

Clear Creek County Subdivision Regulations: Article 3

ARTICLE 3 SKETCH PLAN

301 Intent

To examine the feasibility of a project including review of conceptual design, legal and physical ability to provide water and sanitation, location of natural hazard areas (wildfire, flood, and geologic), identification of environmentally sensitive areas and wildlife habitat, migration corridors, and nesting areas, and conformance with the County master/comprehensive plans. A sketch plan shall not create parcels that do not meet County standards.

302 Prerequisite

Prior to submittal of the sketch plan application, the applicant shall meet with the Planning Department to discuss the procedures and submittal requirements, and is encouraged to meet with other referral agencies and homeowner's associations to identify potential issues and ways to address these issues.

303 Submittal Requirements - General

Submittal requirements are listed in Sections 303, 304 and 305.

303.01 Application Form as provided by the Planning Department.

303.02 The appropriate fee(s), as established by the Board.

303.03 Deeds or other proof of ownership for the subject property(s).

303.04 A notarized letter of authorization from the landowner permitting a representative to process the application, if applicant is other than the owner(s) of record.

303.05 A list of all interest holders in the subject property(s), as indicated in an ownership and encumbrances report prepared by a title company, including subsurface interest if severed.

303.06 A list of owners of all properties within 300 feet of the boundaries of any portion of the property(s) proposed for subdivision. Such list shall include legal descriptions, names, and mailing addresses.

303.07 Certification from the County Treasurer's Office that all ad valorem taxes have been paid.

303.08 A list of all parties, including addresses and phone numbers, involved on behalf of the proposed subdivision application.

303.09 All submittals shall be organized as specified in a table of contents by the Planning Department.

304 Submittal Requirements - Plans and Drawings

304.01 Vicinity Map - submitted on a 8 1/2" x 11" sheet of paper, that indicates the location of the proposed subdivision in relation to the general context of the County.

304.02 Location Map - submitted on a 24" x 36" sheet of paper, that indicates the location of the proposed subdivision in relation to roads, streams, utilities, adjacent parcels and other features. The map shall be sufficient in scope to identify such features within no less than one-half mile radius of all properties within by the proposed subdivision.

304.03 Zoning/Special Districts Map(s) - submitted on a 24" x 36" sheet of paper, that indicates: the existing and proposed zoning for all properties within the proposed subdivision; the special districts that apply to the area and are proposed; and the zoning of the adjacent parcels within 300 feet of the boundaries of all parcels on which the subdivision is proposed.

304.04 Site Characteristics Analysis Maps for all properties affected by the proposed subdivision that

indicate the following all at the same scale as the Conceptual Site Plan:

- 304.04.1 Slope analysis of existing natural slope.
 - 304.04.1.1 At a minimum of forty (40) foot contour intervals.
 - 304.04.1.2 Indicate 0% - 8%, 8% - 15%, 15% - 30%, and over 30% slope.
- 304.04.2 Slope analysis of proposed final slope.
 - 304.04.2.1 At a minimum of forty (40) foot contour intervals.
 - 304.04.2.2 Indicate 0% - 8%, 8% - 15%, 15% - 30%, and over 30% slope.
- 304.04.3 Geologic hazard areas and conditions, as determined by a Colorado licensed Professional Engineer, indicating all potential areas of unstable slopes, snow avalanches, explosive natural gases, debris flows, land slides, rockfalls, etc..
- 304.04.4 Wildfire hazard areas, as determined by the Colorado State Forest Service.
- 304.04.5 Soils analysis, as determined by the Natural Resource Conservation Service.
- 304.04.6 100-year floodplains, all existing watercourses, retention and detention areas, wetlands, aquifer recharge areas, streams and lakes on the affected property and within one-half mile of such property, as determined by the Flood Insurance Rate Map and the United States Department of the Interior's National Wetlands Inventory.
- 304.04.7 Ecosystems including species, as determined by the Colorado State Forest Service.
- 304.04.8 Wildlife habitat areas including breeding grounds, nesting areas, crossings, wintering areas, migratory routes, etc., as determined by the Colorado Division of Wildlife.
- 304.04.9 Historical and archaeological sites on the property and within 300 feet of the proposed subdivision, as determined by the State Historic Preservation Office.
- 304.04.10 Significant natural or man-made features, including major peaks, water features, peaks, rock outcroppings, drainages, etc., on the property and within 300 feet of the proposed subdivision.
- 304.05 Major vistas, short and long-range, of the proposed subdivision as visible from several points along public rights-of-way in the vicinity.
 - 304.05.1 Reasonably accurate renderings of all roads, buildings, significant earthwork and vegetation changes at full build out shall be provided.
- 304.06 Development Potential Map - submitted on a 24" x 36" sheet of paper and at the same scale as the Site Characteristics Analysis Maps. Based on an analysis of the Site Characteristics Analysis Maps as required in 304.04 above, depicting potential buildable areas.
- 304.07 Base Drainage Plan - submitted on a 24" x 36" sheet of paper, prepared and stamped by a Colorado licensed Professional Engineer, that indicates existing drainage patterns onto, within, and off the site.
- 304.08 Base Transportation Plan - submitted on a 24" x 36" sheet of paper that depicts the following:

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- 304.08.1 Existing access to the proposed subdivision from County, State, and Federal road systems/exit interchanges.
- 304.08.2 Proposed new roads and anticipated grades in compliance with County road standards.
- 304.09 Conceptual Site Plan - submitted on a 24" x 36" sheet of paper at a scale of 1" = 100' or another scale if approved by the Planning Department. The Plan shall be in conformance with the Design Criteria as outlined in Article 14. The Plan shall depict the following:
 - 304.09.1 The title shall be placed at the top of the sheet along the long dimension of each sheet and shall include the name of the proposed subdivision. A general legal description stating the aliquot portion of the section, section, township, range, 6th P.M., and Clear Creek County shall be included under the name of the proposed subdivision. On the title sheet (sheet #1), under the general legal description, include the total acreage, the estimated total number of lots and the case number. The name of the builder, product line or marking name may only be used as a descriptor along the bottom of the sheet. Subdivision names may not duplicate existing subdivision names.
 - 304.09.2 A block in the lower right-hand corner shall include the following: the preparation data; a north arrow designated at true north; a written and graphic scale; the names and addresses of the applicant, developer, engineer or surveyor who prepared the exhibit; and the number of the sheet and the total number of sheets.
 - 304.09.3 The boundary of the proposed subdivision shall be depicted in a heavy solid line. A survey performed by a Colorado licensed Professional Engineer or Surveyor is required to verify outside boundaries.
 - 304.09.4 Boundaries of adjacent properties or portions of those boundaries that are in immediate proximity of the parcels proposed for subdivision shall be depicted in a lighter line weight.
 - 304.09.5 Existing contour lines depicted at ten (10) foot intervals. Contour lines may be extrapolated from the USGS quadrangle maps.
 - 304.09.6 Depict all existing roads showing grade in percentages, width of traveled surface, existing drainage, structures, utilities, earthwork, and site modifications. If existing structures are present, note their uses and whether they are to remain on the site.
 - 304.09.7 Depict all lots proposed for residential uses. Such locations shall be consistent with the areas as identified on the Development Potential Map. Lots shall be numbered consecutively.
 - 304.09.8 Depict all tracts proposed for nonresidential uses such as areas to be dedicated for park land, open space systems and school sites. Tracts shall be lettered alphabetically.
 - 304.09.9 Depict all easements, including existing and proposed, public and private, on and adjacent to the proposed subdivision. For each specify their use, principal dimensions, and the owner or rightholder of the easement.
 - 304.09.10 Depict all lands to be dedicated or reserved in deeds or easements for the use of landowners, residents, or the general public.
 - 304.09.11 Depict the general location of all proposed roads and anticipated grades in compliance with County design standards.

304.09.12 Show the conceptual location of focal points, community facilities and other special features of the project.

305 Submittal Requirements - Development Reports

Development Reports shall be submitted with supporting materials that will completely address the following items at a minimum. The degree of detail for analysis of some of the following factors will depend upon the impact of the particular item on the surrounding area and the subject property.

305.01 Project Descriptive Report - a narrative explanation of the following project elements:

305.01.1 The need for the project, to include, but not be limited to the need for the number of residential units proposed.

305.01.2 The number of lots proposed for residential uses, the size of each lot and the total acreage.

305.01.3 The number of tracts proposed for nonresidential uses such as areas to be dedicated for park land, open space systems and school sites; and the size of each tract and the total acreage.

305.01.4 Phasing of subdivision, if applicable.

305.02 Site Characteristics Analysis Report - an analysis of site features and environmental and wildlife impacts as depicted on the Site Characteristics Analysis Maps that may affect the evaluation of the development and proposed mitigation measures.

305.03 Fiscal Impact Report - an analysis of the fiscal costs and benefits anticipated to be accrued to the County as a result of the proposed subdivision to address, at a minimum, the following:

305.03.1 The projected yearly tax revenue at full build out using figures provided by the County Assessor. If phasing is proposed, the projected yearly tax revenue for each year including at full buildout.

305.03.2 Projected costs associated with impacts to schools and emergency services (fire and medical response), and the County Road and Bridge Department for on and off-site road traffic impacts, construction, and maintenance.

305.03.3 Projected costs associated with impacts to social services.

305.04 Base Soil Suitability and Geologic Report - an analysis, prepared and stamped by a Colorado licensed Professional Engineer, that minimally includes:

305.04.1 Evidence establishing soil suitability in the form of a report based on information from the Natural Resource Conservation Service of the United States Department of Agriculture (USDA) or another form acceptable to the Planning Department. The report shall minimally include a description of site soil types, locations, and characteristics with supporting soil maps, soil logs and other information needed to determine soil suitability for proposed development.

305.04.2 The geologic characteristics of the site including any potential natural or man-made hazards which would have a significant influence on the proposed uses of the land, a determination of what effect such factors would have and proposed corrective or protective measures.

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- 305.05 Base Drainage Report - a drainage analysis, prepared and stamped by a Colorado licensed Professional Engineer, including estimates of quantitative flows and rough plans for facilities to prevent storm waters in excess of historic runoff caused by the proposed subdivision, from entering, damaging or being carried by conduits, water supply ditches and appurtenant structures and other drainage facilities.
- 305.06 Existing Services and Infrastructure Report - a narrative describing the availability and adequacy of existing infrastructure and other necessary services including, but not limited to: fire and police protection; schools; recreation; utilities; and open space.
- 305.07 Base Traffic Report - a traffic study, prepared and stamped by a professional traffic engineer. The report shall minimally include:
- 305.07.1 All existing access to the proposed subdivision from County, State, and Federal road systems/exit interchanges.
 - 305.07.2 The current number of vehicles trips generated during peak hours on all existing access to the proposed subdivision from County, State, and Federal road systems/exit interchanges.
 - 305.07.3 The number of vehicle trips likely to be generated during peak hours from the proposed subdivision on existing County, State, and Federal road systems/exit interchanges.
 - 305.07.4 A narrative describing the impacts from increased traffic resulting from the proposed subdivision, including but not limited to, level of service, congestion, noise, dust, odors, and traffic hazards.
- 305.08 Initial Water Supply Report - an analysis, prepared by a water attorney or water engineer, that provides evidence that a legal water supply is likely to be available as follows:
- 305.08.1 For a subdivision of land located within an existing water or special district, a letter of commitment to serve the proposed subdivision stating the amount of water available for use within the subdivision and the feasibility of extending service to that area.
 - 305.08.2 For a subdivision of land where a water or special district is expected to be formed to serve the subdivision, a report outlining how a water augmentation plan and application for a special district (demonstrating compliance with Colorado Revised Statutes) can be obtained.
 - 305.08.3 For a subdivision of land where individual wells are proposed, evidence of the proposed legal water supply.
- 305.09 Initial Sewage Disposal System Report - that provides evidence of the legal capability to provide sanitation as follows:
- 305.09.1 For a subdivision of land located within a sanitation district, a letter of commitment to serve the proposed subdivision stating the capacity to serve and feasibility of extending service to that area.
 - 305.09.2 For a subdivision of land where a sanitation or special district is expected to be formed to serve the subdivision, an outline of how the district shall be structured.
 - 305.09.3 For a subdivision of land where individual sewage disposal systems are proposed, proof that the following requirements can be met. Such evidence shall be prepared and stamped by a Colorado licensed Professional Engineer.

305.09.3.1 Each sewage treatment system and leach field shall be in accordance with the County Individual Sewage Disposal System regulations.

305.09.3.2 Specific reference in the subdivision covenants that there is a ban on the use of other than low phosphorus detergents.