



# Major Subdivision Part 1 Preliminary Plan Development Guide

General procedure for development is included in the Community Development Application packet. This guide is intended to supplement the general application with items specific to a Preliminary Plan.

Major Subdivisions are a two-step application process, which require comprehensive review through separate preliminary and final plat procedures, due to the complexity of coordinating planning, design and engineering requirements. The Preliminary Plan application is the first application. The Final Plat application is the second step. Preliminary and Final applications may be processed consecutively or concurrently, subject to City discretion.

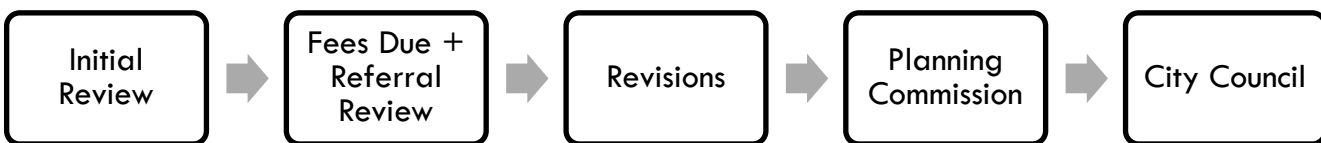
Major subdivisions apply to all land divisions or other alterations of legal boundaries of lots or tracts that are ineligible for minor subdivision processes.

Preliminary Plans are complex applications that provide detailed planning review of development patterns, street networks, block and lot layout, and the ability to meet public facility and utility requirements for future development, prior to preparation of detailed construction and engineering plans.

Applicants are advised that this packet is not a complete summary of the City's Municipal Code. See the following Code Chapters for more information: 18.03. Procedure, 18.04. Subdivision Design, 18.05. Residential Development, 18.06. Nonresidential Development, 18.07. Access & Parking & 18.08. Landscape Design.

The applicant may also request a conceptual subdivision review, prior to both preliminary plan and final plat, for initial investigative purposes and due diligence.

## PRELIMINARY PLAN REVIEW PROCESS



*PRELIMINARY PLAN* expected process duration is 4-12 months from a complete submission.

*Pre-Application Meeting Required.* A Preliminary Plan review requires a complimentary pre-application meeting. See the Planning Division contact information below to request a meeting.

*Review.* After staff review, receipt of any comments from referral agencies, and any necessary resubmittals, the Director may make a final decision.

*Resubmittals.* Six (6) months will be granted to applicants to resubmit applications determined to be in need of revision. If an applicant requires more time to revise the application, an extension shall be requested and an extension fee shall be paid. The Director may approve an extension not to exceed an additional six (6) months for a total period not to exceed twelve (12) months upon a finding of excusable neglect. Any application in need of revision

that remains inactive for more than six (6) months from the date the revision was requested, and for which no extension is requested, shall be void and any related fees are forfeited.

*Effect of Decision.* The approval of the preliminary plan does not constitute an acceptance of the subdivision but authorizes preparation of the final plat.

*Term of Expiration.* The approval of the preliminary plan shall be effective for three (3) years, except that any complete submittal of final plat for any phases indicated on a preliminary plan shall stall the three-year period, and approval of the final plat shall extend the expiration deadline for three years for the remaining portions of the preliminary plan. The Director may grant up to two extensions of this period for up to six months each if the applicant demonstrates substantial progress towards the design and engineering requirements necessary to submit a final plat. Any such extension shall be requested by the applicant in writing prior to the expiration of the preliminary plan.

### REVIEW CRITERIA

Review, recommendations and decisions for a proposed preliminary plan shall be based on the following criteria:

1. The subdivision conforms to the subdivision design standards in Chapter 18.04 of this Title.
2. The subdivision conforms to the applicable residential or nonresidential development standards in Chapters 18.05 and 18.06 of this Title.
3. The subdivision design coordinates with existing adjacent development.
4. The subdivision conforms to future development plans in the Master Plan and any other applicable municipal planning documents.
5. The subdivision design meets the requirements of applicable zone district standards.
6. The applicant demonstrates a preliminary likelihood of being able to meet the design, construction, performance, and maintenance requirements for all required improvements.
7. The subdivision is arranged in a manner to minimize impacts on geologic hazards, environmentally sensitive areas, wildlife habitat, or other natural features of the land.
8. Any impacts identified by specific studies or technical reports, including a review of storm water, are mitigated with generally accepted and sound planning, engineering, and urban design solutions that reflect long-term solutions and sound fiscal investments.
9. Any phasing is clearly indicated and demonstrates a logical and coordinated approach to development, and the timing, location, and construction of amenities is consistent throughout phases.

## Preliminary Plan Submittal Checklist

✓	Item (label electronic submittal documents with the number prefix as shown) All documents shall be submitted in “.pdf” format, unless otherwise stated.
	01 COMMUNITY DEVELOPMENT APPLICATION FORM
	02 OWNERSHIP INFORMATION - Provide the property deed along with any applicable incorporation or organizational documentation of approved signatories. Note, a “deed of trust” is not a property deed.
	03 PARCEL LIST – Provide a list of all the parcels included in the subdivision with their owners and acres.
	04 LEGAL DESCRIPTION - Provide the legal description of the property in “.docx” format.
	05 PROJECT NARRATIVE - The narrative shall address the following: <ol style="list-style-type: none"> <li>1. Address all Review Criteria [page 2 of packet].</li> <li>2. Describe the existing and proposed use(s) of the property.</li> <li>3. Describe the proposed development including a) proposed number of lots, b) land uses broad and specific, c) density, intensity of uses, d) amenities, e) road network, accesses, f) design and layout rationale, g) development purpose, h) development timeline, phasing, filings, i) anticipated infrastructure demands, j) improvements, building types, signage, k) branding.</li> <li>4. Describe all proposed public and common open spaces, programming, land conservation, and any intentional clustering, courtyard, small format housing, or any other proposed layout technique.</li> <li>5. Describe any cash-in-lieu of land dedication requests.</li> <li>6. Indicate the developer’s awareness of all required entitlement and impact fees.</li> <li>7. Describe the financing mechanism for the development and maintenance of improvements. Detail any proposed Metropolitan District, including submittal of the draft Service Plan.</li> </ol>
	06 Submit all design standard worksheets, demonstrating compliance with the Land Development Title.
	07 ALTA/NSPS SURVEY prepared by a Colorado-licensed professional land surveyor.
	08 TITLE WORK – No older than six (6) months prior to submittal. Include Schedules A, B-1 and B-2.
	09 DRAFT PRELIMINARY PLAN - The plan may be prepared by a Colorado-licensed professional land surveyor with the benefit of a title search. Please include a minimum of the following information: <ol style="list-style-type: none"> <li>1. “[Subdivision Name] Preliminary Plan”.</li> <li>2. Legal Description</li> <li>3. Vicinity Map: Clearly show the site location and surrounding uses, zoning, and parcels within one (1) mile of site. Label property owner names, parcels, streets, irrigation ditches and other bodies of water, and municipal boundaries</li> <li>4. Existing Conditions: including structures or land/hardscapes to be removed.</li> <li>5. Conceptual land use plan, organized by planning areas and land uses.</li> <li>6. Draft Plat including all tracts, blocks, lots, outlots and roadways.</li> <li>7. Plans should include property boundary, structures, internal vehicular/pedestrian circulation, parking, hydrants, stormwater management, hazard areas, critical environmental areas, open space, amenities, easements.</li> <li>8. Landscape Plan</li> <li>9. Irrigation Plan</li> <li>10. Street Lighting Plan</li> <li>11. Grading Plan</li> <li>12. Utility Plan</li> </ol>
	10 MARKET ANALYSIS – Demonstrate the demand for the proposed subdivision.
	11 ECONOMIC IMPACT STUDY – Demonstrate the economic impact of the subdivision, relative to the City’s economy, residents and future growth.

	12 CULTURAL RESOURCE INVENTORY - Demonstrate that such features have been accounted for, protected and integrated into site design.
	13 BIOLOGICAL & ENVIRONMENTAL RESOURCE INVENTORY - Demonstrate that such features have been accounted for, protected and integrated into site design.
	14 SOILS REPORT - Soil types and limitations at the site. (The US Department of Agriculture has soil profile information for Weld County, including Evans, at <a href="https://websoilsurvey.nrcs.usda.gov/app/">https://websoilsurvey.nrcs.usda.gov/app/</a> )
	15 GEOTECHNICAL REPORT AND SUBSURFACE INVESTIGATION – That the land can support the proposed subdivision.
	16 DRAINAGE REPORT - prepared by an Engineer licensed in the State of Colorado. Level of detail to be determined by the City Engineer.
	17 TRAFFIC IMPACT STUDY (TIS) - prepared in accordance with traffic impact study guidelines found in the Evans Engineering Standards and Specifications. Level of detail to be determined by City Engineer.
	18 WATER INFORMATION - Include information regarding existing water taps, wells, and rights associated with the property and how water will be provided to support future development.
	19 UTILITY/EASEMENT ENTITY REVIEW - The applicant is responsible for submitting all plans for review and comment to any affected entity. The applicant shall submit all comments to City staff.
	20 DRAFT DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS
	21 MINERAL RIGHTS NOTICE – If land is undeveloped, applicant shall provide notice to all mineral rights owners pursuant to C.R.S. § 24-65.5-103 and provide proof of notice to the City prior to the first hearing.
	22 AGREEMENT WITH MINERAL OWNERS/LEASEHOLDERS/OPERATORS – Applicant must provide for the adequate integration and cooperative planning of the proposed development with respect to oil and gas activities or shall provide written evidence that an adequate attempt has been made to mitigate the concerns of the mineral owners on the subject property.
	23 AGREEMENT WITH DITCH OWNERS – Applicant must provide for the adequate integration and cooperative planning of the proposed development with respect to ditch and canal infrastructure or shall provide written evidence that an adequate attempt has been made to mitigate the concerns of the ditch owners on the subject property.
	24 COLORADO GEOLOGICAL SURVEY FORM – executed land use review form. A separate invoice for review of the geotechnical materials will be sent to applicant from the CGS.
	25 CHARGE BACK AGREEMENT - executed
	CHARGE BACK DEPOSIT: \$1500
	APPLICATION FEE: \$2000