) months shall be granted by the Community Development Director. A request for extension of final approval under this Section must be submitted to the Director in writing prior to the date of expiration. Failure to submit a written request within the specified time period shall cause forfeiture of the right to extension of the final plat approval. Failure to develop within the specified time limit shall cause forfeiture of the right to proceed under the final plat and require resubmission of all materials and reapproval of the same. All dedications as contained on the final plat shall remain valid unless vacated in accordance with law. The City reserves the right to require changes to the approved final plat as a condition to granting the extension. (Ord. 14, 2003 §1; Ord. 51, 1998 §1)

Final Plat

Complete Submittal



Begin Review



Agency Review – 2-3 weeks per review cycle



Response to Applicant



If ready to move ahead

Community Development Director decision



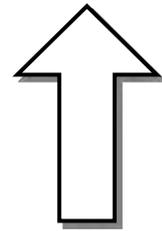
Appeal to Planning Commission

If applicant appeals to Planning Commission must do so within 10 days



Appeal to City Council

If applicant appeals to City Council must do so within 10 days



If outstanding issues, resubmit

Final documents completed, plat recorded

City Review Team Contact Information

Every project is assigned to a planner and an engineer, who will contact you after the project has been assigned. If you have general questions in the meantime, please contact the Administrative Assistant at 970-350-9780 who will connect you to the appropriate person.

You may also wish to contact individuals from other agencies or utilities who are invited to contribute to the meeting. They include:

Atmos Energy	Jerry Adams	970-304-2075
Colorado Department of Transportation	Gloria Hice-Idler	970-350-2148
Xcel Energy	Terry Stencil	970-395-1207
Poudre Valley REA	Terry Willis	970-282-6432
Weld School District #6	Wayne Eads	970-348-6405
Century Link	Carson Ortega	970-392-4837
Comcast Cable	Bill Blair	720-490-3891



Land Use Application

1

Please print or type all required information. This form is **NOT** the complete submittal. The application fee and all associated materials are to be provided with this form. Staff will review the submittal and advise you of its completeness for processing.

2

Project Name:

Land Use Request:

Address/Location:

	Existing		Proposed (if different)	
Zoning				
Site Use				
Site Area	Acres:	Sq. Ft.:	Acres:	Sq. Ft.:

3

Owner

Submittal Contact (if different)

Name			
Business			
Address			
Phone #			
Fax #			
E-Mail			

4

This application must be signed by ALL owner(s) of record or the authorized officer, if a corporation; current proof of ownership, such as a warranty deed, is to be submitted with this application. A letter of authorization should be submitted if the authorized representative will be acting on the owner's behalf.

I/We, the owner(s), depose and state under penalties of perjury that the application and support materials provided to the City of Greeley for the identified request(s) are true and accurate. I/We am/are fully aware of all requests being made to the City of Greeley and authorize individuals or firms to represent our interest in this/these request(s).

Name:

Name:

Signature:

Signature:

Date:

Date: