



## **MAJOR SUBDIVISION - PRELIMINARY OR FINAL PLAT APPLICATION PROCESS AND REQUIREMENTS**

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### **Pre-application Meeting**

A pre-application meeting is required. The pre-application meeting form and information is on the City of Littleton website ([www.littletongov.org](http://www.littletongov.org)). The applicant will follow the instructions stated in the pre-application form and information and submit the required materials electronically. The purpose of the meeting is to discuss with the applicant the concepts, feasibility, regulations and application requirements applicable to the proposal.

### **Application Process and Plat Requirements**

The major subdivision platting process is a two-step (2) review process divided into a review of the preliminary plat and a final plat. City staff shall review the preliminary plat and final plat for compliance with the provisions of title 11, these operating standards, other applicable regulations, and comments from affected agencies. The preliminary plat receives a recommendation from city staff and approval by the planning commission. If the final plat is found to be in conformance with these operating standards, the subdivision regulations and the preliminary plat, it is submitted to city council for approval.

1. Preliminary and final plat applications for major subdivisions may be reviewed concurrently. However, the preliminary plat must be approved by planning commission before the final plat can be submitted to city council for approval.
2. When a complete initial submittal has been accepted, postcards will be mailed notifying area neighbors of the project submittal. Postcards will be mailed to all owners, renters, and leasees w/in 700' of a project site.

For minor SDPs, sketch plans, and variances, and any other project within a downtown design standard subarea, notice will only be mailed to other owners, renters, and leasees on the same block and to abutting properties, including the block face across the street.

The cost for materials and postage will be paid by the applicant and city staff will prepare and mail the postcards. The notification will include the project number, project type, project planner's name, phone number, and email address. If notification must be sent to an apartment or multi-family building, a paper notice will be posted by city staff in a public area of said building where residents can easily read the notice.

3. A completed Comp Plan Checklist must be submitted as part of a complete land development application for all site development plans and all processes heard by either the Planning Commission or the City Council. Applicants will explain how their project addresses or advances each relevant policy and goal. Irrelevant policies or goals may be marked as such by the developer. The checklist will be uploaded to the Development Activity List and included with public hearing packets as necessary.

4. Applicant shall organize and hold a post-first-review neighborhood meeting; city staff will be present or will attend electronically. Postcard invitations will be mailed to all property owners, residents, and leasees within 700' of a project site at least two weeks prior to the date of the meeting.

The intent is for the stakeholders to be able to learn more details about, and provide feedback on, the proposed development while still in the formative stages. It is also an important opportunity for the applicant to gather feedback before making changes to the proposed project design or program prior to the second submittal.

5. A Construction Timing and Communication Plan (Construction Plan) must be submitted to, and approved by, the Public Works and Community Development departments prior to acquiring a demolition, grading, or building permit. Once approved by the city, the Construction Plan will be posted on the developer's dashboard/website for approved SDP's. Construction Timing Plans will include:
  - a. Developer's contact information
  - b. Construction timing and work schedule
  - c. Construction staging and access map
  - d. Construction parking map for both machinery and workers' automobiles (both on and off-site)
  - e. List of any agreements between, or conditions met, by and between the developer and neighboring properties regarding any construction or landscaping improvements to be made to neighboring properties during construction.
  - f. Neighborhood communications plan for alerting neighbors to all unexpected changes to the construction timing plan and planned and unexpected disruptions including, but not limited to utility shut-offs, street closures for trenching/boring/potholing and large site deliveries, etc .

The communications plan must establish a minimum number of 7 business day notification for all planned disruptions. The plan must also include details on how these planned disruptions and unexpected/emergency disruptions will be communicated to the neighbors via the developer's website, a neighborhood newsletter, and door hanger notices.

A postcard announcing the completion of the construction timing plan will be sent by the city to all residents and businesses w/in 250 feet of the project. The cost for producing and mailing the postcards will be paid by the developer.

## **Final Plat Set**

### **Cover Sheet (Sheet 1 of 2)**

1. **Title block** (for new subdivisions/unplatted property):

#### **SUCH AND SUCH SUBDIVISION**

Lots 1 and 2

SW/4 of Sec. 9, T6 S, R67 W of the 6th P.M., City of Littleton, County of xxxx, State of Colorado

8.06 Acres

Case Number \_\_\_\_ - \_\_\_\_\_

2. **Title block** (for amendments to subdivisions/platted property):

**SUCH AND SUCH SUBDIVISION, REPLAT A**

Being a resubdivision of Such and Such Subdivision, Block, 1, Lot 2 Planning Area H (if within a PD)  
SW/4 of Sec. 9, T6 S, R67 W of the 6th P.M., City of Littleton, County of xxxx, State of Colorado

8.06 Acres

Case Number \_\_\_ - \_\_\_\_\_

3. Mineral estate owner certification blocks – 30 days prior to the first public hearing. - *only if the minor subdivision involves the dedication of real property*
4. City certification blocks (Public Works Director, Community Development, and City Attorney)
5. City Council certification blocks - *only if the minor subdivision involves the dedication of real property*
6. Property owner certification block(s) - *Include the certification of dedication and ownership if easements or property are dedicated by the plat,*
7. Mortgage holder certification block(s) – *if applicable*
8. Clerk and Recorder certification block
9. Surveyor’s certification block
10. Vicinity map (clearly show subject site, streets, street names, schools, parks, railroads, public transit facilities, other identifying features of the area and any other public facilities within ½ mile from the proposed subdivision)
11. Scale – engineering scale - (BOTH written and graphic) not smaller than 1”=50” with 1”=20” being the desired scale
12. Names, addresses, and phone numbers of the applicant, legal property owner, designer, surveyor, and or engineer
13. Metes and bounds legal description including monumentation, by a registered land surveyor, and the total number of acres to be subdivided

**Plat – Sheet 2 of 2**

1. Proposed lot layouts
2. Lot dimensions
3. Lot areas (square feet and acres)
4. Lot and block numbers
5. Tracts (denoted by letters)
6. Show all adjacent and included right-of-way locations, dimensions of proposed streets, with delineation of proposed right-of-way dedication
7. Location of all watercourses and any areas within a floodplain.
8. Names of existing and proposed streets
9. Average lot size (residential subdivisions)
10. Names, locations and property lines of adjacent subdivisions, and the

- locations, and property lines of abutting unplatted tracts and public lands
11. Reception numbers for all existing easements and for those easements to be dedicated by separate instrument
  12. Location, area, and dimensions of all parcels to be reserved for the common use of all property owners in the proposed subdivision and/or land to be dedicated for public parks, open space, schools, or other public uses
  13. Land use summary chart example:

<i>Land Use Summary Chart</i>			
<i>Type</i>	<i>Area (s.f.)</i>	<i>Area (acres)</i>	<i>Percentage of Total Area</i>
<i>Lot 1</i>			
<i>Lot 2</i>			
<i>Tract A</i>			
<i>ROW</i>			
<b><i>TOTALS</i></b>	<b><i>401,994</i></b>	<b><i>9.23</i></b>	<b><i>100.00%</i></b>

14. Tract Table if applicable.

<i>Tract Table</i>				
<i>Tract</i>	<i>Purpose</i>	<i>Ownership</i>	<i>Maintenance</i>	<i>Size (sf &amp; ac)</i>
<i>Tract A</i>	<i>Open Space &amp; Drainage</i>			<i>10,890 sf; 0.25 ac</i>
<i>Tract B</i>	<i>Open Space</i>			<i>2,178 sf; 0.05 ac</i>
<i>Tract C</i>	<i>Park</i>			<i>14,374.8; 0.33 ac</i>
<i>Tract D</i>	<i>Roadways</i>			<i>32,670; 0.75 ac</i>
<i>Tract E</i>	<i>Drainage</i>			<i>9,583.2; 0.22 ac</i>
				<b><i>Total: 67518 sf; 1.6 acres</i></b>

## Preliminary Plat

### Cover Sheet – (Sheet 1 of 2)

1. **Title block** (for new subdivisions/unplatted property):

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8. Clerk and Recorder certification block
9. Surveyor’s certification block
10. Vicinity map (clearly show subject site, streets, street names, schools, parks, railroads, public transit facilities, other identifying features of the area and any other public facilities within ½ mile from the proposed subdivision)
11. Scale – engineering scale - (BOTH written and graphic) not smaller than 1”=50” with 1”=20” being the desired scale
12. Names, addresses, and phone numbers of the applicant, legal property owner, designer, surveyor, and or engineer
13. Metes and bounds legal description including monumentation, by

registered land surveyor, and the total number of acres to be subdivided

**Plat – Sheet 2 of 2**

1. Proposed lot layouts
2. Lot dimensions
3. Lot areas (square feet and acres)
4. Lot and block numbers
5. Tracts (denoted by letters)
6. Existing and proposed contours,
7. width and direction of flow of all watercourses
8. The location of any area within a floodplain
9. Show all adjacent and included right-of-way locations, dimensions of proposed streets, with delineation of proposed right-of-way dedication
10. Names of existing and proposed streets
11. Average lot size (residential subdivisions)
12. Adjacent and included pedestrian ways
13. Approximate locations of all building setback lines within and immediately adjacent to the subdivision
14. Names, locations and property lines of adjacent subdivisions and the owners names, locations, and property lines of abutting unplatted tracts and public lands
15. Existing zoning and uses on the subject property and all abutting property
16. Building outline of all existing permanent structures located on the subject property to be retained
17. Location, size, type, and where applicable grades of all adjacent and included existing utilities and easements, and all new utilities and easements proposed for the subject property, including fire hydrant locations and postal facilities
18. Reception numbers for all existing easements and for those easements to be dedicated by separate instrument
19. Location of bridges, culverts, catch basins, and all other provisions for collecting and discharging surface and subsurface drainage
20. Location, area, and dimensions of all parcels to be reserved for the common use of all property owners in the proposed subdivision and/or land to be dedicated for public parks, open space, schools, or other public uses
21. Land use summary chart

22. Tract Table (if applicable):

<b>Tract Table</b>				
<b>Tract</b>	<b>Purpose</b>	<b>Ownership</b>	<b>Maintenance</b>	<b>Size (sf &amp; ac)</b>
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