



SUBDIVISION CODE CHAPTER 16.08 MAJOR SUBDIVISION SUBMITTAL INSTRUCTIONS and CHECKLIST

While this checklist should be helpful, it is not designed to be a substitute for the Subdivision Code provisions. Applicants are expected to review the details of the Code, copies of which can be purchased in the Planning office, or accessed online at: www.manitougov.com

"Major Subdivision" means any plat or replat not defined as a minor subdivision and consists of the following steps:

1. "Preliminary Plat" means a map or drawing showing the preliminary design of a proposed subdivision, together with such information, supporting data and other requirements as are necessary to comply with the provisions of these regulations.
2. "Final Plat" means a map indicating the final design of the proposed subdivision supported by the necessary engineering data and legal documentation.

A pre-application conference shall be scheduled with Planning Staff prior to application submittal. The following information needs to be provided at that meeting:

- 1) ***Existing zoning and use of the site and adjacent properties.***
- 2) ***Conceptual site layout.***
- 3) ***Existing and proposed access location(s).***
- 4) ***Existing contours and proposed grades (FIMS data may be used and is available from CSU).***
- 5) ***Vicinity map***
- 6) ***Conceptual building exterior elevations.***

By **4:30 p.m. on the published submittal date** the following information, as specified in the Manitou Springs Zoning Code, shall be provided to the Planning Department:



- Completed **Development Review Application** form with nonrefundable fee.

PRELIMINARY PLAT

The preliminary plat shall be prepared at a suitable scale to indicate the proposed layout legibly, and shall be no more than 24" x 36" in size. Two full size copies and one reduced-size (not to exceed 11" x 17") copy of the preliminary plat shall be submitted to the planning department. All preliminary plats shall be in conformance with the design standards established in Chapters 16.20 and 16.26.



- Name of the subdivision;
- A specific legal description of the subdivision with the approximate acreage of the subdivision;
- Name and address of the record owner(s) of the property as well as the subdivider(s) and adjacent property owner(s);
- Name and address of the designer, surveyor and/or engineer;
- Date of preparation, scale and northpoint, section lines and quarter section lines;

- A vicinity map necessary to locate the tract;
- Existing and proposed zoning boundary lines, including zoning of contiguous properties;
- Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision;
- Approximate layout, dimensions, number of lots and proposed land use;
- All proposed road grades will be numerically indicated along with the names of streets or other public ways. Street right-of-way width shall be given. Existing easements, railroad and utility rights-of-way, section and incorporation lines within the tract shall be clearly indicated;
- The approximate radii of all street curves;
- Approximate location of all area subject to inundation or storm water overflow and location, widths and direction of flow of all water courses including the drainage of a one hundred year storm;
- Proposed location of bridges, culverts and other provisions for collection and discharging surface drainage;
- Accurate and legible existing contours shall be shown at intervals of two feet or less; contours at intervals of ten feet will be acceptable for very rough topography. Said contours shall be extended onto adjacent property a sufficient distance to establish proper topographical relationships. All areas with slopes thirty percent or greater shall be shaded or otherwise clearly indicated and are subject to designation as "no build" areas;
- Outline, to scale, of buildings and structures which are not to be moved in the development of the subdivision;
- Means of providing vehicular access to adjoining properties;
- Existing land use.

PRELIMINARY PLAT – Accompanying Material

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- Legal documentation for any homeowners' association which may be involved in or pursuant to the development.
- Summary statement prepared by a qualified individual, including the following information:
 1. Total development area;
 2. Total number of proposed dwelling units;
 3. Land uses expressed as acreages net of roads;
 4. Estimated total number of gallons per day of water required for domestic and fire use;
 5. Estimated total number of gallons per day of sewage to be treated;
 6. Estimated construction cost of the streets and related facilities, water distribution system, sewage collection system, storm drainage facilities and such other utilities as may be required of the developer by the city.
- The master plan environmental impact statement conditions and impacts from Section 16.06.030K shall be updated for the area of the preliminary plat.

FINAL PLAT

The final plat shall be prepared at a suitable scale to indicate the proposed layout legibly, and shall be no more than 24" x 36" in size. Two full size copies and one reduced-size (not to exceed 11" x 17") copy of the preliminary plat shall be submitted to the planning department.



- Name of the subdivision;
- An accurate and clear legal description of the subdivision with the acreage of the subdivision;
- Date of preparation, scale and northpoint;
- A vicinity map necessary to locate the tract;
- Location of land intended to be dedicated, reserved or otherwise conveyed for public use or reserved in the deeds for the use of all property owners in the proposed subdivision;
- All monuments placed and set in accordance with the requirements of the state of Colorado;
- Certification by a registered land surveyor to the effect that the layout represents a survey made by him, that the monuments thereon actually exist as located and that all dimensional and other details are correct;
- Profiles of all roads;
- Certificates for execution by each of the following:
 - 1. Planning commission chairman or vice-chairman,
 - 2. The mayor and two members of the city council,
 - 3. County clerk and recorder or a duly authorized deputy;
- Statement of ownership and acknowledgment or consent and ratification thereof, which may be separate, recorded documents, duly acknowledged;
- A certificate waiving access rights across the right-of-way lines of major highways, parkways, streets or freeways, where required as a condition of approval;
- All areas shown on the map which do not constitute a part of the subdivision shall be labeled "not a part of this subdivision." All lines delineating such areas shall be dashed;
- Relative bearings and distances to the nearest established street lines or official monuments, which shall be accurately tied to the lines of the subdivision by distances and bearings;
- The exact layout including:
 - 1. Boundary lines with accurate distances and bearings, the exact location and width of all existing or recorded streets intersecting with the boundary of the tract, all dimensions to be determined by accurate field survey which must balance and close within a limit of one in five thousand,
 - 2. The length of all arcs, internal angles, points of curvature, length and bearing of the tangents;
 - 3. All easements as required by public and quasi-public agencies;
 - 4. All no build areas as designated by the preliminary plat;
 - 5. All lines of lots, blocks and other parcels of land shall have accurate dimensions in feet and hundredths with bearings of angles to street and alley lines. Lots must close to one in ten thousand;

- 6. All lots and blocks in the subdivision shall be numbered consecutively throughout the tract with no omissions or duplications;
- 7. The right-of-way lines, widths, locations and street names of all existing and proposed streets within.

FINAL PLAT – Accompanying Material



- Letter of credit or other security in the amount of one hundred twenty-five percent of the official estimate as prepared by a registered professional engineer and approved by the city council to guarantee installation of all required improvements;
- Copies of proposed restrictive covenants or deed restrictions to be recorded;
- Evidence of satisfactory title insurance or commitment showing record ownership.
- A drainage plan, prepared by a registered professional engineer as specified in Section 16.32. The drainage plan shall include, based on the finished grades and level of development, all necessary present and future culverts and other drainage structures and storm sewers, by size, designed to accommodate the runoff from the subdivision. Surrounding land uses shall be taken into consideration as well as all basins which are occupied in whole or in part by the subdivision. Cost estimates for all drainage structures and improvements shall be provided;
- Certificate of taxes due showing all due taxes paid.
- A letter of agreement demonstrating that adequate provision for electric and natural gas services has been made for the proposed subdivision.