



PRELIMINARY PLAT APPLICATION

448 East First Street, Suite 112

Salida, CO 81201

Phone: 719-530-2626 Fax: 719-539-5271

Email: [planning@cityofsalida.com](mailto:planning@cityofsalida.com)

An application is meant to highlight the requirements and procedures of the Land Use Code. With any development application, it is the responsibility of the applicant to read, understand, and follow all of the provisions of the Land Use Code.

**1. PROCEDURE** (Section 16-14-60)

**A. Development Process** (City Code Section 16-14-60(a))

- 1. Pre-Application Conference
- 2. Applicant contact required referrals
- 3. Submit Application
- 4. Staff Review. Forward Report to Applicant and Commission
- 5. Public Notice
- 6. Meeting Conducted by Commission and Action Taken

**B. Application Contents** (City Code Section (16-14- 60(b))) **Twenty copies are required of all updated application materials unless requirement waived by staff.**

- 1. Preliminary Plat. A preliminary plat which reflects the layout of the lots, blocks and structures in the proposed subdivision. The preferred scale of the plat is one inch equals one hundred feet (1" = 100'); the minimum allowable scale is one inch equals two hundred feet (1" = 200'). Sheet size shall be twenty-four inches by thirty-six inches (24" x 36"). If it is necessary to draw the plat on more than one (1) sheet, a sheet index shall be placed on the first sheet. The Plat shall contain: name of subdivision; legal description; name(s) and addresses of owner(s), subdivider, land planner and land surveyor registered in the State of Colorado; scale of the plat; north arrow; date the plat was prepared; boundary lines of proposed subdivision (shown as a heavy solid line), proposed zoning boundary lines, approximate dimensions of all lots, blocks and all land intended to be held in common for use by all property owners in the proposed subdivision; existing and proposed topographic contours, with intervals of five feet (5') or less, referring to U.S.G.S. datum; the location and dimensions of all existing and proposed streets, alleys, easements, ditches, and utilities within or adjacent to the proposed subdivision.
- 2. Improvements Plan. Documentary evidence shall be provided and preliminary drawings shown indicating the general manner in which grading, domestic and irrigation water supply, sewage disposal, fire protection, streets and alleys, utilities (electric, natural gas, telephone, cable T.V.), storm water drainage, street lighting, trash collection and landscape.
- 3. Site Development Tabulation. A tabular summary of the development proposal, which identifies the total proposed development area in acres, with a breakdown of the percentages and amounts devoted to specific land uses; total number and type of proposed residential units; total number of square feet of proposed non-residential space; number of proposed lots; and sufficient information to demonstrate that the preliminary plat conforms with all applicable dimensional standards and off-street parking requirements.
- 4. Development Report. A written report, with accompanying technical and graphic material as necessary, which shall address the factors listed below, to demonstrate that the proposal conforms to the City's Comprehensive Plan and the standards of the Land Use Code. The extent of the analysis of each factor shall depend on the applicability of the particular factor to the subject property and its impact on the surrounding area.

- a. Site Characteristics. A description of site features such as streams, areas subject to one hundred (100) year flood frequency, lakes, high ground water areas, topography, vegetative cover, and other features that are pertinent to the evaluation of the proposed development.
- b. Soils. A description of those soil characteristics of the site which would have a significant influence on the proposed use of the land, with supporting soil maps, soil logs, and classifications sufficient to enable evaluation of soil suitability for development purposes. Data furnished by the U.S.D.A. Natural Resource Conservation Service or a licensed engineer shall be used. The data shall include the shrink/swell potential of the soils, the ground water levels, and the resulting foundation requirements. Additional data may be required by the City if deemed to be warranted due to unusual site conditions.
- c. Geology. A report on the geologic characteristics of the area including any potential natural or man-made hazards which would have a significant influence on the proposed use of the land, including, but not limited to hazards from steep or unstable slopes, rockfall, faults, ground subsidence or radiation, a determination of what effect such factors would have, and proposed corrective or protective measures.
- d. Water Supply and Sewage Disposal. Data addressing the population planned to occupy the proposed subdivision and future development phases and other developments that may need to be served by extensions of the proposed water supply and sewage disposal systems. The resulting domestic, irrigation, and fire flow demands shall be expressed in terms of gallons of water needed on an average day and at peak time and the resulting amounts of sewage to be treated shall be expressed in gallons per day.
  - 1) Ability to Serve. An analysis shall be submitted addressing how water for domestic use and for fire flows is to be provided along with the collection and treatment of sewage generated by the property to be subdivided.
  - 2) Water Rights. A statement shall be submitted addressing the quantity, quality and availability of any water that is attached to the land.
- e. Storm Drainage. A storm drainage analysis consisting of the following:
  - 1) Layout Map. A preliminary layout map (which may be combined with the topographic map) showing the method of moving storm sewer water through the subdivision shall be provided. The map shall also show runoff concentrations in acres of drainage area on each street entering each intersection. Flow arrows shall clearly show the complete runoff flow pattern at each intersection. The location, size, and grades of culverts, drain inlets, and storm drainage sewers shall be shown, as applicable.
  - 2) Outlets. The applicant shall demonstrate the adequacy of drainage outlets by plan, cross-section and/or notes and explain how diverted storm water will be handled after it leaves the subdivision. Detail for ditches and culverts shall be submitted, as applicable.
  - 3) Natural Flows. The projected quantity of storm water entering the subdivision naturally from areas outside of subdivision and the quantities of flow at each pickup point shall be calculated.

- f. Cost of Improvements, Phases and Covenants. A preliminary estimate of the cost of all required public improvements, tentative development schedule (with development phases identified), proposed or existing covenants and proposed maintenance and performance guarantees. The subdivider shall submit, at least in summary or outline form, any agreements as may be required by Section 16-14-100, Subdivision Improvement Agreement, relating to improvements and dedications.
- g. Solar Energy. If intending to use solar design in the development include a description of the steps that have been taken to protect and enhance the use of solar energy in the proposed subdivision. This shall include how the streets and lots have been laid out and how the buildings will be sited to enhance solar energy usage.
- h. Floodplain. If applicable, a report shall be submitted identifying the location of the one hundred (100) year flood plain and the drainage ways near or affecting the property being subdivided. If any portion of a one hundred (100) year floodplain is located on the property, the applicant shall also identify the floodway and floodway fringe area. The applicant shall also describe the steps that will be taken to insure that development locating in the floodway fringe area is accomplished in a manner which meets Federal Insurance Administration standards.
- i. Wetlands. If applicable, a report shall be submitted on the location of wetlands, as defined by the U.S. Army Corp of Engineers, on or affecting the property being subdivided. The report shall outline the development techniques planned to ensure compliance with Federal, State and local regulations.
- j. Traffic Analysis. The Community Development Director and/or Commission may require the developer to submit a traffic analysis prepared by a qualified expert, to determine the impacts of a proposed development on surrounding City streets and to evaluate the need for road improvements to be made.
- k. Landscape Plan. A preliminary landscape plan, meeting the specifications of Section 16-7-30, Landscape Plan shall be provided.
- l. Parking. A depiction of how the required off-street parking requirements will be met in the development.
- m. Overlay Zones. If applicable, a description of how the proposal will comply with the standards of any of the Overlays.
- n. Open Space Plan. A preliminary open space plan, meeting the specifications of Section 16-14-80(8), Open Space, shall be provided.
- o. Fair Contribution for Public School Sites. A preliminary fair contribution for public school sites, meeting the specifications of Section 16-20-30, shall be provided.
- p. Subdivision Names. All subdivision naming shall be subject to approval by the City. No subdivision name shall be used which will duplicate or be confused with the name of any existing street or development in the City or the County.
- q. Architecture. An explanation of architectural standards, meeting the specifications of

Section 16-14-(11), Architecture, shall be provided.

- 5. Schematic Plan. In the event that the preliminary plan covers only a portion of the subdivider's entire ownership, a schematic plan of the anticipated land development plan for the entire tract, including street and utility systems and proposed easements, shall accompany the preliminary plan. Filing fees do not have to be paid for the additional area until such time that a preliminary plan is actually submitted for such area.
- 6. Digital Copy. A digital copy of all drawings and plat maps compatible with the City GIS shall be submitted.
- 7. Letters from Required Referral Agencies
- 8. Application Fees. Cash or check made out to City of Salida - \$400 + \$50 per lot. **(A deposit in the amount of 2x the application fee is required for outside professional services.)**
- 8. Special Fee and Cost Reimbursement Agreement completed.
- 9. Public Notice.
  - a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
  - b) Postage Paid Envelopes. Each name on the list shall be written on a postage-paid envelope. Postage is required for up to one ounce. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.