

Clear Creek County Subdivision Regulations: Article 4

ARTICLE 4 PRELIMINARY PLAN

401 Intent

Evaluation of the proposal prior to final engineering and design.

402 Prerequisite

402.01 The preliminary plan shall be in substantial compliance with the approved sketch plan and conditions and stipulations of the associated Board resolution.

402.02 Prior to submittal of the preliminary 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.

403 Submittal Requirements - General

In addition to the submittal requirements listed in Sections 403, 404 and 405, the Planning Department may request other materials or information as deemed necessary, before or during the process to facilitate a recommendation by the Planning Department to the Planning Commission and Board.

403.01 Application Form as provided by the Planning Department.

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

403.03 Current proof of ownership for the subject property(s) which includes an updated or current title insurance policy or title commitment.

403.04 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.

403.05 An updated list of all interest holders in the subject property(s), as indicated in a title insurance policy prepared by a title company, including subsurface interest if severed.

403.06 An updated list of owners of properties within 300 feet of the boundaries of any portion of the property(s) proposed for subdivision, no more than thirty (30) days old from the date of preliminary plan application. Such list shall include legal descriptions, names, and mailing addresses.

403.07 Certification from the County Treasurer's Office that all ad valorem taxes have been paid no more than thirty (30) days old from the date of preliminary plan application.

403.08 All associated documentation and resolution(s) that provided approval of the sketch plan.

403.09 An updated list of all parties, including addresses and numbers, involved on behalf of the proposed subdivision, no more than thirty (30) days old from the date of preliminary plan application.

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

404 Submittal Requirements - Plans and Drawings

404.01 Vicinity Map - as required in Article 3.

404.02 Location Map - as required in Article 3.

404.03 Zoning/Special Districts Map(s) - as required in Article 3, with updated information, if applicable.

404.04 Site Characteristics Analysis Maps - as required in Article 3 with updated information, if

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applicable.

- 404.05 Development Potential Map - as required in Article 3 with updated information, if applicable.
- 404.06 Approved Sketch Plan, with no modifications.
- 404.07 Preliminary Grading and Drainage Plan - submitted on a 24" x 36" sheet(s) of paper at a scale of 1" = 100' or another scale approved by the Planning Department. The plan shall be prepared and stamped by a Colorado licensed Professional Engineer, that indicates the following: finished contours at five (5) foot intervals, delineating extent of cut and fill slopes; location and construction details for all existing and proposed watercourses, retention and detention areas; ditch widening and treatment; drainage patterns and stormwater runoff from on-site and off-site flow; location and construction details for all existing and proposed culverts, retaining walls, curbs/gutters, etc.; stormwater management plan demonstrating compliance with the County's adopted Best Management Practices; lot lines, roads, and building envelopes; all applicable grading and drainage details, including notes; and anticipated slope stabilization measures for all cut and fill slopes.
- 404.08 Preliminary Roadway Design and Construction Drawings - submitted on 24" x 36" sheet(s) of paper at a scale of 1" = 100' or another scale approved by the Planning Department. The Plan shall be prepared and stamped by a Colorado licensed Professional Engineer and be in conformance with the County road standards (unless exempted by the County) and shall provide plan and profile drawings. The Plan shall depict the following: proposed lot lines and building envelopes; demonstrated compliance with the County adopted Best Management Practices; proposed traffic flow within the subdivision and from off-site roads; utility easements; adequate access and maneuverability for emergency and public utility vehicles; ingress, egress, and internal vehicular circulation; all existing and proposed roads; location of school bus turnarounds, if applicable; all existing and proposed access to the subdivision from County, State, and Federal road systems/exit interchanges; demonstration that all roads and associated cut and fill slopes do not encroach on or disturb adjacent properties, unless there is written approval from appropriate parties; and proposed road names which shall not duplicate existing road names; however, when adjoining existing roads, road names shall be continued.
- 404.09 Preliminary 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:
- 404.09.1 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 and planning area. 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 marketing name may only be used as a descriptor along the bottom of the sheet. Subdivision names may not duplicate existing subdivision names.
- 404.09.2 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.
- 404.09.3 The boundary of the proposed subdivision shall be depicted in a heavy solid line. A registered survey is required to verify boundaries.
- 404.09.4 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

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lighter line weight.

- 404.09.5 Surveyed existing contour lines depicted at five (5) foot intervals for proposed areas of disturbance (e.g., roads, driveways, building envelopes, well and septic locations). For the remainder of the plan, surveyed existing contour lines depicted at forty (40) foot intervals.
- 404.09.6 Depict all existing roads, structures, utilities, earthwork, and site modifications. If existing structures are present, note their uses and whether they are to remain on the site.
- 404.09.7 Depict all lots and building envelopes proposed for residential uses, providing accurate dimensions for each. Such locations shall be consistent with the areas approved by the sketch plan. Lots shall be numbered consecutively.
- 404.09.8 Depict all tracts proposed for nonresidential uses such as areas to be dedicated for park land, open space systems and school sites, providing accurate dimensions for each. Such locations shall be consistent with the areas approved by the sketch plan. Tracts shall be lettered alphabetically.
- 404.09.9 Depict all easements, including existing and proposed, public or private, on and adjacent to the proposed subdivision. For each specify their use, principal dimensions, and the owner or rightholder of the easement.
- 404.09.10 Depict all lands to be dedicated or reserved in deeds or easements for the use of landowners, residents, or the general public.
- 404.09.11 Locate and provide the name and principal dimension of all road rights-of-way. Indicate the maintenance responsibility, road percent grades, centerline radii and other pertinent roadway information such as distance between intersections.
- 404.09.12 Depict legal and physical public access to the proposed subdivision even if not part of the subdivision.
- 404.09.13 Depict the location of focal points, community facilities and other special features.

405 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 factors will depend upon the impact of the particular item on the surrounding area and the subject property.

- 405.01 Project Description Report - a narrative explanation of the following project elements:
 - 405.01.1 As required in Article 3 with updated information, if applicable.
 - 405.01.2 Concerns and issues brought forth by the Board during the approval of the sketch plan and measures proposed to mitigate these concerns.
 - 405.01.3 Proposed deviations or changes from the approved sketch plan and reasons for such modification.
 - 405.01.4 Phasing of subdivision, if applicable.
- 405.02 Site Characteristics Analysis Report - as required in Article 3 with updated information, if applicable.
- 405.03 Fiscal Impact Report - as required in Article 3 with updated information, if applicable.

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- 405.04 Wildlife Management Report - an analysis, prepared by a qualified professional, including updated data from that which was presented in the Site Characteristics Analysis for the sketch plan, on-site investigation of wildlife presence, and proposed mitigation measures addressing any adverse impacts to wildlife habitats including breeding grounds, nesting areas, migration routes, and wintering areas. This report shall also address measures taken to preserve and improve such wildlife habitat. Rare and endangered species habitat protection shall be addressed, if applicable.
- 405.05 Emergency Services/Fire Protection/Wildfire Mitigation Report - an analysis, prepared by a qualified professional, including proposed mitigation measures addressing emergency protection and wildfire mitigation. This report shall also include a Colorado State Forest Service approved Wildfire Pre-Attack Plan outlining recommendations for forest management strategies to be implemented to reduce wildfire hazard as well as planning considerations and procedures to be followed in the event of a fire.
- 405.06 Preliminary Soil Suitability Report - an analysis, prepared and stamped by a Colorado licensed Professional Engineer, that minimally includes:
- 405.06.1 Data from the Base Soil Suitability and Geologic Report as required in Article 3, with updated soils data as required by the Board in the approval of the sketch plan, if applicable.
 - 405.06.2 An analysis and evaluation of such information with recommendations regarding structural constraints, erosion control, and a determination of the adequacy of the structural characteristics of the soil as they relate to the proposed uses and development.
 - 405.06.3 Constraints on development based on the analysis and findings.
- 405.07 Preliminary Geologic Report - an analysis, prepared and stamped by a Colorado licensed Professional Engineer, that minimally includes:
- 405.07.1 Data from the Base Soil Suitability and Geologic Report as required in Article 3, with updated geologic data as required by the Board in the approval of the sketch plan, if applicable.
 - 405.07.2 An analysis and evaluation of such information with recommendations.
 - 405.07.3 Constraints on development based on the analysis and findings.
- 405.08 Preliminary Grading and Drainage Report - prepared and stamped by a Colorado licensed Professional Engineer, that minimally includes:
- 405.08.1 The design and details of the Preliminary Grading and Drainage Plan.
 - 405.08.2 Provides details as to design capacity, calculations, and drainage easements for off-site and on-site runoff.
 - 405.08.3 A Best Management Practices analysis, in accordance with County regulations, which address the existing and potential erosion and sediment problems which may be created by the proposed development including conservation measures proposed to mitigate these concerns.
 - 405.08.4 Recommendations for how the subsurface drainage will be handled (i.e. sump pumps, trench drains, etc.), if applicable.
- 405.09 Preliminary Roadway Design and Construction Report - prepared and stamped by a Colorado

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licensed Professional Engineer, that minimally includes:

- 405.09.1 Data from the Base Traffic Report as required in Article 3, with updated data as required by the Board in the approval of the sketch plan, if applicable.
- 405.09.2 An analysis addressing the design and details of the Preliminary Roadway Design and Construction Drawings, outlining compliance with County road standards.
- 405.10 Services and Infrastructure Report
 - 405.10.1 As required in Article 3 with updated information, if applicable, as required by the Board in the approval of the sketch plan.
 - 405.10.2 Written verification of utility access and availability from the supplier of said service at the level proposed.
- 405.11 Preliminary Water Supply Report - an analysis, prepared by a water attorney or water engineer, that provides evidence that a legal water supply, sufficient in terms of quality and quantity is available as follows:
 - 405.11.1 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 costs of extending service to that area.
 - 405.11.2 For a subdivision of land where a water or special district is proposed to be formed to serve the subdivision, an application for a special district demonstrating compliance with Colorado revised statutes.
 - 405.11.3 If individual wells are proposed, a copy of an approved water augmentation plan.
 - 405.11.4 Physical Water Analysis when individual wells are proposed - an expanded assessment of the ground water production capability and impacts by a qualified engineer or hydrologist shall be submitted which addresses: water requirements; general hydrogeology; site specific hydrogeology; water quality requirements; and off-site impacts. Where the hydrologic conditions of the site indicate potential negative impact to existing wells in the area, selected test wells may be required to determine quantity proposed is available.
- 405.12 Preliminary Sewage Disposal System Report - evidence of the physical and legal capability to provide sanitation as follows. Such report shall also include updated data which was required for the sketch plan phase.
 - 405.12.1 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 costs of extending service to that area.
 - 405.12.2 For a subdivision of land where a sanitation or special district is proposed to be formed to serve the subdivision, evidence of the ability of the district's ability to serve the demands of the proposed subdivision. A special district application for review of the proposed service plan shall be required.
 - 405.12.3 For a subdivision of land where individual sewage disposal systems are proposed, evidence that the following requirements are met. Such evidence shall be prepared and stamped by a Colorado licensed Professional Engineer.
 - 405.12.3.1 Each sewage treatment system and leach field shall be in accordance with

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the County Individual Sewage Disposal System regulations.

- 405.12.3.2 Specific reference in the subdivision covenants that there is a ban on the use of other than low phosphorus detergents.
- 405.13 Impact to School District Report - an analysis of the projected impacts to schools from the proposed development. Such report shall include, but not be limited to, proposed fees in lieu/land dedication requirements and how this figure was calculated.
- 405.14 Open Space Report - a narrative explanation of the elements of the plan which shall include, but are not limited to: ownership, acreage, purpose, and maintenance. A Weed Management Plan shall also be included.
- 405.15 Proposed Subdivision Covenants and association agreement, if applicable.
- 405.16 Guarantee of Public Improvements - an itemized estimate of the cost of required improvements.
- 405.17 Copy of Metropolitan or Special District Service Plan, if applicable.
- 405.18 Preliminary Subdivision Improvements Agreement.