



APPLICATION CHECKLIST

Subdivision

PROJECT DESCRIPTION

Owner/Applicant Name:
Site Address (Parcel ID#)
Case/File # (Project Name):
Project Description:

OVERVIEW

Delta County Planning Department is the lead agency to coordinate the processing of development applications for the unincorporated areas of Delta County. This form provides a checklist of materials, plans, data, and reports required for submitting an application for:

- **Minor Plat:** A Plat where no more than two lots are created through subdivision. The Director is authorized to approve Minor Plats; however, the Plat will be referred to the Board of County Commissioners where Right-of-Way dedication is involved. Any decision or determination (interpretation) by the Director may be appealed to the Board of Adjustment. Any decision by the Board of Adjustment may be appealed to the Board of County Commissioners.
- **Preliminary Plat (Standard or Cluster Subdivision):** A subdivision where three or more (3+) lots are created, showing the salient features of a proposed subdivision submitted to an approving authority for purposes of consideration prior to a Final Plat. The Planning Commission is the Approving Authority for this type of land use entitlement. Any decision by the Planning Commission may be appealed to the Board of County Commissioners.

REQUIREMENTS FOR APPLICATION

All items checked below **MUST** be provided for a complete Application Submittal, including any and all requested materials from a pre-application meeting and/or cover letter. Items marked with a “√” indicate items we have received. Failure to provide or complete any of the required items, including applicable fees, will result in the application being incomplete. Incomplete applications will be returned and not be considered filed until all items are received by the Department. Applications will be processed in the order they are deemed complete.

All documents shall also be provided in an electronic format (.pdf). Plans shall be in a format so that they may be reproduced at 11x17 inches or greater.

NOTE: Additional information may be requested based upon review of these materials.

PLAT REQUIREMENTS.

Items checked below are minimum requirements for a Subdivision application.

	<p><u>Title Block/ North Arrow.</u> Date of preparation of the map. Name and address of subdivider and record owner in the lower right-hand corner. Name and address of the person who prepared the map in the lower right-hand corner.</p>
	<p><u>Vicinity Map.</u> Identify the subject parcel. Include parcel numbers of all adjacent property owners and adjacent subdivisions. Illustrate political boundaries (city limits, county lines, etc.) – provide distance from the closest Town/City boundary.</p>
	<p><u>Aerial View.</u> Overlay the proposed subdivision onto an aerial view to illustrate how the proposed property lines align with existing/natural features. View of the subject parcel and surrounding area at the same scale as the proposed project plan/plat to accurately depict what is on the ground today and how the project aligns (Color Copy).</p>
	<p><u>Property Description:</u> An accurate and clear metes and bounds property (legal) description of the overall boundary of the subdivision with the acreage of the subdivision. All courses, calls, monuments, etc., used in the description shall be shown and labeled on the drawing, including the point of beginning and point of commencement. Property descriptions in any other format, as may be provided by a title company, deed, etc., may be shown, followed by "also described as (metes and bounds description)". Replats may utilize the legal description of the recorded subdivision including the name of the subdivision, blocks and lots, as appropriate.</p>
	<p><u>Subdivision Name, Subtitle:</u> Name of subdivision at the top of the sheet (this includes the PLN#), followed by a subtitle identifying the section, township and range information along with City, County and State.</p>
	<p><u>Summary Table.</u> Information, including:</p> <ol style="list-style-type: none">Total land area proposed to be subdividedTotal land area proposed to be dedicated for Right-of-WayNumber of buildable parcelsNumber of non-buildable parcelsSize of buildable and non-buildable parcels (existing and proposed), calculated in acreage and square footageLand Use (Zoning) designation(s)
	<p><u>Parcel Configuration:</u> Illustrate and dimension property lines of the entire parcel, including all rights-of-way and easement lines (existing and proposed):</p> <ol style="list-style-type: none">Graphic representation of the existing parcel configuration for all lots/parcel involved. All buildable parcels shall be illustrated using numbers. All non-buildable parcels (roads, open space, etc.) shall be illustrated using letter designations.Proposed uses of all portions of the subdivision, including but not limited to building areas, open space, streets, etc.Method of adequate domestic water supply for each parcel within the subdivision.Method of wastewater/sewage disposal for each parcel within the subdivision.Existing/Proposed Features: Illustrate the location of all existing and proposed structures (buildings, fences, pump house, etc.), utility/service lines, drainage structures and features, wells and distribution lines, and septic systems.Existing/Proposed easements: utilities, irrigation and drainage, service lines, etc.Building Envelope(s) to identify area for future development that minimizes impact to significant resources (e.g., agricultural lands); existing and proposed.Locate Existing Structures, including wastewater/septic disposal. Illustrate setbacks from proposed property lines and Rights-of-Way.Survey and label the location and ownership of all irrigation ditches and pipelines. Identify areas where irrigated agricultural land is located. Drainage, existing and proposed.
	<p><u>Streets:</u> Placement and location of all existing streets, easements, rights-of-way on the land proposed to be subdivided, and those abutting said land.</p>

	<p>a. Alignment of the proposed streets within the subdivision and their connections with existing streets or methods of terminating proposed streets. Streets shall be illustrated with letter designations. Illustrate all existing and proposed accesses/driveways. Identify any bridge, culvert or at-grade crossing (existing or proposed).</p> <p>b. Street improvements, existing and proposed.</p> <p>c. Access, existing and proposed.</p>
	<p><u>Revisions.</u> If revisions are made to the plans, include a revision block and list changes made to the original Plat. Include a resubmittal date of the revised plat.</p>
<p>ADDITIONAL REQUIRED INFORMATION</p>	
<p>Items checked below are required because of the type of application and policies affecting the subject property and/or project:</p>	
	<p><u>Preliminary Title Report/Ownership and Encumbrances.</u> Report showing the legal owners and recorded encumbrances. Include description of all existing and evident easements for the subject property. Proof of ownership may consist of a deed, title insurance policy or Tax Assessor's statements, include encumbrances.</p>
	<p><u>Surveyor's Statement:</u> The Surveyor's statement shall read: <i>The undersigned Professional Land Surveyor licensed in the State of Colorado, hereby states and declares that the accompanying plat was surveyed and drawn under his/her responsible charge and accurately shows the described tract of land, and subdivision thereof, and that the requirements of Title 38 of the Colorado Revised Statutes, 1973, as amended, have been met to the best of his/her knowledge and belief.</i></p>
	<p><u>Standard Signature Blocks:</u> Include all applicable signature blocks including notary where required.</p> <ul style="list-style-type: none"> ○ Property Owner(s); Required to match how names appear on existing Deed(s). Where a Trust or Corporation is involved, provide documentation demonstrating legal authority to sign the plat. ○ Mortgagees Approval; Required if there is a loan on any parcel involved ○ Delta County Surveyor's Approval; All Plats ○ Delta County Planning Department Approval; All Plats ○ Certificate of Taxes Paid; Required on all plats where the legal description changes ○ Board of County Commissioner Approval; Required if road Right-of-Way dedication is included, or where a Plats require BoCC acceptance of Final Plat <p><i>Standard/recommended language found in Chapter 12, Section 5 of the Land Use Code.</i></p>
	<p><u>Standard Plat Notes (1-11).</u> All subdivision Plats, unless specifically excluded by the County. <i>See Chapter 12, Section 5.I of the Land Use Code.</i></p>
	<p><u>Special Plat Note: Covenants and Restrictions</u> <i>See Chapter 12, Section 5.J.1 of the Land Use Code.</i></p>
	<p><u>Special Plat Note: Irrigation Shares</u> <i>See Chapter 12, Section 5.J.2 of the Land Use Code.</i></p>
	<p><u>Special Plat Note: Emergency Access</u> <i>See Chapter 12, Section 5.J.3 of the Land Use Code.</i></p>
	<p><u>Special Plat Note: Stormwater</u> <i>See Chapter 12, Section 5.J.4 of the Land Use Code.</i></p>
	<p><u>Special Plat Note: Construction Covenant</u> <i>See Chapter 12, Section 5.J.5 of the Land Use Code.</i></p>
	<p><u>Special Plat Note: Homeowners Association</u> <i>See Chapter 12, Section 5.J.6 of the Land Use Code.</i></p>
	<p><u>Special Plat Note: Other</u> “ [REDACTED] ”</p>
	<p><u>Phasing.</u> In order to complete a development in phases, a phasing plan showing which lots will be part of each phase is required to be submitted with the Preliminary Plat.</p>
	<p><u>Dedication Statements:</u> Statements of tracts of land to be dedicated to the County for parks, open space, drainage or other public uses, grants of easements and dedication of public streets and alleys</p>

	to Delta County are required.
	<p>Inundation Mark: If any part of the subject property is within a designated FEMA flood hazard area, the plat shall clearly show the 100-year floodplain line. Reference the appropriate FEMA panel by which the location of this line has been determined as a plat note.</p> <p><i>See Chapter 4, Section 6.I of the Land Use Code</i></p>
	<p>Reception Numbers: Reception numbers of all applicable easements, agreements and documentation as may be referenced on the subdivision plat drawing, or accompanying documentation for recording.</p>
	Copies of any agreements with notarized signatures (access, road maintenance, ditch company, domestic water, subdivision improvements, etc.)
	<p>Proof of Water. Provide evidence to justify that the domestic water supply is sufficient in terms of quality, quantity and dependability for each of the parcels lots included in the subdivision. Cisterns using hauled water shall not be considered an adequate water supply for creating new lots/parcels.</p> <p><i>See Chapter 5, Section 3 of the Land Use Code</i></p>
	<p>Augmentation Plan. Required when/if a well is (will be) used to provide domestic water across property lines.</p>
	<p>Water Quality Report. Required when/if a well is (will be) used to provide domestic water.</p> <p><i>See Chapter 5, Section 3 of the Land Use Code.</i></p>
	<p>Irrigation Plan. Describe proposed divisions, provide for ditch easements and submit a plan which shall assure the continued water flow and delivery systems in accordance with State of Colorado Water Law. Adjacent property owners and irrigation ditch companies shall be consulted. Illustrate and/or describe how the irrigation water is to be allocated, including the pertinent ditch company.</p> <p><i>See Chapter 5, Section 3.E Land Use Code</i></p>
	<p>Traffic Impact Study. The intent is to assess the traffic created by the proposed use and demand for parking. The contents and extent of a Traffic Impact Study depend on the location and size of the proposed development and the conditions prevailing in the surrounding area.</p> <p>The appropriate level of traffic evaluation and the specific requirements for this application include:</p> <ul style="list-style-type: none"> - Location of the subject property - County roads and State highways located in the vicinity, including access points (include name, functional classification, and right-of-way requirements based on classification) - Existing and proposed land use(s) of the subject site - Existing land uses of surrounding properties - Average Daily Traffic (ADT) counts on all roads affected by the proposed project - Trip generation calculations (ADT) - <p><i>See Chapter 5, Section 1.B and Chapter 8, Section 2.A.1.c of the Land Use Code.</i></p>
	<p>Geology and Soils. Assess soil suitability and site characteristics. Address ground subsidence, expansive soil, and rock analyses, as well as the following potential issues: avalanche, landslide, rockfall, mudflow, debris fan, unstable and potentially unstable slopes, seismic effect, radon and radioactivity. The suitability of the soils will also need to be assessed for individual sewage disposal systems, impacts and limitations for structures and any unusual drainage characteristics.</p> <p><i>See Chapter 8, Section 2 of the Land Use Code</i></p>
	<p>Constraints Map. Map illustrating constraints that may affect the design, such as:</p> <ol style="list-style-type: none"> a. Areas with significant agricultural, natural or cultural resources. b. General location of areas with natural features such as rivers, streams, draws, ravines, ponds, wetlands, forest areas, tree and hedge lines c. Existing and proposed easements (utilities, access, water pipes, irrigation ditches, etc.) d. Steep Slopes <p><i>See Chapter 4, Sections 5 & 6 of the Land Use Code</i></p>
	Other:

FINAL PLAT.

Items below a may be required for a Final Plat, prior to Acceptance/Recording.

	<u>Recording Fees.</u> Recording fees are separate and in addition to the land use fees. (Clerk & Recorder Fee Schedule)
	<u>Final Plat Fees.</u> Land Use Fee Schedule; Resolution 2021-R-007
	<u>Conditions.</u> Final Plats may be accepted by the Board of County Commissioners upon a finding that the Final Plat is substantially consistent with the approved Preliminary Plat and all applicable conditions have been cleared by the appropriate agency.
	<u>Installation of Utilities.</u> The lines for domestic water, public sanitary sewer, and electrical power are required to be extended to the lot line of each new lot prior to approval of a Site Plan or acceptance of a Final Plat by the Chair of the Board of County Commissioners.
	<u>Public Improvements.</u> No Final Plat that includes or requires public improvements (on-site or off-site) shall be recorded, and no Site Plan that requires public improvements (on-site or off-site) or imposes conditions or obligations related to development approval shall be approved until the applicant has been submitted, and the Board of County Commissioners has approved an Agreement in accordance with design and time specifications; or obligation to satisfy such conditions of approval as may be imposed pursuant to the land Use Code.
	<u>Access.</u> Access for all lots/parcels approve dint eh subdivision meters must be installed prior to accepting the Final Plat. Subject to access permit(s) approved by the County Engineer.
	<u>Domestic Water.</u> Water line(s) and meters must be installed prior to accepting the Final Plat, including the name of the domestic water provider and tap or certificate number on each lot and/or the location of the domestic well and spring.
	<u>Irrigation Water.</u> The shares of irrigation water to be conveyed to lots in the subdivision shall be noted on the final plat along with all required easements.
	<u>Fire Impact/Mitigation Fee.</u> Fire impact fees shall apply to all new development located within any fire district where a resolution establishing such fee is approved and adopted (\$500/lot)
	<u>Open Space Impact/Mitigation Fee.</u> Open Space impact fees shall apply to all new development to be applied to public recreational facilities within the applicable Commissioner District (\$300/lot)
	<u>Road Impact Fee.</u> Road impact fees shall apply to all new development upon adoption of any resolution establishing such fee. (TBD)
	<u>Monuments:</u> All monuments used to determine and/or describe a boundary (including basis of bearings, point of beginning and point of commencement) shall be shown and clearly labeled on the plat drawing. Monuments for corners defined by the plat, or otherwise found to be missing in the field, shall be placed and set in accordance with the requirements of the State of Colorado.
	<u>Deeds:</u> Deeds describing all affected lots, as well as transferring parcel(s), shall be recorded with the approved Final Plat. Required to effectuate any change of land (new parcel, transfer of land, etc.).
	<u>Appeal:</u> Appeals must be filed within 10 calendar days from the date of decision
	<u>Other:</u>

FILING FEES

Fees are charged to offset the cost of processing an application for the permit(s) noted above (reviews, notices, hearings, and recordkeeping). The following fee has been calculated based on the entitlement(s) required. Application fees are due and payable with submission of the application materials.

We accept Cash, Check or all major Credit Cards (2.5% fee applied at check out)

Please make checks payable to: **“Delta County”**

NOTE: Additional fees may be required for referral agencies and/or professional services (consultant) related to the application should they be deemed necessary. This fee does not include recording fees.

Total Fee: \$__

SEE LETTER for explanation of fees

Itemized list of Land Use fees can be found in Resolution 2021-R-007

DEPARTMENT USE

Checklist Sent (date):

Pre-Application Meeting (date): **IF APPLICABLE**

Project Planner: