MINOR SUBDIVISION

OPERATING STANDARDS
Attachment to Development Application
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). The applicant will follow the instructions stated in the pre-application form and information and submit the required materials electronically via DRT@littletongov.org. 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 minor 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 for compliance with the provisions of title 11, these operating standards, other applicable regulations, and comments from affected agencies.

Upon a determination by the Community Development Director and the Public Works Director that all applicable provisions are met then the preliminary plat shall be approved.

Following preliminary plat approval, the preliminary plat becomes the final plat. The site detail sheet must be removed prior to signing and recording as the final plat.
Plan Set

Cover Sheet (Sheet 1 of 2)

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

   *SAMPLE:*
   
   **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):

   *SAMPLE:*
   
   **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
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 area inundated by the 100-year 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:

   **Land Use Summary Chart**

<table>
<thead>
<tr>
<th>Type</th>
<th>Area (s.f.)</th>
<th>Area (acres)</th>
<th>Percentage of Total Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tract A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>401,994</td>
<td>9.23</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

14. Tract Table (if applicable)

   EXAMPLE:

   **Tract Table**

<table>
<thead>
<tr>
<th>Tract</th>
<th>Purpose</th>
<th>Ownership</th>
<th>Maintenance</th>
<th>Size (sf &amp; ac)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tract A</td>
<td>Open Space &amp; Drainage</td>
<td></td>
<td></td>
<td>10,890 sf; 0.25 ac</td>
</tr>
<tr>
<td>Tract B</td>
<td>Open Space</td>
<td></td>
<td></td>
<td>2,178 sf; 0.05 ac</td>
</tr>
<tr>
<td>Tract C</td>
<td>Park</td>
<td></td>
<td></td>
<td>14,374.8; 0.33 ac</td>
</tr>
<tr>
<td>Tract D</td>
<td>Roadways</td>
<td></td>
<td></td>
<td>32,670; 0.75 ac</td>
</tr>
<tr>
<td>Tract E</td>
<td>Drainage</td>
<td></td>
<td></td>
<td>9,583.2; 0.22 ac</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td>67518 sf; 1.6 acres</td>
</tr>
</tbody>
</table>
Site Detail Sheet – unnumbered sheet

(To be removed prior to approval as final plat)

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 area inundated by the 100-year 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
14. Existing and proposed contours,
15. Adjacent and included pedestrianways
16. Approximate locations of all building setback lines within and immediately adjacent to the subdivision
17. Names, locations and property lines of adjacent subdivisions and the owners names, locations, and property lines of abutting unplatted tracts and public lands
18. Existing zoning and uses on the subject property and all abutting property
19. Building outline of all existing permanent structures located on the subject property to be retained
20. 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
21. Location of bridges, culverts, catch basins, and all other provisions for collecting and discharging surface and subsurface drainage