



Minor Subdivision Checklist

City of Glenwood Springs
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Glenwood Springs, CO 81601
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DEFINITION

-Any subdivision or re-subdivision which will result in the creation of three or fewer lots is a minor subdivision and will follow the requirements and procedures listed on this form. If your proposed subdivision will result in the creation of four or more lots, refer to the Major Subdivision Checklist.

OVERVIEW

-A minor subdivision requires a public hearing before the Planning and Zoning Commission. Applications are required to be submitted 6 weeks in advance of this meeting for an administrative review. Since it is a public hearing, you are responsible to do public noticing in accordance with Municipal Code requirements. Your application will be evaluated and approved, continued, or denied based on compliance with the Municipal Code, the City's formally adopted plans, and the City's goals.

GENERAL INFO

-Pre-application conference. If you are proposing to subdivide or re-subdivide land, you are required to set up a pre-application conference with the Community Development Director and/or one of the other planners in the Community Development Department prior to submitting an application. In this conference you will discuss review procedures, application requirements, application deadlines, and the City's goals and policies. Please come prepared with the following items:

1. A completed planning application.
2. A sketch plan of the subdivision depicting the topography of the land to be subdivided, the existing and proposed street system with approximate right-of-way widths, the block and lot pattern with approximate lot areas notes, and the location of utilities and existing development on the land.
3. Proof of ownership of the land proposed to be subdivided.

-Submittal timing. A completed application must be submitted at least 6 weeks prior to the monthly Planning and Zoning Commission meeting. Contact planning staff for dates and deadlines. Incomplete applications may be delayed until the next monthly submittal deadline. Multiple actions for the same project can be reviewed concurrently, for instance a minor subdivision and minor development for the same property.

-Required number of application copies. Please submit one set of all the following materials. Staff will then review your application for completeness. Once the application is deemed complete, additional sets (usually 15) will be requested for referrals and reviews. Of those 15 sets that will be submitted, 6 of them may be in an 11" x 17" size and 9 of them must be a standard 24" by 36" size.

-Pertinent regulations. Staff will review your application for compliance with the Municipal Code, and the City's goals, policies, and plans. You may review the Municipal Code at www.cogs.us (click on "Municipal Code" and then "Title 070"). You may download the City's comprehensive and land use plans at the same website. (click on "City Departments," "Community Development," and then on the appropriate plan). Additional plans, such as the Downtown Plan and Community Housing Attainability Strategy, may be obtained by contacting the Community Development office. Staff's recommendation to the Planning and Zoning Commission regarding your project will depend on how well it demonstrates compliance with the Municipal Code and the City's goals and plans. In addition, it may behoove you to review any prior annexation, subdivision, or development agreements with the City pertaining to this property that you are aware of to ensure compliance with those agreements.

-Public noticing. This application will require public noticing to be heard before the Planning and Zoning Commission. As this is a time-sensitive process, please make sure that you contact

staff within one week of your submittal for a public noticing packet and verbal explanation of noticing requirements. Deficient public noticing may result in a one month delay of your hearing.

-Post-approval plan modifications. Please make sure that your plans are worked out to your satisfaction before you submit them. If the plans are approved, and you want to change them in any significant way after the approval, you may need to go through the planning process, public hearings, and public noticing again to have those modifications approved.

SPECIAL DISTRICTS

-Hillside Preservation Overlay Zone. Note that all development on or creation of lots with an average slope of 20% or more is subject to compliance with the Hillside Preservation Overlay Zone (HPOZ) requirements in section 070.040.030(a) of the Municipal Code. Please refer to this code section and the HPOZ checklist for further information.

-Downtown Design Standards. Note that development in the historic areas of the downtown is subject to compliance with the Downtown Design Standards in Section 070.030.158 of the Municipal Code. You may review the interactive map on the City's website to check if your property is subject to these standards. Go to www.cogs.us, in the blue sidebar click on "maps" and then click on "interactive mapping." In the gray sidebar check the box next to "downtown design standards," then scroll down and click on the button at the bottom of the page that says "update map from legend." The green line depicts the boundary. You may zoom in to check if your property is inside that boundary.

PUBLIC MEETING PROCEDURES

-Staff report. Toward the end of the 6 week administrative review of your application materials, planning staff will prepare a staff report for the Planning and Zoning Commission meeting that outlines an analysis of how your project meets the Municipal Code, the City's goals, policies, and plans, and any other pertinent information. It will contain a staff recommendation for approval, denial, or continuance of your application based on this analysis and will be available by the Friday afternoon prior to the meeting at the latest.

-Requesting a continuance. If, after reading staff's comments on your application, you wish to continue your application until the next month's Planning and Zoning Commission meeting to correct deficiencies or clear up issues in the application, you will need to submit a letter to planning staff requesting that continuance. If you do this, you will not need to appear at the meeting or redo your public noticing and no comments will be made by the City or public regarding your application at the hearing.

-Agenda. Applications are scheduled for the meeting based on the order they are received. An agenda will be available a few days prior to the hearing.

-Meeting procedures. Either the applicant or a representative for the applicant will need to be present for the hearing. The public hearing will follow this procedure:

1. Presentation of the application by planning staff
2. Questions of staff by the Planning and Zoning Commission
3. Presentation of any additional information by the applicant
4. Questions of the applicant by the Commission
5. Public Comment
6. Questions of the public by the Commission
7. Applicant has the opportunity to respond to public comment.
8. Motion for action on the application, discussion amongst the Commissioners, and a decision.

The Commission will have reviewed a copy of all your application materials and staff will present the important information from your application. In presenting any additional information to the Commission, you can mention points where you disagree with staff, present

anything important that you felt that planning staff left out, present any new information that you have, or present any other information directly pertinent to the application. Out of respect for the Commission and other applicants, please keep presentations very brief. If you have no additional important information to add to staff's presentation, you may state this.

Display of documents at the meeting. If you have photos or plans to show during your presentation, these can be projected up on a screen. Photos show up best if they are at least 8 ½" by 11". Plans show up best if they are 24" by 36." If you need to show information on the computer, please contact staff a couple days in advance for information regarding format.

SUBMITTAL REQUIREMENTS

- *Please submit one set of plans in the standard 24" by 36" size.
- *Site plans must be to a standard engineering scale and all other plans may be to a standard engineering or architectural scale.
- *Please submit all documents in a notebook with tabs or dividers that label and separate sections.
- *Documents may be double-sided to conserve paper
- *Depending on the nature of your project, additional information beyond what is listed below may be required as deemed necessary by the Community Development Director

_____ 1. Planning application

- Fill out in complete detail, including all contact info.
- All owners of the subject property must sign the application.
- A copy of the application can be obtained online at: www.cogs.us (click on "City Departments," "Community Development," "Most Common Forms," and then "Planning Application")

_____ 2. Proof of ownership of the subject property

- Any one of the following will suffice:
 - Warranty deed
 - Title policy
 - Deed of trust
- Please note that a title commitment *will not* suffice

_____ 3. Project description

- Include a request for any actions you want considered by the Planning and Zoning Commission, i.e., the minor subdivision and any applicable variances (ways in which the application does not meet the Municipal Code requirements).
- Variance requests:
 - Zoning variances must be defended by addressing each of the variance criteria listed in section 070.040.050 of the Municipal Code. (See attached questionnaire)**
 - Design variances must be defended by addressing the variance criteria in section 070.030.160 of the Municipal Code. (See attached questionnaire)**
 - If you are unsure whether your request is a zoning or design variance, contact planning staff.
 - In your defense of the requested variances you will need to explain how your property uniquely and specifically meets each of these criteria.
 - Contact staff if additional explanation is required.
- This is your opportunity to present your application to staff, reviewing agencies, and the Commission. As such, any descriptive information you can provide regarding your project will help convey greater understanding. Items you will want to include in this narrative are:
 - a. Explain how your project meets the City's plans (for instance, Land Use Plan, Comprehensive Plan, Community Housing Guidelines)
 - b. lot sizes
 - c. proposed types and sizes of uses on each lot (if any)
 - d. descriptions of any unusual pre-existing situations that affect the design of this project

_____ 4. Copy of a recorded subdivision plat(s) showing the proposed development location.

- If you do not have a copy, you may obtain one from the Garfield County Clerk & Recorder
- If the lot has never been part of a subdivision (for instance, some old townsite lots) there will not need to be a subdivision plat. In this case, provide the legal description or the metes and bounds description. Please show the outline of any old townsite lots on the site plan.

_____ 5. A scaled 24" by 36" development (site) plan prepared by a qualified professional and depicting the following:

- a. North arrow

- b. **Graphic scale** – standard engineering scale
- c. **Date**
- d. **Title**
- e. **Property boundaries** – depict and label all existing and proposed property boundaries
- f. **Required setbacks** – Depict all required setbacks on plans. See section 070.040 of the Municipal Code for the required setbacks in each zone district. If structures are close to setbacks, show dimensions of all proposed eave overhangs, porches, and other structures that may encroach into those setbacks.
-If you have a subdivision plat for this property, you may want to check the plat to see if there are recorded building envelopes. If so, please depict them on the plans.
-Depict the required 30 ft. setback from the high water mark of any adjacent river or live stream if applicable.
- g. **Dimensions** – label all
- h. **Proposed lot sizes** – label proposed lot sizes in square feet
- i. **Existing and proposed structures and uses** – Show locations and label sizes (in sq. ft.). Also depict any existing or proposed porches, garages, or other accessory buildings.
- j. **Easements** – width, location, and type of easements of record and proposed easements.
- k. **Pedestrian and vehicular circulation** - sidewalks, walkways, drive aisles, etc.
-Clearly depict on plans and label widths. See sections 070.030 and 070.050 for requirements.
-Specify material treatment, for example, pavers, asphalt, or stamped, colored concrete
- l. **Parking spaces** – depict locations and dimensions, and identify total number of spaces. See section 070.050 of the Municipal Code for parking requirements.
- m. **Retaining walls** – depict length, height, and location. Provide detail as to construction for walls of at least 4 ft. in height.
- n. **Curbs, curb cuts, access improvements** – depict and label all existing and proposed
- o. **Rights-of-way** – label width of all adjacent public rights-of-way
- p. **Dedications** – depict and label any proposed reservations or dedications of public right-of-way, easements, or public lands
- q. **Topography** – depict existing and proposed topography using two or five foot contours. Label contour elevations.
- r. **Traffic control** – Show and label any existing traffic control devices. Depict and provide specifications for any proposed street lights, signs, or other traffic control devices.
- s. **Fire suppression** – depict existing and proposed hydrants. If any proposed structures will contain fire sprinklers, please state this in the application letter.
- t. **Floodplain boundaries** – if the property is adjacent to a river or stream, depict and label the 100 yr. floodplain boundary

_____ 6. **A scaled 24” by 36” proposed minor subdivision plat** that complies with sections 070.020.070 and 070.020.091 of the Municipal Code

_____ 7. **Professionally engineered drawings and reports** prepared by a licensed professional engineer practicing in their field of expertise and conforming to City specifications and section 070.030 of the Municipal Code and including the following:

- a. **Utility plans** – include existing and proposed water, sanitary sewer, storm sewer, electric, gas, and telephone lines. Show locations and label sizes of mains and service lines.
- b. **Sanitary and storm sewer facilities**
-plans, profiles, and details
-plans and calculations for any detention or retention basins
- c. **Proposed streets**
-provide plans, profiles, and details
-cross-sections to demonstrate compliance with the City’s Street Standards. You may contact the Engineering Department for a copy of these standards.
- d. **Any other proposed public improvements** – provide cross section
- e. **Site- and project-specific drainage report (including calculations) and drainage plan, soils report, and geotechnical report.**
-If you are in possession of any of these reports from a previous project on the same site, you may be able to use it for your current project, but at the very least we will need a stamped, signed letter from a professional engineer updating the specific report for your current project.
-See section 070.100 for geologic hazard mitigation standards.
-See section 070.030 for drainage requirements.
-If specific hazards are identified in these reports that require mitigation, your plans need to demonstrate that the recommended measures in these reports have been incorporated.
- f. **Evidence of adequate water** –
-Indicate if you will be taking service from the City’s water system or some other source.
-If it is another source, provide proof of right to use that source
-If sprinklering of buildings requires certain flows, this information should be included.
- g. **Traffic analysis** – state the estimated number of trips per day generated by the proposed uses on the lots you propose to create.
- h. **Preliminary cost estimate for all public improvements**

- This includes sidewalks, grading, traffic signs and signals, water and sewer mains, streets and street lighting, and all other public use facilities.
- Estimate should include any required costs for demolition and disposal of existing structures that must be removed to install public improvements.
- Estimates should also include costs for design, construction, inspection, and testing to verify the quality of the construction.
- If any street lighting is proposed, contact the Electric Dept. for cost estimates.

- i. **Sewage disposal** – if you will be disposing of sewage outside the City’s sewer system, you will need to provide documentation of State Health Department approval or a can and will serve letter from a sanitation district.
- j. **Erosion and sediment control, stabilization, and revegetation plans** – see section 070.030.050 for requirements
- k. **Trails** – If your project lies across or adjacent to any designated portion of the City’s Path or Trail Plan, you will have to demonstrate how your plan will accommodate the trail.

8. CDOT access permit

- If the subdivision will result in additional or modified accesses on Hwy 82 (Grand Avenue/S. Glen Avenue), Hwy 6 (& 6th Street), provide a CDOT access permit or evidence of a submitted application.

9. Landscape plan prepared by a qualified professional (if applicable)

- a. Indicate sizes of all vegetation. For deciduous trees, provide a caliper measurement. For evergreen trees, provide the height. For all other vegetation, provide the container size.
- b. Provide species names of all plants and the number of each species you will use.
- c. Indicate square footages and treatment of all disturbed areas
- d. Indicate the total area in square feet of the lot, and the area and percent of the lot that are hardscape (including all parking, access, and circulation areas) and landscape. Also indicate the percent and area (in sq. ft.) of the parking lot that is landscaped.
- e. Indicate method of irrigation
- f. A moisture sensor for irrigation is recommended
- g. For parking lot landscaping requirements, see section 070.050.100
- h. Provide sight distance evaluation for all intersections, if any
- i. Depict location and area in square feet of snow storage. Snow storage must comply with 070.050.100

11. Lighting plan

- All lighting must comply with section 070.140
- If all lighting is existing, please provide photographs of existing light fixtures
- Provide cut sheets or photos of all proposed lighting fixtures
- If new lighting is proposed, a scaled 24” by 36” photometric plan in compliance with section 070.140.050 will be required. In some instances this may not be required for small residential projects. Contact planning staff if you are unsure whether you need to submit a photometric plan. The plan must be scaled, depict property boundaries, indicate all light fixture locations, and specify the minimum, maximum, and average light levels in foot-candles in the key.
- Provide a security lighting plan in compliance with section 070.140.110 if applicable

12. Housing mitigation plan

- This plan is required if the subdivision creates new residential lots or if the subdivision is proposed concurrently with a residential development application (for instance, townhomes).
- See section 070.130 for specific requirements.
- Provide a written explanation of how you intend to meet those requirements.

13. Phasing schedule

- If you plan on constructing your project in distinct phases over a period of time rather than all at once, you need to submit a plan listing precisely what improvements will be constructed in each phase. Small projects are generally not built in phases and so would be exempt from this requirement.

14. Governing Documents

- If the organization of your subdivision will require an association and will require governing documents such as covenants, declarations, and articles of incorporation, we will need to review them as part of your submittal.
- Items that should be addressed in those documents include, but are not limited to:
 - use of general and limited common elements
 - responsibility for maintenance of common areas including snow removal, landscaping, irrigation, repair of shared structures such as fencing and playground equipment, etc.
 - storage of recreational vehicles, boats, etc.
 - responsibility for maintenance and inspection of fire suppression systems
 - use of common parking areas
 - joint use agreements for common sewer or water service lines
 - maintenance of detention or retention basins

_____ **15. Fee**

- Contact City staff for a calculation of the required application fee.
- You may provide the fee in the form of a check made payable to the “City of Glenwood Springs.”

**City of Glenwood Springs
ZONING VARIANCE CRITERIA QUESTIONNAIRE**

Instructions

1. This questionnaire should be completed in conjunction with an application for a zoning variance. Examples of zoning variances include requests to differ from requirements of a particular zone district, including setbacks, building height maximums, maximum retaining wall heights, minimum number of off-street parking spaces, or permitted light levels. If you are unsure whether your request is a zoning or design variance, contact planning staff.
2. Before you complete this questionnaire you should have already had a pre-application conference with a planner in the Community Development Department to determine what process is required and what other materials must be submitted. Once completed, submit this questionnaire along with the other items on the checklist you were provided. Complete one form for each variance you are requesting. Use a separate sheet if necessary.
3. A variance is a discretionary action and should only be granted where the applicant has demonstrated that all the variance criteria are met. If you are unable to provide justification of how your application meets each of the criteria below, you may want to consider whether a variance is truly warranted in this situation.

Variance type

Explain what Municipal Code requirement you are requesting a variance from and what it is that you are proposing that does not meet this requirement.

Variance Criteria

1. Explain how your property has an exceptional shape, topography, building configuration or other exceptional site condition which is not a general condition throughout your zone district.

2. Explain how the regulation from which you are requesting a variance causes you exceptional practical hardship. (Note that economic hardship does not satisfy this requirement).

3. Explain how you did not create this hardship by your own actions.

4. Explain how the variance you are requesting does not harm the public and does not impair the intent or purposes of this Code, goals and policies, including the specific regulation in question.

**City of Glenwood Springs
DESIGN VARIANCE CRITERIA QUESTIONNAIRE**

Instructions

1. This questionnaire should be completed in conjunction with an application for a design variance. Examples of design variances include requests to differ from required parking space dimensions, sidewalk width, Downtown Design Standards, and the Uniform Street Standards. This variance request is most likely in conjunction with a development permit application. Requests to differ from setback, height, light levels, number of required parking spaces, HPOZ requirements, etc., are zoning variances. If you are unsure as to whether your request is a zoning or design variance, contact planning staff.
2. Before you complete this questionnaire you should have already had a pre-application conference with a planner in the Community Development Department to determine what process is required and what other materials must be submitted. Once completed, submit this questionnaire along with the other items on the checklist you were provided. Complete one form for each variance you are requesting. Use a separate sheet if necessary.
3. A variance is a discretionary action and should only be granted where the applicant has demonstrated that all the variance criteria are met. If you are unable to provide justification of how your application meets each of the criteria below, you may want to consider whether a variance is truly warranted in this situation.
4. For the precise wording of the design variance criteria, see section 070.030.160 of the Municipal Code.

Variance type

Explain what Municipal Code requirement you are requesting a variance from and what it is that you are proposing that does not meet this requirement.

Variance Criteria

- 1. Explain how your property has an exceptional topographical, soil or other subsurface condition, or other extraordinary condition peculiar to the site, existing buildings, or lot configuration that is causing the need for the variance.**

2. Explain how the exceptional conditions noted above would result in peculiar and exceptional practical difficulties or to exceptional and undue hardship upon you if you were required to comply with the code requirement (Note that economic hardship does not satisfy this requirement).

3. Explain how the public good would be better served by the granting of this variance.

4. Explain how the variance you are requesting is not detrimental to the public good and does not impair the intent or purposes of the development code (Title 070).