



SUBDIVISION CODE CHAPTER 16.10 MINOR 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

"Minor Subdivision" means a subdivision plat or replat in which the following occur:

- A. The proposed plat contains less than five lots; and
- B. All lots within the proposed plat abut a dedicated city thoroughfare or street; and
- C. Except in cases of existing, developed lots proposed for reconfiguration, the proposed plat meets all the minimum requirements of these regulations, the zoning ordinance and other applicable city ordinances and resolutions; and
- D. Except as may be the case above, there are no requests for waiver of any of the requirements of the various city regulations and resolutions.

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.

The minor subdivision shall be prepared at a suitable scale to indicate the proposed layout legibly, and one dimension 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 minor subdivision 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, section lines and quarter section lines;
- 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;
- Certificates for execution by each of the following:
 - 1. Planning commission chairman or vice-chairman,
 - 2. 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 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,
 - 5. All lots in the subdivision shall be numbered consecutively throughout the tract with no omissions or duplications,
 - 6. The right-of-way lines, widths, locations and street names of all existing and proposed streets within the subdivision.
- Representation of the current, platted configuration, as appropriate, of the area proposed for minor subdivision shown at the same scale as the proposed, replatted configuration.
- All areas with slopes thirty percent or greater shall be shaded or otherwise clearly indicated and are subject to designation as "no build" areas.

MINOR SUBDIVISION – Accompanying Material



- 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;
- Grade of all existing or proposed streets;
- 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.
- Existing land use(s);
- 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;
- 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.
- 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. If, in the opinion of the planning staff or the city engineer and based on the anticipated severity, a drainage plan, as required in Chapter 16.32, is warranted, such may be required;
- Proposed location of bridges, culverts and other provisions for collection and discharging surface drainage. Cost estimates for all drainage structures and improvements shall be provided.