

## Subdivisions Q&A

### What is a subdivision?

A parcel of land, which is divided into two or more parcels, lots, tracts or other interests including condominiums; townhouses, other common interest ownership properties; and any act creating such results.

### I'd like to subdivide, which process do I need to go through?

It depends on how many lots you are creating and if there are already infrastructure and improvements in place. If you are splitting one parcel into two (2) lots then it is a lot split. If you are creating three (3) lots and the majority of improvements are already in place, then that is a minor subdivision. If improvements are not in place and/or you are creating more than 3 lots, then it is a major subdivision. Each type of subdivision has its own procedure and requirements to follow.

### Will the City review my application for feasibility prior to submittal and payment of the filing fees?

Yes. The subdivider is encouraged to consult informally with the City prior to the submission of the subdivision application. Prior to submitting a sketch plan or other initial submittal, the subdivider shall make his intentions known to the City by informally discussing plans, City Standards and other issues, which may affect development. The City will offer general comments and direction regarding feasibility and design of the proposed subdivision at this stage. No fee shall be required for such review or discussions of any plans or data concerning the proposed subdivision prior to sketch plan review. Preliminary plat filing fees must be paid prior to courtesy review. The City shall not be bound by virtue of any discussions during the informal review stage.

### What is the application process?

The major subdivision process is comprised of three stages: sketch plan, preliminary plat and final plat. Each stage goes through a review process and is approved or disapproved by Planning Commission, City Council or both. Separate checklists exist for each stage and are therefore excluded from this information sheet.

### How long does it take to subdivide and who approves it?

The complete sketch plan application must be received 25 days prior to the next regularly scheduled Planning Commission meeting. If the subdivision exceeds 200 lots of residential units or exceeds 100,000 s.f. of gross floor area, the City Council reviews the application. The preliminary plat is placed on the Planning Commission agenda no sooner than 45 days after the date the complete submittal is received. If Planning Commission recommends approval of the preliminary plat, the City Council then reviews the application at the next meeting. Once the complete final plat submittal is received, the Planning Commission shall review it no sooner than 30 days afterwards only if substantial changes were made since the preliminary plat. If not, Council will review the final plat submittal after an adequate amount of review time by Staff.

**This parcel is currently a vacant lot and I'd like to subdivide and build houses. What improvements does the City require me to build?**

These subdivision regulations are designed to insure that development pays its own way and that the future residents will have adequate infrastructure and a nice place to live with available City services.

The subdivider should be aware that s/he would have to construct (or provide security for) all of the following prior to final plat approval:

- **Street improvements** including paved streets, alleys if required, street signs, street lights, on and off-site traffic mitigation improvements and state highway intersection improvements required by CDOT to serve the development.
- **Curbs, gutters and sidewalks** and ADA accessibility ramps
- **Public Utilities**, including a water system including fire hydrants and fire mains;
  - A sanitary sewer system
  - A stormwater system.
  - Other public utilities, including if available, gas, electricity, telephone and CATV;
  - Upgrading of water or sewer lines to serve the subdivision, if needed.
- **Parks**, open space, bikepaths, pedestrian and recreation trails (or pay a payment in lieu of parks fee of \$1,203 per lot).
- **Piped drainage facilities, ditches** and waterways.
- **Survey monuments.**
- **Berms, screening and buffers**, if applicable;
- **Off-street parking**, parking for parks, mailbox location areas and school bus stops if applicable.

**Is there anything else I should know about?**

Some zones do not allow certain types of uses. For example, manufactured homes are restricted to the A-1, R1-A and I-R zones and must have a width and length not less than 20' each. It is best to talk to the Department of Community Development about what you plan to build beforehand.



## Minimum Design Standards (16.04.070)

### Right-of-way

- All lots shall have direct access to a dedicated, public constructed street.
- The minimum dedicated right of way shall be as follows, except as provided in subsection 16.04.070.D.1, or as noted below.

Street Classification	Minimum Right of Way	Minimum Pavement Width Between Face of Curbs
Major Arterial	100 feet	64 feet
Minor Arterial	80 feet	48 feet
Collector	60 feet	42 feet
Local	50 feet	38 feet

**City may take right-of-way.** Subdivisions which include any part of an existing street, which does not conform to the minimum right-of-way requirements of these regulations shall provide additional width as required to meet the minimum right-of-way requirements of these regulations to the extent practicable.

- If utilities or ditches are located in the right-of-way, the City will require the relocation of utilities or a plat note for the future relocation of these facilities, should the City use the right-of-way.

### Frontage and Building Setbacks

- The building line for residential lots on collector streets shall be set back no less than twenty-five feet (25') from the front property line. The building line on residential corner lots on collector streets shall be set back twenty-five feet (25') from both streets.
- The building line for residential lots adjacent to arterial streets shall be set back no less than forty feet (40') from the front property line. The building line on residential corner lots on arterials streets shall be set back forty feet (40') from both streets.
- **Minimum residential lot size** must conform to zoning regulations, but in no case shall it be less than 6000 square feet. Minimum lot width at the front building line of residential lots shall be 50' minimum, except that lots abutting cul-de-sacs shall have at least twenty-five (25') of linear frontage to the cul-de-sac.
- **Every residential lot shall front** on a designated collector or local street. No residential lot shall front on a major arterial or minor arterial street. No access shall be permitted directly from a residential lot to a major arterial or minor arterial street. However, new residential lots may be created which have access onto an arterial street if the following conditions are met:
  - The subdivision contains no more than 3 lots,

- A shared access easement is utilized so that no new access points are created, or the total number of access points onto the parcel is not increased,
  - No more than 1 additional lot may be created which has such access in any subdivision,
  - A plat note shall be employed to prohibit further subdivision of or construction of multi-family residences unless local street access is provided.
  - An easement must be provided which reserves adequate room for automobile turnaround space within the lot
- Lots designed to have access onto a collector or arterial street shall provide adequate room for automobile turnaround space within the lot so that vehicles will not back onto street right-of-ways. The provision of combined access points, to serve two (2) or more lots is encouraged in commercial areas in order to minimize disruptions to traffic flow along the adjacent collector or arterial roadway. Shared driveways are encouraged for residential lots adjacent to collector streets. Residential lots utilizing shared driveways shall be provided with T shaped easements a minimum of 20' wide.
  - **3-to-1 rule:** The lot depth shall not be more than three (3) times the lot width at the front building line except in instances of extreme topography or unusual physical conditions.
  - **Utility easements** shall be dedicated on the final plat with a width as reasonably required by the affected utilities, but no less than a minimum of 20' wide.
  - **Developed, dedicated parks** shall be provided at the developer's expense for all subdivisions, or a payment in lieu of parks fee (\$1203 per additional lot) paid prior to the recording of final plat.
  - **All ditches shall be piped** with appropriate easements dedicated.
  - **All utilities must be installed underground.** The minimum water line is 6" and sewer line is 8".
  - **Monuments** must be installed at all street intersections, at all points where street lines intersect the exterior boundaries of the subdivision, and angle points and points of curve in each street, and at points of change of direction in the exterior boundaries of the subdivision.
  - **Storm Drainage** improvements shall be engineered and approved, if needed.
  - **Street Lights** shall be installed at all intersections.
  - **Berms, screening and buffers** – where a residential lot abuts an arterial street or railroad right-of-way, the subdivider shall provide an easement of no less than twenty (20') feet with provisions for perpetual maintenance.
  - **Mailbox areas** shall be provided.
  - **School bus stops** if requested by the School district.
  - **Off-street parking** may be required for parks and shall be provided for residential lots. Single, two, three and four family dwellings – two spaces per dwelling unit. For multi-family dwellings with five (5) or more units – one and one-half spaces per dwelling unit plus one additional space per every five spaces. When six or more spaces are required, the parking and maneuvering areas shall be paved.



- **Agricultural protection** – subdivision design shall avoid unreasonable interference with existing agricultural operations in the area.
- **Plat Notes** – may be required to implement provisions.
- **State Highway Access** – shall be according to State Highway Access Code and may require an access permit.