



Minor Subdivision Application Guide & Checklist

Economic & Community Development Department
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PURPOSE

The Minor Subdivision review is an administrative process used to evaluate proposed subdivisions that will create few lots or involve minimal adjustments to approved final plats. The Minor Subdivision procedure also provides an administrative process to correct plat errors and to adjust property boundaries.

GENERAL OVERVIEW

The Minor Subdivision review applies to:

- Properties within an approved preliminary plat;
- Subdivisions creating 3 or fewer lots or 10 or fewer condominium units within a single plat; and
- Condominiumizations within an existing building that do not include land dedication.

The following types of projects can be processed as minor subdivisions:

1. Consolidation of two or more lots into a single lot on a single, previously recorded final plat;
2. Boundary or lot line adjustment to an approved final plat; or
3. Correction of errors on an approved final plat.

Land dedication. Any subdivision or adjustment that involves dedication to the City of right-of-way, other public tracts, or public improvements shall be reviewed by City Council for acceptance or denial of the dedication.

Condominiumizing an existing building. If you are condominiumizing an existing building, the Community Development Director may require that you bring the property into compliance with the Municipal Code and ordinances as necessary to safeguard public health, safety and welfare.

REVIEW PROCESS

All Minor Subdivision applications are reviewed and decided upon by the Community Development Director and shall follow the procedures outlined below. The Director will consider whether the minor subdivision -

- a. Is consistent with the Comprehensive Plan;
- b. Is consistent with the intent of the underlying zoning district;

- c. Complies with applicable dimensional, development, and design standards in the Code;
- d. Does not affect a recorded easement without approval from the easement holder;
- e. Will not result in adverse impacts to surrounding property; and
- f. Will not limit the City's ability to effectively provide facilities or services.

1. **Pre-application Conference.** Contact one of the planners in the Community Development Department prior to submitting your Minor Subdivision application. We will discuss the administrative review procedures, application requirements, decision timelines, and the City's goals, policies, and development standards as they relate to your proposed project.

At least 10 days prior to your scheduled conference, please submit one electronic copy of the following items:

- a. A completed Planning Application. The application is available [here](#), or on the City's website at www.cogs.us. It is in "Forms, Permits & Applications" on the Community Development Department page.
- b. A written description of the proposed project.
- c. Conceptual drawings showing the location, layout, and primary elements of the proposal.
- d. Proposed uses, location of uses, and densities.

If your project involves more than one administratively reviewed development action for the same property, your applications can be processed concurrently. Community Development Department planners will discuss the concurrent review process and application requirements with you during your pre-application conference

2. **Prepare Your Application.** During the pre-application conference you will receive a checklist of information that we will need to process your request. This information constitutes your application and may include any, or all the information found on page 5 of this guide.

City staff will evaluate your application based on how well it demonstrates compliance with the Municipal Code, and the City's goals, policies, and plans. You may review the Municipal Code on the City's website at www.cogs.us. Other approved plans also can be found on the City's website under the individual department pages. Community Development staff will help guide you to plans and policies that may be applicable to your project.

3. **Submit Your Application.** Submit an electronic copy of your completed application to the Community Development Department on or before the 8-week application deadline. Within 5 business days of your submission, Community Development Department staff will review your application to determine whether it is complete. If it is incomplete, we will

contact you with a list of the information needed to complete your application. You are encouraged to submit your application well in advance of the application deadline to allow you time to supply any missing information. Submissions after the deadline will delay your review and decision.

- 4. Provide Additional Copies.** After Community Development Department staff deems it complete, you will be asked to supply a final, complete electronic set of your application materials as well as paper copies for distribution to the City's reviewing departments and outside agencies. The number of paper copies can vary depending upon the scope of your application. The paper format of your submission may vary. If your application includes any full-sized plan sheets, we may request submission on 11" x 17" or 24" x 36" size paper.
- 5. Development Review Committee Referral and Review.** Prior to rendering a decision on your project, your application may be referred to the Development Review Committee which consists of various City departments, City boards and commissions, and outside agencies such as the Colorado Department of Transportation, and gas and telephone companies. Community Development Department staff relies on these agencies to review your application and comment on any issues or concerns that they may have relating to your project. In some instances, review committee comments may cause you to redesign your project.
- 6. City Department/Applicant Development Review Committee Meeting.** If your application is referred to the Development Review Committee, you will meet with the committee to review and discuss their comments about your project. In some cases, the committee may request revisions or additional information. You will need to submit your revised materials or additional materials prior to receiving a decision on your project. Staff will distribute your additional information to the committee and will generally allow 2 weeks for their further review and comment.
- 7. Staff Review & Report.** Community Development Department staff will prepare a summary report for the Community Development Director that analyzes how your project meets the Municipal Code, the City's goals, policies, plans, standards and any other pertinent information. The report will include a staff recommendation of approval or denial. If staff recommends approval, usually there also will be a list of recommended conditions. You will receive a copy of this report, usually via email. Make sure that you read the report and review the listed conditions, if there are any.
- 8. Post-approval.** After you have satisfied all applicable conditions of your project's approval, Community Development Department staff will ask that you provide two copies of your final plat on 24 x 36-inch Mylar paper for recording with the Garfield County Clerk & Recorder.

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MINOR SUBDIVISION APPLICATION CHECKLIST

For office use:

Pre-application Meeting Date: _____ Planning File #: _____

Applicant: _____ Lead Planner: _____

During or shortly following your pre-application meeting, you will receive this checklist noting all of the materials that the City will need to process your Minor Subdivision application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your application.

Materials to be Provided by Applicant							
Submittal Requirements	Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
	8 ½ x11	11 x 17	24 x 36				
1	Planning Application – completed in full and signed by applicant and all property owners of record			√			
2	Ownership - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice			√			
3	Project Description – narrative describing the project			√			
4	Administrative Adjustment Request – refer to Administrative Adjustment information, criteria and questionnaire page 11			√			
5	Complete Plan Set including:			√			
		Cover Sheet					
		Site Plan					
6	Plat - refer to Plat detail sheet page 7 for information required in the plat including format of certifications			√			

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
7	Covenants & Declarations and HOA By-laws, Draft				√			
8	Maintenance Agreements, Draft- Maintenance agreements will be required for all existing drainage facilities as well as other improvements that, if improperly maintained, may have an impact on surrounding properties. Refer to Engineering Standards for agreement format				√			
9	Fee	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		
10	Other Materials							

Plat- Detail Sheet

Plats must include the information listed below to be considered complete. During the Pre-application meeting, City Staff may request additional items.

General Plan Items (to be included on all plat sheets)				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		<u>General Formatting Requirements</u>		
		Plat shall be drawn at a scale of 1"=100' or larger.		
		Note basis of bearings & benchmarks. Bearing of all lines and central angle, tangent distance, chord distance and arc length of all curves shall be shown.		
		All survey traverses shall close to an accuracy of at least within 1 foot in 10,000 feet.		
		The boundary survey, internal property lines and monumentation as depicted on the preliminary plat shall meet all requirements established under state law.		
		<u>General Information to be included on all plat sheets:</u>		
		Name of subdivision or address; section, township, range; city, county and state.		
		Page number (i.e. 1 of x, 2 of x, etc.)		
		Title block.		
		North arrow and indication of standardized scale, both fractional and bar (i.e. 1" = 20' or 1" = 40')		
		Date of preparation.		
		Contact information for professional preparing plans including email address.		
		Name, address, email, and telephone number of owner and applicant.		
		<u>Project Information</u>		
		Include boundaries of the proposed subdivision. Provide tract, lot and block layouts with all lots numbered and sizes noted in square footage and acreage.		
		Depict abutting subdivisions and lots and all abutting rights-of-way. Note width of streets. If abutting property is unplatted, include a note to that effect.		
		Include topography depicted in 2-foot contours.		
		Provide a vicinity map showing at least three blocks on all sides of the proposed subdivision. Scale may be different than the plat.		
		Locate all existing buildings and structures, and other improvements in the area to be platted as well as within 10 feet of the proposed plat boundary. Structures and improvements include but are not exclusive of retaining walls, fences, circulation systems (sidewalks, trails, roadways); parking areas & driveway locations; and trees of 6 inch caliper and larger.		
		Depict the location and size of existing utilities within or adjacent to the proposed subdivision including water, wastewater, storm sewers, fire hydrants, drainage facilities, telephone, electric, fiber, and gas.		
		Depict setback restrictions where they deviate from zone district standards.		
		Provide floodways and floodplain boundaries, if applicable.		
		Include a street plan which shows connections to existing rights-of-way. Depict width and name of public and private streets.		
		Label all existing and proposed public easements. Provide width and purpose of easement (utility, access, etc.). Label the location of all other areas to be dedicated for public use.		

		Include on page 1 of the plat a FEMA floodplain statement including community map number and date. Indicate whether any part of the proposed subdivision is located within a designated floodplain.		
		Include on page 1 of the plat the following geologic hazards disclosure, if applicable: "This property is subject to geologic hazards per the adopted mapping by the City of Glenwood Springs. Hazards to note are _____. A final Geologic Hazard Report will be submitted upon application of a building permit.		
		Include on page 1 of the plat if any lot within the proposed subdivision is located within an airport overlay zone: "The aviation easement dedicated herein for public aviation purposes, shall be considered a public easement subject to those terms and conditions specified on the instrument recorded at _____ of the records of Garfield County, Colorado. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect."		

Certifications				
Applicant		Plats shall contain the following certifications, as applicable. Wording is provided for general guidance.	City Staff	
Yes	N/A		Yes	N/A
		<p>CLERK AND RECORDER'S CERTIFICATE: This plat was filed for record in the office of the Clerk and Recorder of Garfield County at _____ o'clock __M on the ____ day of _____ 20__, as Reception No. _____.</p> <p>_____ Clerk and Recorder</p> <p>By _____ Deputy</p>		
		<p>SURVEYOR'S CERTIFICATE I, _____, do hereby certify that I am a registered land surveyor licensed under the laws of the State of Colorado, that this plat is a true, correct and complete plat of the _____ as laid out, platted, dedicated and shown hereon, that such plat was made from an accurate survey of said property by me and under my supervision and correctly shows the location and dimensions of the lots, easements and streets of said subdivision as the same are staked upon the ground in compliance with the City of Glenwood Springs regulations governing the subdivision of land</p> <p>In witness whereof I have set my hand and seal this ____ day of ___ A.D. 20__.</p> <p>_____ Registered Land Surveyor</p>		
		<p>CERTIFICATE OF DEDICATION AND OWNERSHIP Know all men by these presents that _____, being sole owners in fee simple of all that real property described as follows: _____ and containing ___ acres, more or less; have by these presents laid out, platted and subdivided the same into lots and blocks as shown hereon and designate the same as _____ in the City of Glenwood Springs, County of Garfield, Colorado; and do hereby grant to the City of Glenwood Springs, County of Garfield, Colorado, for public use the streets shown hereon, including avenues, drives, courts, places and alleys, the public lands shown hereon for their indicated public use, and the utility and drainage easements shown hereon for utility and drainage purposes only; and so further state that this subdivision shall be subject to the</p>		

	<p>protective covenants filed and recorded for this subdivision in the office of the Clerk and Recorder of Garfield County, Colorado as Reception No. _____, and subject to the Subdivision Agreement filed and recorded for this subdivision in the office of the Clerk and Recorder of Garfield County, Colorado as Reception No. _____.</p> <p>EXECUTED this ____ day of _____, A.D. 20__.</p> <p>Owners _____</p> <p>STATE OF _____</p> <p>COUNTY OF _____</p> <p>The foregoing dedication was acknowledged before me this ____ day of _____, A.D. 20__, by _____.</p> <p>My commission expires _____.</p> <p>WITNESS MY HAND AND SEAL,</p> <p>_____</p> <p>Notary Public</p>		
	<p>COMMUNITY DEVELOPMENT DIRECTOR CERTIFICATE:</p> <p>This plat was approved by the City of Glenwood Springs Director of Community Development this ____ day of _____, A.D. 20__.</p> <p>_____</p> <p>Director</p>		

Recording Formatting – Final Plat & Related Documents				
Applicant		City Staff		
Yes	N/A		Yes	N/A
		Final plat printed on 24 x 36 inch Mylar paper-2 copies		
		Covenants & Declarations, if applicable, printed on 8 ½" x 11" paper-2 copies		
		By-laws, if applicable, printed on 8 ½" x 11" paper-2 copies		
		Easement deeds, if applicable, printed on 8 ½" x 11" paper-2 copies		
		Maintenance Agreements, if applicable, printed on 8 ½" x 11" paper-2 copies		

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Administrative Adjustment

OVERVIEW

An Administrative Adjustment allows the Community Development Director, Planning and Zoning Commission and/or City Council to review and approve minor modifications or deviations from the dimensional or numeric standards of Title 070-the Development Code. The process is intended to provide greater flexibility when necessary, without requiring a formal zoning amendment or variance. Administrative adjustment can be considered for the following Code standards:

Allowable Administrative Adjustments	
Code Standard	Allowable Administrative Adjustment (maximum percentage)
Site Standards	
Lot area, minimum	15
Lot coverage, maximum	15
Block length, maximum	15
Lot Dimensional Standards	
Front setback, minimum	15
Side setback, minimum	15
Rear setback, minimum	15
Encroachment into setback pursuant to Table 020.20, Authorized Exceptions to Setback Standards, maximum	15
Building Standards	
Building height, maximum (excludes wireless communication facilities)	15
Accessory building height, maximum (excludes wireless communication facilities)	15
Separation between buildings, minimum	15
Projection into height requirement pursuant Table 020.21, Authorized Exceptions to Maximum Height Standards, maximum	15
Development Standards	
Number of required parking spaces, maximum or minimum	15
Lighting height, maximum	15
Sign height, maximum	15
Fence or wall height, maximum	15 (one foot maximum)
Minimum landscaping requirements	15

The Administrative Adjustment process cannot be applied to proposed modifications or deviations that result in the following:

1. An increase in the overall project density;
2. A change in permitted uses or mix of uses;
3. A deviation from the Use-specific Standards in 070.030.030 of the Municipal Code;
4. A deviation from Sensitive Area Protection Standards in 070.040.020 of the Municipal Code;
5. A deviation from building or fire codes;

6. A deviation from the City's Engineering Standards;
7. Requirements for public roadways, utilities, or other public infrastructure or facilities; or
8. A change to a development standard where that same standard was already modified through a separate administrative adjustment or variance.

REVIEW CRITERIA

The Community Development Director, Planning and Zoning Commission, and/or City Council will evaluate your application based on whether and to what extent your adjustment:

1. Will not result in incompatible development;
2. Will not result in adverse impacts unless adequately mitigated; and
3. Is of a technical nature and is required to-
 - a. Compensate for an unusual site condition;
 - b. Eliminate a minor inadvertent failure to comply with a Code standard; or
 - c. Protect a sensitive resource, natural feature, or community asset.

INSTRUCTIONS

1. Complete the questionnaire on pages 13-14 after you have had your pre-application conference. Use one questionnaire for each adjustment you are requesting. Once completed, submit the Administrative Adjustment questionnaire(s) along with the other items on your checklist. Use separate sheets if necessary.
2. It is important to remember that the decision to approve or deny an adjustment is a discretionary action based on how well you address the review criteria. This is your opportunity to describe in detail the reason why you need to deviate from the Municipal Code.

Administrative Adjustment Criteria

Adjustment type

Explain what it is that you are proposing that does not meet the Municipal Code requirement.

Administrative Adjustment Criteria

1. Explain how your request will not result in incompatible development. _____

2. Explain how the adjustment will not result in, or how you have mitigated any adverse impacts. _____

3. Explain how the adjustment is necessary to compensate for an unusual site condition.

4. Explain how the adjustment is necessary to eliminate a minor inadvertent failure to comply with the Municipal Code. _____

5. Explain how the adjustment is necessary to protect a sensitive resource, natural feature, or community asset. _____
