

## **City of Fort Lupton Amended Plat Process**

### **Purpose**

The Amended Plat process is an administrative process to amend a recorded Plat.

An Amended Subdivision is an administrative revision to a recorded Subdivision or a portion of a recorded Subdivision that meets all of the following conditions:

1. The Application is only to adjust existing lot lines or to correct drafting or technical errors in a properly approved and recorded plat; and
2. There are no public rights-of-way dedicated; and
3. There is no net increase in the number of lots; and
4. The boundaries of ten or fewer lots are changed; and
5. All required public improvements are installed and improved, or such installation is guaranteed through the requirements of this Chapter or of the Comprehensive Plan; and
6. There have not been other Amended Plats within the same Subdivision that in combination with the proposed Amended Plat would circumvent the intent of this Chapter; and
7. All proposed lots meet the requirements of the Zoning and Subdivision regulations of the City.

### **Approval Criteria**

All Amended Plats shall be reviewed for compliance with the City of Fort Lupton Comprehensive Master Plan, the City of Fort Lupton Municipal Code (Chapters 16 and 17), The City of Fort Lupton Design Standards and all other applicable plans and standards.

### **Eligibility Requirements**

Eligibility and approval for Amended Plat is determined by the City Council of Fort Lupton and is based on the following requirements:

1. The Amended Plat is consistent with the City of Fort Lupton's Comprehensive Master Plan.
2. The Amended Plat is consistent with and implements the intent of the specific zoning district in which it is located.

3. As applicable, the Amended Plat is consistent with the terms and conditions of any previously approved development plan.
4. The Amended Plat complies with all applicable design standards and plans adopted by the City of Fort Lupton.
5. Adequate and sufficient public safety, transportation, utility facilities and services, recreation facilities, parks, and schools are available to serve the proposed development.
6. Plans and specifications for improvements connected with development of the subdivision comply with the subdivision development and design standards set forth in the City of Fort Lupton's Municipal Code, Comprehensive Plans and Design Standard Documents.

Please note: The applicant is responsible for having a representative at all meetings of the Planning Commission and of the City Council where the request is reviewed. Failure to have a representative present will be cause to have the item withdrawn from the agenda of that meeting

**Amended Plat Process (Summary):**

- a. Pre-application with City Staff.
- b. Amended Plat Application submittal.
- c. Staff confirmation of complete submittal.
- d. Application materials sent to referral agencies for review and comment.
- e. Applicant addresses Staff and Referral Agencies recommendations.
- f. Applicant prepares and signs final mylar plats.
- g. Applicant submits final, signed materials to the Planning Department.
- h. Planning Department confirmation of complete submittal.
- i. Staff obtains all City signatures on Site Plan.
- j. City records Site Plan.
- k. Post-approval actions, including building permit application and applicable fees.

## **Submittal Requirements**

**Applications will not be accepted for review unless all information is present.**

1. Completed Land Use Application, Cost Agreement, Fees and Escrow Funds.
2. Two full-size paper copies and fifteen 11" x 17" paper reductions of the Amended Plat map and Two full-size mylar copies. See Below for Requirements.
3. A copy of the recorded warranty deed and title commitment or updated title commitment current within thirty (30) days.
4. Development reports. The Applicant shall submit a report with supporting materials and drawings as necessary, addressing the following:
  - a. Final drainage report, if revisions were required at the time of Preliminary Plat approval, and drainage construction drawings.
  - b. Final street construction plans.
  - c. Final utility construction drawings prepared in accordance with the requirements of the appropriate service provider.
  - d. Park facilities master plan and construction plans.
  - e. Final landscape plan.
  - f. A signed warranty deed(s) and title insurance, if such has been required, conveying certain tracts, or the development rights to such tracts, to the appropriate entity for public use.
  - g. Warranty deeds to the City and title insurance shall be provided for rights-of-way in and adjacent to the Subdivision reflecting the appropriate widths. The Site Plan shall not be recorded until the City accepts all warranty deeds.
  - h. Water rights or an equivalent cash amount, as approved by the City, sufficient to serve the property.
6. Additional documents as required by the City, including any or all of the following:
  - a. Colorado Department of Transportation permits for utilities and access.
  - b. Colorado Department of Public Health and Environment construction dewatering permit.

- c. Army Corps of Engineers 404 permit.
- d. Colorado Department of Public Health and Environment Air Pollution Emission Notice.
- e. Permits from ditch companies for work in Ditch rights-of-way.
- f. U.S. Fish and Wildlife Service Rare Species Occurrence Survey.
- g. FEMA approved applications, including Conditional Letter of Map Revisions (CLOMR) or Letter of Map Revisions (LOMR).

Draft of proposed protective covenants.

**Amended Plat Map Requirements:**

Amended Plat maps shall be prepared on a 24" X 36" paper at a scale of one (1) inch represents fifty (50) feet or one (1) inch represents one hundred (100) feet, or another scale approved by the Planning Department.

The Amended Plat map shall contain the following information:

1. The Amended Plat shall substantially conform to the approved Preliminary Plat and the City Council's conditions of approval.
2. The Amended Plat shall be prepared by or under the supervision of and shall bear the seal of a registered professional land surveyor licensed with the State for recording in the office of the County Clerk and Recorder. It shall be a neat, clear, permanent, legible and reproducible document. Inaccurate, incomplete or poorly drawn plats shall be rejected.
3. The Amended Plat shall be either an original drawing using only permanent black ink that will adhere to drafting films (no ballpoint, transfer type or sticky-backs are permitted) or an acceptable photographic reproduction (fix-line, emulsion down) of an original drawing.
4. The Amended Plat shall be prepared on 24" high x 36" wide flat, spliceless, tapeless and creaseless sheets of double matte Mylar film with a uniform thickness of not less than three-thousandths (.003) of an inch. A margin line shall be drawn completely around each sheet leaving a margin at least one-half (1/2) inch on all sides entirely blank.
5. The Amended Plat shall be drafted at a scale that best conveys the detailed survey, engineering and design of the Subdivision and confines the drafting error to less than one percent (1%). Acceptable scales are 1" = 50' or 1" = 100'. When a proposal requires multiple sheets, a composite, on a 24" x 36" paper, shall be provided that delineates the boundaries and identifies each sheet number.

6. The title shall be placed at the top of the sheet along the long dimension of each sheet and shall include the name of the proposed Subdivision or planned development and filing number (where applicable). A general legal description stating the portion of the section, Township, range, 6th P.M., and City of Fort Lupton, County of Weld, State of Colorado, shall be included under the name and planning area. On the title sheet (Sheet #1), under the general legal description, include the total acreage.
7. A block in the lower right-hand corner shall include the following: the preparation date; a north arrow designated as true north; a written and graphic scale; the names and addresses of the applicant, developer, engineer or surveyor who prepared the exhibit; and the number of the sheet and the total number of sheets.
8. A vicinity map that depicts the area to be subdivided and the area, which surrounds the proposed Subdivision within a one-mile radius.
9. A written metes and bounds legal description of the Subdivision boundary with a map showing all information as required in the Colorado Revised Statutes shall be clearly and prominently indicated on the Amended Plat. The names and locations of all abutting Subdivisions and the locations of all abutting unplatted parcels and public lands shall be depicted. All lines, names and descriptions on the Amended Plat, which do not constitute a part of the Subdivision, shall be depicted in dashed or screened lines. Any area enclosed by the Subdivision, but not a part thereof, shall be labeled "Not a part of this Subdivision."
10. Deleted lot lines, easements or rights-of-way shall be shown on the plat in dashed lines, or screened, with a note and arrow pointing to the item to be vacated, stating that the lot line, easement or right-of-way is hereby vacated. (Dashed lines shall be graphically different for existing vs. proposed vs. deleted with a legend provided.)
11. Display ties to section corners and to the State grid, if available, which show 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 one-hundredth (0.01) foot or in the case 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 or parcels shall have a closure accuracy of one-hundredth (0.01) foot.
12. All lots, tracts and appropriate building envelopes, shall be located, identified and labeled with the appropriate dimension with sufficient linear, bearing and curve data. No ditto marks shall be used for dimensions. All lots and, whenever practical, blocks shall be shown in their entirety on one (1) sheet. Lots shall be

consecutively numbered and tracts shall be lettered alphabetically and in consecutive order. Include the acreage within each lot or tract, or include in a table to the nearest one hundredth (0.01) of an acre. Tract designations shall be used exclusively for nonresidential property, such as areas to be dedicated for park and school sites. All parcels or areas of land inadvertently created and not identified shall not be considered to be building lots.

13. All street 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 line with accurate bearings and dimensions, including chord lengths and bearings, central angles and radii of all curves. If any street in the Subdivision is a continuation or approximately a continuation of an existing public street, the conformity or the amount of conformity of the new street to the existing street shall be accurately shown. Whenever the centerline of a street has been established or recorded, the date shall be shown on the Amended Plat.
14. The purpose, widths and location (with fine dashed lines) of all easements and all abutting easements. Any easement already of record must be definitely located, and a statement of its existence, the nature thereof and its recorded reference must appear on the title sheet. Distances and bearings on the sidelines of lots that are cut by an easement must be shown with an arrow or so shown that the plat will indicate clearly the actual length of the lot 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 must be given. If an easement is being dedicated by the plat, it shall be set out in the owner's certificate of dedication. A plat note may be necessary to provide complete information of the purpose of the easement.
15. Accurately locate one-hundred-year floodplains, all existing and proposed watercourses, retention and detention areas, wetlands, aquifer recharge areas, streams, lakes, inlets, storm sewers and culverts on the affected property.
16. Certifications on a single sheet as specified below.
17. Names and signatures of all owners of equitable interest in the property being subdivided shall be on the plat and shall be made in black permanent drawing ink.

Plat notes which adequately explain information pertinent to the execution and maintenance of the Subdivision, including the ownership of tracts, reference to the Subdivision Improvements Agreement and conservation easements, maintenance responsibility for private streets, easements and tracts, and limitations on wells or septic systems.

## City of Fort Lupton Amended Plat Checklist

**PROJECT NAME:** \_\_\_\_\_

**APPLICATION CHECKLIST (check as completed):**

| <i>Applicant</i> |   | <i>City</i> |
|------------------|---|-------------|
|                  | <i>Pre-Application conference with staff. (Planning Department to fill in all items noted with **.)<br/>Date: _____</i>                         |             |
|                  | <i>Proposed project meets all eligibility criteria for an Amended Subdivision.</i>  |             |
|                  | <i>Comments from Pre-Application conference returned to applicant. Date: _____</i>  |             |
|                  | <i>One copy of Application package submitted for review.</i>  |             |
|                  | <i>Applicant notified of adequacy of Application package, and of the number of copies of Application materials to be submitted. Date: _____</i> |             |

**SUBMITTAL REQUIREMENTS:**

|  |  |  |
|--|--|--|
|  | <i>Application Fee: \$_____ **</i>   |  |
|  | <i>Fee Deposit, if additional fees are required: \$_____ **</i>  |  |
|  | <i>Evidence of current ownership, acceptable to the City Attorney, such as a copy of an updated title policy or commitment, current within thirty (30) days.</i>   |  |
|  | <i>If the Applicant is other than the property owner, a notarized letter of authorization from the landowner permitting a representative to submit the Application.</i>  |  |
|  | <i>Final Plat Map (refer to Subdivision Regulations for specifications):<br/>1. _____ copies of full-size paper map, properly folded. **<br/>2. Two original mylar Amended Plats in a form to be signed and recorded.<br/>3. One copy of plat, reduced to 8½" x 11".</i> |  |
|  | <i>Final plans for any utility modifications or other modifications of public improvements.</i>  |  |
|  | <i>Check for plat and SIA recording fee in the amount of \$ _____.</i>   |  |

**REVIEW PROCESS:**

|  |   |  |
|--|---|--|
|  | <i>Staff review of Amended Plat submittal. Date: _____</i>                                      |  |
|  | <i>City Engineer and department approval of Plat and any construction drawings. Date: _____</i> |  |
|  | <i>Mylars signed by City Engineer and City Administrator. Date: _____</i>                       |  |
|  | <i>Minor Plat and SIA recorded with County Clerk. Date: _____</i>                               |  |

**COMMENTS:**