



PRELIMINARY PLAT

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

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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 Preliminary Plat

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Purpose

The purpose of the subdivision review process is to ensure compliance with the subdivision standards and requirements set forth in Chapter 10-6, while encouraging quality development generally consistent with the goals, policies, and objectives found in the Town's Comprehensive Plan.

Applicability

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

Process Summary

The following is a brief summary of the typical Preliminary Plat review process.

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 staff, Public Works staff, Parks & Recreation Administrative staff, the Building Official, Town consultants, and the Fire Marshall. 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 **Schedule/Notice Public Hearing for PC and BOT** portion of the process.

Approval Criteria

See Unified Development Code, Section 10.7.7.D.2 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. 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 landowner(s) 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 a 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. **Preliminary 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 PRELIMINARY PLAT
A PORTION OF THE N ½ OF SECTION 18, TOWNSHIP 1 NORTH, RANGE 68 WEST OF THE 6TH PRINCIPLE
MERIDIAN, TOWN OF ERIE, COUNTY OF WELD, COLORADO
100 ACRES – 200 LOTS/8 TRACTS
PP__-__

- 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		
TOTAL		

- n. Include an “Open Space & Park Chart” that details Parks, Pocket Parks, Neighborhood Park. And Open Space requirements.

Public Dedications	Required by UDC (acres)	Proposed for Final Plat (acres)
Parks (8.5 ac per 1000 res.)	19.6 AC	1.93 AC
Pocket Parks (.5ac/1000 res)	1.15 AC	.44 AC in P.P. 2 (1.49 AC in P.P. 1)
Neighborhood Park (3ac/1000 res)	6.9 AC	Fees in lieu
Open Space (17 ac per 1000 res)	39.5 AC	52.025 AC in P.P. 2 (35.5 AC in P.P.1)

- o. 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.)

- 9. **Development Reports and Plans:** The following development reports, studies and construction plans shall be prepared to adequately portray the physical characteristics of the property.

- a. Phase II Drainage Report and 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. Preliminary Erosion and Sediment Control Plans prepared in accordance with the Town's standards.
 - c. Preliminary 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 150 feet beyond the subject property line.
 - d. Preliminary Utility Plan and Utility Report prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements and the UDC.
 - e. Preliminary Road Construction Plan prepared in accordance with Town of Erie Standards and Specifications for Design and Construction of Public Improvements.
 - f. A Threatened and Endangered Species, Habitat, and Wetlands report.
 - g. A Cultural, Archaeological, and Historical Resource Report and Protection Plan.
 - h. A Native Tree and Vegetation Survey and Protection Plan in accordance with Section 6.2.C of the UDC.
 - i. Preliminary Landscape Plans prepared in accordance with the Town of Erie Standards and Specifications for Design and Construction of Public Improvements, UDC, 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.
 - j. A Geological Report 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. (Examples: floodplain, floodway, subsidence, etc.)
 - k. Environmental Hazards Report.
 - l. A Soils Report prepared by a registered engineer, including any potential hazards which would have an impact on the proposed development and a determination of what effect such factors would have and proposed corrective or protective measures.
 - m. 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.
10. Separate Street Naming & Addressing Exhibit must be included in submittal. Please refer to the "Applicant Referral Process" section of the Street Naming and Addressing Policy for requirements.

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 - Preliminary Plat
- 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](#)