



# MINOR SUBDIVISION User's Guide

NOTE: FOR DETAILED PROCEDURES,  
REFER TO CHAPTER 7 OF THE  
UNIFIED DEVELOPMENT CODE

**Town of Erie  
Planning & Development – Planning Division  
645 Holbrook Street  
PO Box 750  
Erie, Colorado 80516**

**Tel - 303.926.2770**

This document is available on our web site. Go to <https://erieco.gov/111/Planning-Division>  
Click on Development User Guide & Fees> Scroll down and click on Minor Subdivision

May 2022

## Purpose

The purpose of the subdivision review process is to ensure compliance with the subdivision standards and requirements set forth in chapter 6 of this title, while encouraging quality development generally consistent with the goals, policies, and objectives found in the town's comprehensive master plan.

Parcels are eligible for Minor Subdivision only once, and further subdivisions or newly created parcels shall follow Preliminary and Final Plat procedures.

## Applicability

See Unified Development Code, Section 10.7.7.F.1 of the Erie Municipal Code.

## Process Summary

The following is a summary of the Minor Subdivision and Minor Subdivision Amendment review process. Detailed step by step instructions may be found in Chapter 7, *Review and Approval Procedures* of Title 10 of the Municipal Code.

## Comments/Review-

### Development Review Team Meeting (DRT):

The Project Planner will schedule a Development Review Team Meeting (DRT) after the referral agency review period is over. At the DRT meeting the Project Planner discusses the review comments from all review agencies and discusses the neighborhood meeting comments with the DRT attendees. The DRT meeting typically includes Planning & Development, Public Works staff, Parks & Recreation Administrative staff, the Building Official, and Town consultants. The DRT Meeting does not include the Applicant. If the applicant would like to explain the application to the Project Planner before the DRT meeting they should contact the Project Planner to set up a separate meeting before the DRT meeting is held. After the DRT meeting, the Project Planner will compile all of the staff and referral comments for distribution to the applicant.

### Applicant Receives DRT/Referral Comments:

The Project Planner will provide the Applicant with a copy of all the staff and referral comments from the review of the application submittal packet. A meeting between staff and the applicant may be held to review the staff and referral comments. The applicant may also meet directly with the agency(ies) that have expressed concerns with the application. The Project Planner should be included in meeting or correspondence with referral agencies.

### Applicant Revisions Submitted/Resolution of Issues Complete:

The Applicant shall address, in writing, all issues and deficiencies identified in the staff and referral comments. To continue the process in a timely fashion, the applicant must complete the requested revisions and resubmit the revised application submittal packet for a second review by the Project Manager and any applicable referral agencies as quickly as possible. If an Applicant fails to submit required information for a period of more than six months from the initial request, the applicant shall become void and the resubmittal of a new application and fees will be required.

The revised application submittal packet will be reviewed by Project Planner at a DRT meeting after any further referral agency comments are received on the revised application submittal packet. The Project Planner shall provide the Applicant with a copy of the staff and referral comments from the second review and will indicate whether or not the application has resolved all of the issues raised in the comments. If the issues have not been resolved, then the application goes back to the **Applicant Submits Referral Packets** portion of the process for another round of reviews. Additional fees may be charged for resubmittals that do not address comments. If the issues have been resolved, then the application goes forward to the **Planning & Development Director/PW Director Review/Approval** portion of the process.

## Approval Criteria

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See Unified Development Code, Section 10.7.7.F.3 of the Erie Municipal Code

### Step 1: Submittal Requirements

All submittals shall be sent to the Planning Division electronically. To request an upload link, please submit your request to [planningapplication@erieco.gov](mailto:planningapplication@erieco.gov). Please contact the Planning Technician at 303-926-2770 if you have any questions. **Applications will not be accepted for review unless all information is submitted.**

1. **Completed Land Use Application (signed and notarized).** [Land Use Application](#)
2. **Application fee.** See Land Use Application for fees.
3. **Written narrative**, describing the proposed development which at a minimum provides the following information:
  - a. General project concept and purpose of the request;
  - b. The total land area to be subdivided;
  - c. The total number of lots, and if residential the proposed density;
  - d. If non-residential, the total square footage of floor area proposed;
  - e. The total land area to be preserved as open space;
  - f. A brief description regarding the phasing of the proposed subdivision;
  - g. A brief description regarding the availability and adequacy of existing infrastructure and other necessary services including schools, fire protection, water/sewer service, and utility providers;
  - h. A brief description regarding the location, function and ownership/ maintenance of public and private open space, parks, trails, common areas, common buildings; and
  - i. A brief description regarding the substance of any existing or proposed covenants, special conditions, grants of easements, or other restrictions applying to the proposed subdivision.
4. **Proof of ownership** that includes an updated or current title insurance policy or title commitment issued no more than thirty days prior to the date of application.
5. **A notarized letter of authorization** from the landowners permitting a representative to process the application, when the landowner is not the applicant.
6. **Copies of any special agreements**, oil/gas surface use agreements, conveyances, restrictions, or covenants that will govern the use and/or maintenance of the proposed development, or statement that no such agreements exist.
7. **Copy of an ALTA/ACSM Land Title Survey**, for the entire property of the proposal. The survey shall include all above ground and below ground improvements, (i.e. utility lines, existing structure footprints, oil and gas facility equipment, oil and gas flow lines, distribution lines, etc.). Each survey shall be updated to reflect the current title work for the property, referenced in submittal item 4.
8. **Minor Subdivision Final Plat Exhibit(s)** shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado for recording with the appropriate County Clerk and Recorder. The exhibit shall accurately display the following information:

- a. The plat exhibit shall be prepared at a scale that best conveys the detailed survey, engineering and design of the subdivision, not to exceed 1" = 100'. If a proposal requires multiple sheets, a composite shall be provided that delineates the boundaries and identifies each sheet number.
- b. A title shall be placed at the top/center of the sheet along the long dimension of each sheet and shall include the name of the proposed subdivision, general aliquot legal description with county, the total acreage, number of lots proposed, and project file number. The name of the subdivision shall not duplicate existing subdivision names;

*EXAMPLE: (Insert Subdivision Name, Aliquot Description, Proposed Acres/Lots/Tracts and Project Number. See example below)*

ERIE VALLEY MINOR SUBDIVISION  
 A PORTION OF THE N ½ OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 68 WEST OF THE 6<sup>TH</sup> PRINCIPLE  
 MERIDIAN, TOWN OF ERIE, COUNTY OF WELD, COLORADO  
 10 ACRES - 4 RESIDENTIAL LOTS  
 MS\_\_-\_\_

- c. A block in the lower right hand corner shall include the following: the preparation date and revision date chronology; a north arrow designated as true north; a written and graphic scale; name and address information for the applicant, developer, registered engineer or surveyor preparing the exhibits; and the number of the sheet and total number of sheets;
- d. A scaled vicinity map that depicts the area to be subdivided and the area that surrounds the proposal within a 1-mile radius;
- e. A written metes and bounds legal description of the subdivision boundary with a map showing all information as required by State Statutes. The names and locations of all abutting subdivisions, the location of all abutting unplatted parcels and public lands shall be depicted. All lines, names and descriptions on the plat which do not constitute a part of the subdivision shall be screened back or shown as dashed lines. Any area enclosed by the subdivision, but not part thereof shall be labeled "Not a Part of this Subdivision";
- f. Display ties to aliquot section corners and to the State grid which shows dimensions of all primary boundary survey control points with complete monument and location descriptions, all parcel lines showing dimensions with lengths, bearings, and curve data, including chord lengths and bearings, basis of bearings and relation to true meridian and similar data. Only circular curves shall be used. No spirals, parabolas, etc. shall be used. All dimensions are to be shown to the nearest 0.01' or in the cases of degrees, to the nearest second. An accuracy of 1:50,000 (second order) minimum for linear and angular (bearing) closure shall be required for the boundary. All internal lots, tracts and parcels shall have a closure accuracy of 0.01';
- g. Depict all lots, blocks, tracts, and when appropriate, building envelopes, providing accurate dimensions with linear, bearing, and curve data. All lots and tracts shall be shown in their entirety on one sheet. Lots and blocks shall be numbered consecutively; tracts shall be lettered alphabetically. Include the acreage within each lot to the nearest 0.01 of an acre. In residential subdivisions, tracts shall be used exclusively for non-residential property and uses;
- h. Depict all road names, right-of-way widths at each leg of an intersection, at point of curve and point of tangent, at dead ends and at angle points; and right-of-way lines with accurate distance and bearings, central angles and radii of all curves. If any road in the subdivision is a continuation or approximately a continuation of an existing road, the conformity or the amount of conformity of the new road to the existing road shall be accurately shown;
- i. Depict the purpose, width and location of all easements and abutting easements with fine dashed lines. The widths of all easements and sufficient data to definitely locate the same with respect to the subdivision and each lot must be shown. All easements must be clearly labeled and identified. If an easement shown on the plat is already of record, its recorded reference shall be given. If an easement is being dedicated by the plat, it

shall be set out in the owner’s certificate. A plat note may be necessary to provide complete information of the purpose of the easement;

“The owners of the lands described herein are responsible for the maintenance and operation of drainage easements shown hereon and related facilities, as provided in the Town of Erie Engineering Standards and Specifications, as amended. The owner(s) grant the Town of Erie a perpetual right of ingress and egress from and to adjacent property to inspect, maintain, operate and reconstruct the drainage easements and related facilities covered by the Town of Erie Municipal Code, as amended; and to inspect, maintain, operate and reconstruct the drainage easements and related facilities, when the owner(s) fail to adequately maintain such drainage easements and related facilities, which maintenance, operation and reconstruction shall be at the cost of the owner(s).”

- j. Accurately locate the effective 100-year floodplains and floodways, all existing/proposed watercourses, retention and detention areas, wetlands and riparian areas, streams, lakes, ditches and laterals on the effected property;
- k. Depict existing subdivision lot lines or metes and bounds property lines and rights-of-way within 100’ of the proposal. Said information for adjacent properties shall be screened back;
- l. Identify the land use and zone district information of all adjacent property. When an adjacent property is not within the Town’s boundary, the respective jurisdictions’ land use and zone district information shall be identified;
- m. Provide a “Land Summary Chart” that accounts for all of the land area within the subdivision as follows:

LAND SUMMARY CHART		
TYPE	AREA	% OF TOTAL AREA
Residential Lots		
Tracts		
Public ROW		
<b>TOTAL</b>		

- n. If applicable, include a “Tract Summary Chart” and plat notes that adequately explain information pertinent to the execution, ownership and maintenance of the tracts within the subdivision:

TRACT SUMMARY CHART				
TRACT	AREA	USE	OWNERSHIP	MAINTENANCE

(i.e. USE: Dedicated Open Space, Private Open Area, Drainage, Utilities, Pocket Park, Private Alley, Garden Court, etc.)

- o. Provide the following plat notes:
  - i. A Basis of Bearings Statement;
  - ii. NOTICE: ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO

EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

iii. Use the following note only if the property lies with the Airport Influence Area

DUE TO THE PROXIMITY OF THE PROPERTY TO THE ERIE MUNICIPAL AIRPORT, THERE WILL BE AIRCRAFT PASSING OVER THE PROPERTY. AIRCRAFT PASSAGE MAY RESULT IN NOISE AND OTHER IMPACTS ON THE PROPERTY. AIRCRAFT MAY CROSS PROPERTY AT LOW ALTITUDE IN ACCORDANCE WITH FAA REGULATIONS. THE FREQUENCY OF AIRCRAFT PASSING OVER THE PROPERTY MAY INCREASE IN THE FUTURE. THE OWNERS, THEIR HEIRS, SUCCESSORS AND ASSIGNS SPECIFICALLY ACKNOWLEDGE THE RIGHT OF PASSAGE OVER THE PROPERTY FOR AIRCRAFT AND AGREE TO HOLD HARMLESS THE TOWN OF ERIE FOR AIRCRAFT OPERATIONS.

p. Include the following certifications on the title sheet as needed:

**TITLE VERIFICATION CERTIFICATE** (BY TITLE COMPANY)

WE  (NAME OF TITLE INSURANCE COMPANY) , DO HEREBY CERTIFY THAT WE HAVE EXAMINED THE TITLE OF ALL LAND PLATTED HEREON AND THAT TITLE TO SUCH LAND IS IN THE DEDICATOR(S) FREE AND CLEAR OF ALL LIENS, TAXES AND ENCUMBRANCES, EXCEPT AS FOLLOWS:

COMPANY NAME

BY:  (NOTARIZED SIGNATURE)   (DATE)   
(NAME OF AUTHORIZED OFFICIAL)

TITLE: \_\_\_\_\_

ATTEST: (IF CORPORATION)

SECRETARY/TREASURER

STATE OF COLORADO )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY \_\_\_\_\_ AS \_\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL

\_\_\_\_\_  
NOTARY PUBLIC (SEAL)

MY COMMISSION EXPIRES: \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**

I,  (SURVEYOR'S NAME) , A DULY REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS PLAT TRULY AND CORRECTLY REPRESENTS THE RESULTS OF A SURVEY MADE ON  (DATE OF SURVEY) , BY ME OR UNDER MY DIRECT SUPERVISION AND THAT ALL MONUMENTS EXIST AS SHOWN HEREON; THAT MATHEMATICAL CLOSURE ERRORS ARE LESS THAN 1:50,000 (SECOND ORDER); AND THAT SAID PLAT HAS BEEN PREPARED IN FULL COMPLIANCE WITH ALL APPLICABLE LAWS OF THE STATE OF COLORADO DEALING WITH MONUMENTS, SUBDIVISIONS OR SURVEYING OF LAND AND ALL APPLICABLE PROVISIONS OF THE TOWN OF ERIE UNIFIED DEVELOPMENT CODE.

I ATTEST THE ABOVE ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

(SIGNATURE)   
(SURVEYOR'S NAME)

COLORADO REGISTERED PROFESSIONAL LAND SURVEYOR # \_\_\_\_\_ (SEAL)

**BOARD OF TRUSTEES APPROVAL CERTIFICATE**

THIS PLAT IS TO BE KNOWN AS \_\_\_\_\_ IS APPROVED AND ACCEPTED BY RESOLUTION NO. \_\_\_\_\_, PASSED AND ADOPTED AT A MEETING OF THE BOARD OF TRUSTEES OF ERIE, COLORADO, HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
MAYOR

ATTEST  
\_\_\_\_\_  
TOWN CLERK

**PLANNING & DEVELOPMENT APPROVAL CERTIFICATE**

THIS PLAT IS HEREBY APPROVED BY THE TOWN OF ERIE PLANNING & DEVELOPMENT DIRECTOR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
PLANNING & DEVELOPMENT DIRECTOR

**DEDICATION AND OWNERSHIP STATEMENT**

THE UNDERSIGNED, BEING ALL THE OWNERS, MORTGAGEES, OR LIEN HOLDERS OF CERTAIN LANDS IN THE TOWN OF ERIE, COUNTY OF WELD, COLORADO, DESCRIBED AS FOLLOWS:

A PARCEL OF LAND LOCATED IN THE (*INSERT LEGAL DESCRIPTION*) TO THE POINT OF BEGINNING, CONTAINING ACRES;

HAVE BY THESE PRESENTS LAID OUT, PLATTED AND SUBDIVIDED THE SAME INTO LOTS, BLOCKS, TRACTS, STREETS AND EASEMENTS AS SHOWN HEREON UNDER THE NAME AND SUBDIVISION OF \_\_\_\_\_. THE (*STREETS, TRACTS, EASEMENTS – INDICATE THOSE APPLICABLE*) SHOWN HEREON ARE DEDICATED TO THE TOWN AND THE PUBLIC, FOR PUBLIC USES AND PURPOSES AS SHOWN HEREON.

OWNER/MORTGAGEE/LIEN HOLDER SIGNATURE (*SEPARATE SIGNATURE BLOCK FOR EACH*)

COMPANY NAME OR OWNER

BY: \_\_\_\_\_ (DATE) \_\_\_\_\_  
(NOTARIZED SIGNATURE) (NAME OF AUTHORIZED OFFICIAL)

TITLE: \_\_\_\_\_

ATTEST: (IF CORPORATION)

SECRETARY/TREASURER

STATE OF COLORADO )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY \_\_\_\_\_ AS \_\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL

\_\_\_\_\_  
NOTARY PUBLIC (SEAL)

MY COMMISSION EXPIRES: \_\_\_\_\_

**ACCEPTANCE CERTIFICATE**

THE DEDICATION OF TRACT(S) \_\_\_\_\_ IS HEREBY ACCEPTED FOR OWNERSHIP AND MAINTENANCE BY THE \_\_\_\_\_ (NAME) METROPOLITAN DISTRICT OR HOMEOWNERS/BUSINESS ASSOCIATION.

METROPOLITAN DISTRICT OR HOMEOWNERS/BUSINESS ASSOCIATION NAME

BY: \_\_\_\_\_ (DATE) \_\_\_\_\_  
(NAME OF AUTHORIZED OFFICIAL)

TITLE: \_\_\_\_\_

STATE OF COLORADO )  
) ss.  
COUNTY OF \_\_\_\_\_ )

ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ BY \_\_\_\_\_ AS \_\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL

\_\_\_\_\_  
NOTARY PUBLIC (SEAL)

MY COMMISSION EXPIRES: \_\_\_\_\_

**CLERK & RECORDER CERTIFICATE**

STATE OF COLORADO )  
) ss.  
COUNTY OF WELD )

I HEREBY CERTIFY THAT THIS PLAT WAS FILED IN MY OFFICE ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A..D. AND WAS RECORDED AT RECEPTION NUMBER \_\_\_\_\_.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
COUNTY CLERK AND RECORDER

- 9. **Development Reports/Studies/Construction Plans:** The following development reports, studies and construction plans shall be prepared to adequately portray the physical characteristics of the property.
  - a. Phase III Drainage Report and Construction Plans showing the final proposed drainage system, design details, operation and maintenance plan, post construction design standard form (found here:<https://www.erieco.gov/DocumentCenter/View/15308/Post-Construction-Design-Standards?bidID=> ), and calculations.
  - b. Final Erosion and Sediment Control Plans and a Stormwater Management Plan prepared in accordance with the Town’s standards and state regulations.
  - c. Final Area Grading Plan prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements. Show topography contours at least 50 feet (for sites under one acre) or 150 feet (for sites over 1 acre) beyond the subject property line.
  - d. Final Road Construction Plans prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements.



- e. Final Utility Construction plans prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements.
  - f. Final Landscape Construction Plans prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements, Municipal Code Title 10, and Town of Erie Parks, Recreation, Open Space, and Trails Master Plan (PROST). Please include Sight Distance Triangles on this plan in accordance with the standards outlined in the Standards and Specifications Detail ST5 - Visibility/Site Distance.
  - g. A Geological Report may be required detailing the geological characteristics of the site prepared by a registered engineer, including any potential natural or man-made hazards which would have a significant influence on the proposed development and a determination of what effect such factors would have and proposed corrective or protective measures.
  - h. A Traffic Impact Study, conformance letter, or narrative may be required detailing the transportation network establishing the availability and adequacy of the system consistent with the Town of Erie's Comprehensive Master Plan and Transportation Plan.
  - i. A Threatened and Endangered Species, Habitat, and Wetlands report.
  - j. A Cultural Archaeological, and Historical Resource Report and Protection Plan.
  - k. A Native Tree and Vegetation Survey and Protection Plan in accordance with Section 6.2.C of the UDC.
  - l. Environmental Hazards Report
10. Please include an addressing plat with your Minor Subdivision submittal.
11. Any additional information or referral documents as required by the Planning & Development Director, in order to thoroughly review the impacts of the proposed development.

## File Naming Conventions

Submittal materials shall be submitted electronically with file names consistent with the Town's User Guides. Each PDF should be submitted as an individual document and not as one combined PDF.

See naming convention example:

- 1 - Completed Land Use Application (Signed/Notarized)
- 2 - Application Fee
- 3 - Written Narrative
- 4 - Proof of Ownership
- 5 - Notarized Letter of Authorization
- 6 - Special Agreements
- 7 - ALTA
- 8 - Minor Plat Amendment
- 9 - Phase III Drainage Report
- 10 - Development Agreement

## Links to Online Resources

- 1. Unified Development Code  
[Unified Development Code](#)
- 2. Land Use Application

[Land Use Application](#)

3. Development Agreement Templates, Exhibit B Templates, Letter of Credit Template, Street Naming and Addressing Policy  
[Standard Forms & Templates](#)
4. Town of Erie Standards of Specifications  
[Town of Erie Standards and Specifications](#)
5. Town of Erie Parks and Trails Master Plan  
[Parks, Recreation, Open Space, and Trails Master Plan](#)
6. Public Improvement Permit Application  
[Public Improvement Permit Application](#)