

CITY OF RIFLE
MAJOR SUBDIVISION APPLICATION INFORMATION & PACKET
SKETCH, PRELIMINARY & FINAL PLAT CHECKLISTS

The term subdivision applies to any division of land into two or more separate parcels, lots, separate interests or interests in common. A major subdivision is the division of land into more than four separate parcels, lots, sites, tracts or interests. Resubdivisions are viewed as major subdivisions.

The purpose of the major subdivision review is to evaluate the design of the proposed subdivision and to insure that future residents or occupants of the subdivided property can be safely, efficiently, and adequately served by public facilities, services, and utilities and that the land uses conform to all land use regulations of the City.

Major Subdivisions are permitted in any zoning district in the City and are subject to the schedule of requirements for the zone district that the property is located in.

There are three steps to the Subdivision process. The first is a conceptual design called a Sketch Plan. The second is a Preliminary Plan which includes all designs for utilities, landscape and building elevations. The Final Plat submittal includes finalization of the Sketch and Preliminary Plans as well as Home Owner Association guidelines, the Subdivision Improvement Agreement, and protective covenants.

Each subdivision will be evaluated on a case by case basis by City staff, the Planning Commission and the City Council. Approval or conditional approval is granted only in conjunction with approval or conditional approval of subdivision Sketch and Preliminary Plans and Final Plats by the Rifle Planning Commission and the City Council. Applicant may appeal to City Council if the Planning Commission denies the application.

Sketch Plan approval shall be valid for one year and the applicant must submit a complete application for a Preliminary Plan within one year from the date of decision of the Planning Commission. The Preliminary Plan is also valid for one year unless a phasing plan has been approved by Planning Commission. If applicant lets Sketch or Preliminary approval expire they will be required to resubmit the project. The applicant may request a phasing plan if the project proposes 30 or more single family lots, 50 or more multi family units or 5 or more industrial or commercial lots. City Council will determine and approve the phasing duration upon its review of the Preliminary application.

The Planning Commission and City Council approval is based on the following review criteria:

1. Conformance of the proposal with the City of Rifle Municipal Code
2. The compatibility of the proposal with the character of the surrounding area, including but not limited to the architectural character of the neighborhood, the average lot and building sizes in the neighborhood, and the relative value of the proposed structure to the value of other structures in the neighborhood
3. The desirability for the proposed use in the specific area of the City
4. The potential for adverse environmental effects that might result from the proposed use
5. Compatibility of the proposed use and the site (or subdivision) plan with the City of Rifle Comprehensive Plan
6. The potential impact of the proposed use upon the value of property and buildings within the surrounding area
7. Conformance of the proposal with the approval requirements concerning water and sewer tap availability for high volume use requests

Sketch Plan Process

_____Applicant shall pick up Subdivision Packet containing all necessary Subdivision Applications and read completely before submitting applications

_____Applicant shall schedule and attend a pre-application meeting with the Planning Department for the Sketch Plan Application

_____Applicant shall fill out Land Use Application completely with all necessary attachments (page 3-4) and submit with fee and deposit at least **60 days** prior to a regular Planning Commission meeting. Please note Title 16 permits staff 90 days referral for all complete applications. Updated fee sheets are available from the Planning Administrator or on the City webpage www.rifleco.org

_____Planning Staff shall determine a date for public hearing in front of Planning Commission

_____Applicant shall determine who the mineral estate owners of the property they seek to develop and notify them by certified mail 30 days prior to the initial public hearing

_____Applicant shall pick up Public Notice sign and pay \$75 deposit. The sign shall be placed on subject property where it is easily seen by the general public at least 10 days prior to public hearing

_____Applicant shall place Public Notice in local newspaper (Citizen Telegram) at least 10 days prior to the public hearing (fill out outline on page 18 and submit to newspaper)

_____Notice must be given to property owners within 200' of the proposed rezoning via certified mail at least 10 days prior to the public hearing (copies of completed outline on page 18 should be mailed to property owners)

_____Planning Staff shall review proposed application and additional requirements may be determined at this time. Staff will send out referrals to relevant agencies that might be affected by the proposed rezoning. Referral comments are due within 15 days and will be made public record at the public hearing

_____Planning Staff will verify that public notice requirements are met 10 days prior to the public hearing by checking newspaper and certified mail receipt

_____Planning Staff will write a staff report for the proposed Sketch Subdivision Plan to the Planning Director and a copy of this report will be sent to the applicant and the Planning Commission prior to the public hearing

_____Applicant shall attend and present their project to Planning Commission at the public hearing and be prepared to answer questions

_____If Planning Commission approves the Sketch Plan the applicant shall be permitted to proceed to the Preliminary Plan Application. If the applicant proposed a Sketch/Prelim Combo then Planning Commission shall make a recommendation to City Council regarding the Final Plat.

Please submit the following with your Sketch Plan for a complete application:

A.) 1 CD/DVD Disk containing a digital Copy of the entire project in PDF format

1. An application form filled out completely and signed (only one with original signatures)
2. A legal description of the property included in the application
3. A title commitment or title policy for the subject property that is no more than ninety (90) days old
4. The names and addresses of any owners of mineral rights for the property
5. A vicinity map indicating the location of the property included in the land use application
6. A map showing the soils types and their boundaries, as shown on Soil Survey maps prepared by the U.S. Department of Agriculture, Soil Conservation (SCS) Service, and the tables of interpretation for the soils types shown on the SCS maps
7. A preliminary report assessing the potential radiation hazards at the site
8. A report assessing the impacts resulting from the development of the proposed subdivision to the lakes, streams and topography of the subdivision site
9. Evidence of adequate legal access from a public road to the subdivision site in accordance with City, county or state highway standards as applicable
10. A report identifying the utility companies that will provide electricity, natural gas, telephone, cable television, etc. to the proposed subdivision
11. A statement describing the planning objectives to be achieved by the Subdivision and the relationship of the Subdivision to the Comprehensive Plan. Indicate the owner's intentions with respect to future selling or leasing of all or portions of the Subdivision including land, dwelling units and nonresidential buildings
12. A development schedule indicating the estimated timing and phasing of construction activities. The schedule shall include the estimated area allocated for each land use in each phase of development. The total area of common open space provided in any phase of the development shall also be indicated.
13. **A Subdivision Sketch Plan** which shall contain the following information presented either graphically or as a statement on the map:
 - ❖ The name of the proposed subdivision
 - ❖ A vicinity map, at a scale of not less than one (1) inch equals two thousand (2,000) feet, depicting the location of streets, highways and utility systems within one-half ($\frac{1}{2}$) mile of any portion of the proposed subdivision. The vicinity map shall also show the natural drainage courses of streams within one-half ($\frac{1}{2}$) mile of any portion of the subdivision, with the limits of tributary areas shown where reasonable. A U.S.G.S. quadrangle map at the scale of one (1) inch equals two thousand (2,000) feet may be used as the basis of the vicinity map.
 - ❖ The location of the one-hundred-year floodplain of any drainage with tributary areas of forty (40) acres on or adjacent to the site of the proposed subdivision
 - ❖ Topography of the proposed subdivision showing, at a minimum, ten-foot topographic contours which shall clearly and accurately depict the site topography and the location of existing natural and manmade features on and adjacent to the site
 - ❖ Legal description of the site and indicated along the perimeter boundary of the proposed subdivision

- ❖ Written legal description of the site of the proposed subdivision
- ❖ Labeled access to the site (City street, county road, state highway, public right-of-way, easement, etc.)
- ❖ Location, type and size of existing utility lines, including water, sewer, natural gas, oil and gasoline, cable television, electric, etc.; utility easements; and other easements on and adjacent to the site of the proposed subdivision
- ❖ General location and general scaled dimensions of existing and proposed lots, streets, alleys, road rights-of-way, parks and open space, irrigation ditches and waterways within and immediately adjacent to the site of the proposed subdivision
- ❖ Names, mailing addresses and telephone numbers of: the owner of the property to be subdivided, the applicant, designer, engineer and surveyor that may be associated with the preparation of the application
- ❖ Land use summary statement:
 - Total area of the proposed subdivision;
 - Acreage of developable land;
 - Number of residential and nonresidential lots and the area of land designated for each type of use;
 - Statement of any uses other than detached single-family dwelling units;
 - Number of residential dwelling units by type of dwelling unit;
 - Gross and net residential density (units per acre of developable land designated for residential uses.)
 - Total area of nonresidential floor space;
 - Total number of proposed off street parking spaces; and
 - Existing and proposed zoning

Preliminary Plan Process

_____Applicant shall schedule and attend a pre-application meeting with the Planning Department for the Preliminary Plan Application

_____Applicant shall fill out Land Use Application completely with all necessary attachments (page 6-9) and submit with fee and deposit at least **60 days** prior to a regular Planning Commission meeting. Please note Title 16 permits staff 90 days referral for all complete applications. Updated fee sheets are available from the Planning Administrator or on the City webpage www.rifleco.org

_____Applicant shall schedule and attend a meeting with Planning Staff to review Preliminary application for completeness and decide on project phasing

_____Planning Staff shall determine a date for public hearing in front of Planning Commission

_____Applicant shall pick up Public Notice sign and pay \$75 deposit. The sign shall be placed on subject property where it is easily seen by the general public at least 10 days prior to public hearing

_____Applicant shall place Public Notice in local newspaper (Citizen Telegram) at least 10 days prior to the public hearing (fill out outline on page 18 and submit to newspaper)

_____Notice must be given to property owners within 200' of the proposed rezoning via certified mail at least 10 days prior to the public hearing (copies of completed outline on page 18 should be mailed to property owners)

_____Planning Staff shall review proposed application and additional requirements may be determined at this time. Staff will send out referrals to relevant agencies that might be affected by the proposed rezoning. Referral comments are due within 15 days and will be made public record at the public hearing

_____GIS Staff will review street name(s) proposal if applicable and approve, deny or change the submitted name(s)

_____Planning Staff will verify that public notice requirements are met 10 days prior to the public hearing by checking newspaper and certified mail receipt

_____Planning Staff will write a staff report for the proposed Preliminary Subdivision Plan to the Planning Director and a copy of this report will be sent to the applicant and the Planning Commission prior to the public hearing

_____Applicant shall attend and present their project to Planning Commission at the public hearing and be prepared to answer questions

_____Planning Commission shall make a decision regarding the Preliminary Plan and make a recommendation to City Council to approve the Final Plat. If the magnitude of the project is substantial the Planning Commission may elect not to take final action and they may instead refer the Preliminary Plan and their recommendations to the City Council for review

_____Applicant shall schedule a pre-application meeting with Planning Staff to review input from referrals and changes to be reflected at Planning Commission's request. Staff shall review project to determine approval to proceed to Final Plat

Please submit the following with your Preliminary Plan for a complete application:

- A. 1 CD/DVD Disk containing a digital Copy of the entire project in PDF format
1. An application form filled out completely and signed (only one with original signatures)
 2. A legal description of the property included in the application
 3. A title commitment or title policy for the subject property that is no more than ninety (90) days old
 4. The names and addresses of any property owners within two hundred (200) feet of any portion of the property
 5. A vicinity map indicating the location of the property included in the land use application
 6. Supplemental Preliminary Plan Information:
 - ❖ The names and addresses of owners of minerals and lessees of mineral owners of record of the area proposed to be subdivided.
 - ❖ The proposed terms of reservations or dedications of sites for public and private common facilities.
 - ❖ The proposed plan for the phased development of the subdivision if applicable.
 - ❖ Evidence that all lots and parcels will have access to a public right-of-way.
 - ❖ The method proposed for the maintenance of all public and common areas and facilities including provisions for the maintenance of the subdivision roads.
 - ❖ A Water Supply Report which shall include the following information:
 - The expected water requirements of the subdivision at full development including the various water uses to be permitted and the manner in which these requirements will be met.
 - A conceptual water distribution plan prepared at the same scale as the Preliminary Plan Map.
 - A report prepared by a licensed, professional engineer summarizing the effects of the proposed subdivision on the City water system as projected by the City's water modeling program.
 - ❖ A Sewage Disposal Report prepared in accordance with the requirements of the Public Works Director or his/her designee including:
 - A general written description of the collection system to be designed per the requirements of the Colorado Department of Health and the Public Works Director or his/her designee.
 - Evidence that the collection and treatment system will conform with all state and local laws and regulations.
 - A map of the sewage collection system at the same scale as the Preliminary Map showing the lots to be served and the site topography. The collection system may be shown on the Preliminary Plan Map.

- A report prepared by a licensed, professional engineer summarizing the effects of the proposed subdivision on the City sewer system.
- ❖ A Preliminary Street Plan and Profile prepared per the specifications of the Public Works Director or his/her designee including graphic alignment, dimensions of right-of-way widths, curve radii and tangent lengths. The Street Plan must contain sufficient detail to ensure that the proposed street plan will satisfy City requirements and bears logical relationships to the grades of existing public streets at the point of intersection. The proposed typical structural and geometric cross sections; location, type, and approximate size of appurtenant structures such as bridges and culverts, street lighting, and traffic control devices shall be shown. Road grades must be designated within the road rights-of-ways. The Preliminary Road Plan information may be annotated on the Preliminary Plan Map.
- ❖ A Preliminary Drainage Report including the following data. Drainage criteria set forth by the Public Works Director or his/her designee must be used as a guideline. Information required under this section may be annotated on copies of the Preliminary Plan Map if feasible and practical.
 - A contour map defining on site drainage basins and illustrating existing drainage patterns, paths of flow and concentration points with estimates of contributory acreage and the peak flow of runoff.
 - A U.S.G.S contour map (7 1/2 minute quadrangle) showing all off site drainage basins which drain through the subdivision and illustrating paths of flow with estimates of contributory acreage and peak flow of runoff.
 - A sketch of the proposed subdivision showing the consequent changes in the drainage patterns, concentration points and flooding limits with estimates of acreage, runoff coefficients and peak flow for the areas to be developed both now and in the future within each basin, and showing the limits of flooding and peak flow of runoff from off site basins. Calculations must be based on a twenty five (25) year frequency storm for the design of drainage structures and a one hundred (100) year frequency storm to be used to designate areas subject to flooding.
 - A narrative explaining the proposed method of managing the increased drainage at the concentration points and areas where the drainage pattern or characteristics will be changed.
- ❖ A Preliminary Irrigation Plan, if irrigation water will remain with the property, which must designate, on copies of the Preliminary Plan Map, the irrigation water distribution plan including all distribution facilities such as ditches, diversion structures, lakes, easements, etc. A narrative must accompany the plan explaining the nature of the organization that will own the irrigation water and the entity that will own and maintain the irrigation distribution system. A letter from any ditch company presently responsible for any irrigation system providing irrigation water to the site must also be submitted. The ditch company letter must indicate the approval in concept of the Preliminary Irrigation Plan and must also indicate that the other users of the ditch company's water and facilities will not be injured by the development of the approved subdivision.
- ❖ A Geotechnical (Soils/Geology) Report, describing soils and geological conditions of the site specifically addressing the suitability of the soils and geology for the land use proposed. Any mitigation efforts required to properly develop the property must be identified in the report. The report must include maps and written information, as appropriate, addressing the following:
 - A soils/geologic map showing the proposed subdivision, including the lots and road alignments, the natural topography of the site shown by contour lines, the location of any test holes used in the investigation, surface geology and the designation of soils types and their boundaries based on the National Cooperative Soil Survey prepared by the U.S.D.A. Soil Conservation Service (SCS).
 - A narrative report describing the bedrock geology of the site; the surface geology of the site; the hydrology of the site including the depth to groundwater, and a table of interpretations of the soils types as prepared by the SCS. The report shall identify any geological hazards and soil conditions that may preclude development of any part of the site or that may require particular design considerations.
 - Any radiation hazards must be identified.

- ❖ A Utility Report identifying the utility companies that will provide electricity, natural gas, telephone, cable television, etc. to the proposed subdivision. The report must reference the Preliminary Plan Map, which must show the location of the utility facilities.

7. **A Subdivision Preliminary Plan:** This plan must clearly and accurately represent the character of the area of the proposed subdivision as well as the natural and man made features on and near the site of the proposed subdivision. It be of sufficient clarity and detail to allow an assessment of the physical design of the proposed subdivision. A poorly drawn or illegible plan is sufficient cause for its rejection. Plans should be full size (24x36) and folded. The following technical drawing requirements and information shall be adhered to and included on the Preliminary Plan:

- ❖ The name of the proposed subdivision which must not duplicate the name of any recorded subdivision in Garfield County
- ❖ A vicinity map, at a scale of not less than 1"=2000', depicting the location of streets, highways and utility systems within one half (1/2) mile of any portion of the proposed subdivision. The vicinity map must also show the natural drainage courses of streams within one half (1/2) mile of any portion of the subdivision with the limits of tributary areas shown where reasonable. A U.S.G.S. quadrangle map at the scale of 1"=2000' may be used as the basis of the vicinity map
- ❖ A legal description of the site and indicated along the perimeter boundary of the proposed subdivision
- ❖ Written legal description of the proposed subdivision
- ❖ Topography of the site of the proposed subdivision showing the existing topography at a minimum two foot (2') contour intervals
- ❖ Names, mailing addresses and telephone numbers of: the owner(s) of the property to be subdivided, the applicant(s), designer(s), engineer(s), and surveyor that may be associated with the preparation of the application
- ❖ The street and lot layout with the dimensions of all lots to the nearest foot (these may be scaled values) and including the approximate area of each lot. The lots and blocks must be numbered consecutively
- ❖ Departing property lines, names and addresses of owners of record of all land parcels adjoining the proposed subdivision including those separated only by a public right-of-way
- ❖ The location of the one hundred (100) year floodplain of any drainage on or adjacent to the site of the proposed subdivision
- ❖ Labeled access to the site (City street, county road, state highway, public right-of-way, easement, etc.)
- ❖ Location, type and size of existing and proposed utility lines, utility easements, and other easements on and adjacent to the site of the proposed subdivision
- ❖ The location of existing available water and sewer facilities and the proposed extension of water and sewer lines
- ❖ Location, scaled dimensions and legal description of existing lots, streets, alleys, road rights-of-ways, easements, irrigation ditches, waterways within and immediately adjacent to the site of the proposed subdivision
- ❖ Proposed easements for drainage, irrigation, access and utilities including solar access easements if applicable
- ❖ Common open space not reserved or dedicated to the public
- ❖ Sites to be reserved or dedicated to the public for parks, schools or other public purposes

- ❖ Approximate grades and centerline curve data of proposed roads
- ❖ Existing and proposed zoning and zone district boundaries, for the proposed subdivision and land adjacent to the proposed subdivision
- ❖ Land Use Summary Statement:
 - Total area of the proposed subdivision
 - Acreage of developable land
 - Number of residential and nonresidential lots and the area of land designated for each type of use
 - Statement of any uses other than detached single family dwelling units
 - Number of residential dwelling units, by type of dwelling unit
 - Gross and net residential density (units per acre of developable land designated for residential uses.)
 - Total area of nonresidential floor space
 - Total proposed number of off street parking spaces
 - Statement indicating the availability or lack of irrigation water

Both the building elevations and landscape plans must be presented prior to the Final Plat submittal. The applicant is encouraged to present them with the Preliminary Plan but has the choice of requesting a separate public hearing prior to Final Plat to present them

Final Plat Process

_____Applicant shall fill out Land Use Application completely with all necessary attachments (page 11-14) and submit with fee and deposit at least **60 days** prior to a regular Planning Commission meeting. Please note Title 16 permits staff 90 days referral for all complete applications. Updated fee sheets are available from the Planning Administrator or on the City webpage www.rifleco.org

_____ Applicant shall schedule and attend a meeting with Planning Staff to review application for completeness and finalize phasing proposal if necessary

_____Planning Staff shall review proposed application. Staff will send out referrals to relevant agencies that might be affected by the proposed rezoning. Referral comments are due within 15 days and will be made public record at the public hearing

_____Public Works and Engineering shall approve the construction drawings prior to Planning Staff setting a date for City Council

_____Department head meeting shall determine the City Council Agenda. Planning Staff shall notify applicant of their scheduled date for public hearing

_____City Clerk shall be responsible for issuing public notice for the project. Applicant shall be billed for any advertising costs

_____Planning Staff will write a staff report for the proposed project to the Planning Director and a copy of this report will be sent to the applicant prior to the public hearing

_____Applicant shall attend and present their project at the public hearing with City Council and be prepared to answer questions

_____City Council shall make a resolution to approve, approve with conditions, or deny the application. Approval of Major Subdivision final plans shall be by resolution and filed by City Clerk. If approved, the applicant is able to proceed to the Final Plat process of recording Mylar copies

_____ Planning Staff shall submit paper copy of the Final Plat for review by GIS Staff

_____GIS staff shall review and redline plat copy and submit to Planning Department

_____Planning staff shall review plat copy and GIS changes, scan redline and file hard copy

_____Planning staff notifies applicant of changes to be made if any to the project and supplies applicant with a digital copy of redline

_____Applicant makes necessary changes to plat and supplies Planning Department with complete final plat Mylar

_____Upon approval of paper copy, applicant shall obtain all non-city signatures on two (2) Mylar copies and submit both copies to the Planning Administrator

_____ The City Council shall authorize the mayor to sign the Mylar and any associated documents to be recorded

_____ Planning Administrator shall obtain City signatures required on Final Plat, and file copies of the plat as required by state statute

_____ Planning Administrator shall obtain conforming copy of Final Mylar from Garfield County

_____ Planning Administrator shall scan Conforming Copy Mylar to City records and archive hard copy in City files, and archive digital application

_____ Planning Administrator shall email PDF copy of Mylar to GIS Department to initiate updates to the City parcel layer and other relevant data associated with the filing of the plat

Please submit the following with your Final Plat for a complete application:

- A. One (1) CD/DVD Disk containing a digital Copy of the entire project in PDF format
- B. Five (5) packets including the following:
 - 1. An application form filled out completely and signed (only one with original signatures)
 - 2. A legal description of the property included in the application
 - 3. A title commitment or title policy for the subject property that is no more than ninety (90) days old
 - 4. The names and addresses of any property owners within two hundred (200) feet of any portion of the property
 - 5. A statement of purpose of the application and a brief description of the proposal
 - 6. A vicinity map indicating the location of the property included in the land use application
 - 7. Release or subordination agreement, in a form acceptable to the City Attorney, of any existing encumbrances against those portions of the property dedicated to the public for the use of the public, including, but not limited to, those dedications for streets, rights-of-ways, utilities and other easements, and so forth
 - 8. Engineering plans, descriptions and cost estimates for streets and roads (including curb and gutter if required, traffic control devices, signage, and street lighting), drainage facilities, water distribution lines, sewage collection and treatment facilities, bridges, telephone lines and other telephone equipment, electric power lines and other electric equipment, natural gas pipes and other natural gas equipment, cable television distribution cables and other equipment, irrigation facilities, and any other utilities, public improvements or subdivision improvements that may be required as part of the Preliminary or Final Plan approvals. All plans shall be prepared in accordance with the criteria established in these regulations or by the Public Works Director or his/her designee and shall be marked "Approved For Construction" and signed by an official of the appropriate service authority or utility company or the Public Works Director or his/her designee. All engineering plans shall be prepared and signed by a professional engineer licensed by the State of Colorado.
 - 9. A Subdivision Improvements Agreement with guarantees shall be executed between the subdivider and the City wherein the subdivider shall agree to install drainage structures, fire hydrants, curb and gutter, complete street paving, sidewalks, bicycle paths, culverts and bridges, street lights, street signs, and other improvements where required, at the expense of the subdivider, either prior to acceptance of the Final Plat or within a specified time not later than six (6) months from the start of any phase of the development as approved by the City Council. The Subdivision Improvements Agreement shall also define responsibilities for and describe terms and stipulations relative to provision of water and sewer improvements. The Subdivision Improvements Agreement shall also describe terms and stipulations relative to the transfer of water rights from the subdivider to the City pursuant to the City of Rifle Municipal Code.
 - 10. Certification of the Garfield County Treasurer that all applicable *ad valorem* taxes have been paid and are not in arrears
 - 11. The subdivision protective covenants

12. Evidence that all services including water, sewage disposal, and street access conform to state and local laws and shall be available to each subdivision lot and condominium unit in a manner permitted by law and the covenants of the subdivision. On double frontage or corner lots, street access shall be designated by the Public Works Director or his/her designee.
13. A copy of the Colorado State Land Survey Monument Record forms for any survey corners as required to be filed by Colorado law
14. Condominium Declarations (applicable if the subdivision includes condominium units) and/or Common Interest Community documents as required by Article 33.3, Title 38, C.R.S as amended, and including the following:
 - ❖ A statement defining the character, duration, rights, obligations and limitations of condominium Common Interest Community ownership including any restrictive covenants affecting individual units;
 - ❖ A statement of the method by which the proportionate valuation of common elements shall be assessed to individual units; and
 - ❖ Provisions for creating conditions, restrictions and limitations on time sharing ownership, if applicable
15. Evidence 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 for any proposed subdivision. Submission of a letter of agreement between the subdivider and utility serving the site shall be deemed sufficient to establish that adequate provision for electric or natural gas service to a proposed subdivision has been made.
16. **Final Subdivision Plat:** The Final Plat shall be drafted legibly, with black waterproof ink, measuring 24 inches by 36 inches with clear margins of two (2) inches on the left side of the plat and one half (1/2) inch on the remaining sides. Where multiple sheets are necessary to depict the total filing, the legal description of the subdivision boundary and all certifications and dedications shall be shown on the cover or title sheet and a key map indicating the location of subsequent sheets of the subdivision shall also be shown on the cover or title sheet. Phasing should also be noted where appropriate. The scale of the Final Plat shall be one inch equals fifty feet (1" = 50'). The Final Plat shall meet the minimum standards for land survey and subdivision plats as required by the laws of the State of Colorado. All Final Plats shall clearly and accurately set forth and include the following information in the format prescribed in addition to any other information required to be shown on the Final Plat as a condition of the Preliminary Plan approval:
 - ❖ The name of the subdivision
 - ❖ The full and complete legal description of the boundary of the subdivision
 - ❖ The date of the survey and monumentation of the subdivision and the location and description of the primary control points for the survey and all of the property monumentation on the perimeter boundary of the subdivision and the basis of bearing of the survey
 - ❖ The definition of the scale of the Final Plat and an arrow indicating north relative to the basis of bearing used
 - ❖ The names of all streets or roads, block indicators and lot numbers depicted in a manner permitting easy lot identification
 - ❖ A vicinity map at a scale of one inch equals two thousand feet (1" = 2,000') showing the subdivision in relation to section lines and township and range lines

- ❖ The perimeter boundary and the boundaries of lots, blocks and road rights-of-ways shall be drawn in solid black lines; easements or other rights-of-ways shall be shown in dashed lines. Each lot shall be numbered with dimensions and area noted. The following standards shall be complied with:
 - Perimeter and lot boundaries shall be shown to the nearest 0.01 foot
 - Areas of less than one (1) acre shall be shown to the nearest one (1) square foot and areas of greater than one (1) acre shall be shown to the nearest 0.001 acre
 - Bearings shall be shown to the nearest second of arc
 - Central angles of all curves shall be shown to the nearest second of arc
 - Curve radii, arc lengths, tangent lengths, and other curve data shall be shown to the nearest 0.01 foot
 - Widths, and other dimensions of all easements, rights-of-ways and roads shall be shown

- ❖ The location of all irrigation facilities and major drainage channels and facilities shall be shown

- ❖ The Final Plat shall include the following certifications and other information as required by the laws of the State of Colorado. (see attached examples on page 17).
 - The names and addresses of all owners of record of the property being subdivided including the owners of surface and mineral estates, mineral lessees and holders liens or security interests of record in the property
 - A certificate of dedication and ownership executed by all owners of the property to be subdivided and also signed by all holders of any recorded security interest in the property to be subdivided. Each signature shall be notarized. An indication of the purpose for dedication or reservation of sites other than residential lots shall be included in the certification
 - A Surveyor's Certificate signed by a registered professional land surveyor licensed by the State of Colorado
 - An Attorney's Certificate or Title Company Certificate indicating that all lands shown on the Final Plat are free and clear of liens claims or encumbrances of record except as noted
 - The City of Rifle City Council Certificate of Approval and Acceptance
 - The City of Rifle Planning Commission Approval and Acceptance
 - The Planning Director or his/her designee's certificate of approval
 - Certificates of approval from utility companies serving the property
 - The Garfield County Clerk and Recorder's Certificate which shall indicate the time of recording and reception number. Note: This Certificate will not be completed until the Final Plat is recorded

- ❖ If the subdivision includes condominium units, a separate Condominium Plat shall be submitted in addition to the Final Plat. The Condominium Plat shall be prepared by a professional surveyor licensed by the State of Colorado and shall be submitted within thirty (30) days of completion of construction of each condominium building. If the condominiums are a conversion of existing structures, the Condominium Plat shall be submitted with the Final Plat. The Condominium Plat shall depict the following information:
 - Vertical and horizontal location of each air space unit with dimensions and area indicated
 - The relation of individual units to limited and general common elements

- Designation of any limited common elements reserved for the exclusive use of any individual unit
- The identification of each condominium unit by number or other symbol, including both the unit and any limited common elements reserved for the unit
- The location of all exterior and internal load bearing walls held in common ownership
- The elevation of each condominium unit in relation to a benchmark established on one of the permanent exterior boundary monuments of the platted subdivision in which the condominium is located, with a statement describing the U.S. Government benchmark to which the project benchmark is referenced

❖ If a subdivision lot fronts on more than one street, the Public Works Director or his/her designee shall designate the street to be used for access to the lot and such designation shall be noted on the Final Plat

D.) 2 Mylar copies of the Final Plat (ONLY After Council/Staff Approval)

E.) One (1) CD/DVD Disk Geographic Information Systems (GIS) Update Submittal

1. Prior to the City's execution and recordation of a Final Plat, the applicant shall submit to the City of Rifle's GIS Department for review and approval an electronic copy of the Final Plat
2. Prior to the release of the letter of credit or other security securing the public improvements, the applicant shall submit an electronic copy of the Final As-Built Drawings to be reviewed and approved by the Public Works & GIS Departments

Electronic submittals may be provided on CD/DVD Disk or via email and should be provided in an ESRI compatible file or a .DWG AutoCad file. All electronic drawings shall be directly tied to the City's established coordinate system UTM Zone 13N, NAD 83, shall be converted to Grid coordinates and shall reference at least one of the City's established control points. Copies of the City's control points can be found on the City web page at www.rifleco.org

F.) One (1) Final AS-Built Mylar

1. The applicant shall submit a copy of the Final As-Built Drawings on Mylar which will be added to the City's permanent record prior to the release of the letter of credit or other security securing the public improvements.

MISC. Guidelines & Regulations

Land Fees: The appropriate fees in lieu of land dedications or as specified in an applicable Subdivision Improvements Agreement, must be submitted prior to recording the Final Plat.

Monumentation: Permanent monuments on the perimeter boundary of the subdivision must be set before the subdivision plat is recorded. All monuments required by this Title or by law must conform to Colorado State law regarding monumentation of land surveys. Street and roadway centerline monuments must also be set at each point of curvature and each point of tangency within thirty (30) days of completion of construction of the road or street. Such monuments must be five-eighth inch (5/8") iron rod or rebar twenty-four (24) inches long solidly embedded in the ground with a durable cap bearing the Colorado registration number of the surveyor responsible for the establishment of the monument. Street monuments must be located four (4) inches below the finished surface of the roadway.

Drawing Requirements

Any maps or other graphic plans must be drawn in black or dark blue waterproof ink or may be clearly legible "blueprint " copies or photocopies. The dimensions of all maps must be twenty-four by thirty-six (24 x 36) inches or eight and one-half by eleven (8½ x 11) inches unless another size is approved by the planning staff prior to submittal of the application. However, no map shall exceed twenty-four by thirty-six (24 x 36) inches. In the case of multiple sheets, a key showing the relationship of individual sheets shall be provided and locations of adjacent sheets shall be indicated on each sheet. Each map or other graphic plan shall include:

1. The section, township and range of the property included in the application;
2. The name, address, and telephone number of the owner and applicant;
3. The name, address, and telephone number of the person or firm that prepared the map and the date of preparation;
4. A north arrow and scale which shall not exceed one inch equals fifty feet (1" = 50'); and
5. The title of the map which shall also indicate the type of application.

Qualifications of Preparers of Maps and Reports

All maps and reports must bear suitable evidence of the professional qualifications of the person responsible for the preparation of the map or report. Maps containing information pertaining to water supply, sanitation, wastewater treatment, utilities, drainage, soils, grading, roads, structures, or any other engineering information must be certified by a Professional Engineer licensed in the State of Colorado. All required documents containing land survey descriptions and topographic maps must be certified by a Professional Land Surveyor licensed in the State of Colorado. All data submitted regarding environmental studies and other disciplines, not currently requiring registration by the State of Colorado, must be accompanied by a resume of such qualifications sufficient to demonstrate the author's degree of expertise and experience. Geology maps and reports must be prepared and certified by a qualified geologist. Additional professional qualifications may be specified in other sections of these regulations.

PUBLIC NOTICE

You are hereby notified that the City of Rifle Planning Commission (or Board of Adjustment) will conduct a Public Hearing to consider the following application. The Public Hearing will be held on _____ (date) at 7: 00 p.m. in Council Chambers at Rifle City Hall, 202 Railroad Avenue.

Applicant:

Request:

Legal Address:

Common Description or Address:

For more information, contact the Rifle Planning and Development Department at 202 Railroad Ave., Rifle, CO 81650 (970) 625-6224.