

April 29, 2020

Ms. Heather Lamboy  
**City of Aurora, Planning Department**  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012

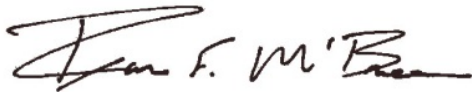
**Re: RockingHorse CSP No. 14 / Filing 21 - Response to Second Submission Review Comments**  
Application Number: **DA-1370-37**  
Case Numbers: **2019-4013-00**

Dear Ms. Lamboy,

Thank you for your second submittal comments, which we received on February 27, 2020. We have reviewed all comments and addressed them in the following letter.

We look forward to working with the City of Aurora on the review and approval of this development application. As always, feel free to contact me with any questions at 303.892.1166.

Sincerely,  
**Norris Design**



Ryan F. McBreen  
Principal

## SUMMARY OF KEY COMMENTS FROM ALL DEPARTMENTS

- Minor design issues are noted in PROS comments.
- A neighborhood meeting is recommended. There has been a lot of continued discussion regarding the dog park, as well as inquiries from Livingood Hills.

## PLANNING DEPARTMENT COMMENTS

### 1. Community Questions Comments and Concerns

The following community comments were received with the second submission.

Name: Eric Keely

Address: 8630 S De Gaulle Ct Aurora Colorado 80016

Phone: (303)726-9714

Email: eskeely@gmail.com

Comment: I am very concerned about parking at the proposed dog park. My home is right in the path that cars would need to go. The Vistas are filled with older residents that prefer the quiet open spaces that exist. The idea of having nonstop traffic parking in front of our homes and dogs barking and the smell within a hundred yards is not why I purchased my home. I do not wish to have this "benefit."

**Response: Thank you for the comment. The dog park was placed after much thought and through working with the Inspiration community. It was determined that the Inspiration community desired the dog park and are in favor of its location. It will be served by the vast trail network existing throughout the community and hopefully your neighbors choose to utilize that amenity to access the dog park.**

*There is been much discussion regarding the need for a community meeting. I continue getting calls from adjacent neighbors regarding the proposed dog park. Since Section 146-5.3.1.C states the following:*

A First Review Neighborhood Meeting is required for those types of applications indicated in Table 146-5.2-1, if:

1. A registered neighborhood group requests a meeting; or
2. The City has received significant comments regarding as determined by the Planning Director; or,
3. The Planning Director determines that the application raises potential controversy or potential unanticipated impacts on the surrounding area.

*If the applicant continues to desire not to hold a neighborhood meeting, please provide a separate request letter for George Adams, Planning & Development Services Direct, for consideration.*

**Response: As discussed with Staff, the Applicant feels that this application has been gone above and beyond when it comes to public outreach and has more than satisfactorily met the requirement for holding a neighborhood meeting. Please see attached summary of meetings held.**

### 2. Completeness and Clarity of the Application

Cross-Reference

A. Thank you for providing an exhibit that states all the case numbers of existing CSPs that are modified as a result of this CSP.

**Response: You're welcome.**

### 3. Open Space and Recreational Amenities

Dog Park

A. I was contacted by a resident requesting story poles in order to know where the dog park is located. This may be helpful in addressing public concern.

**Response:** We have passed this request along to the Inspiration CAC so they may include more information in their correspondence with the community.

#### 4. Landscape Design Issues

Kelly K. Bish PLA, LEED AP/ [Kbish@auroragov.org](mailto:Kbish@auroragov.org)/ (303) 739-7189/ PDF comments in teal.

A. No comments.

**Response:** Noted. Thank you.

#### 5. Civil Engineering

Kristen Tanabe/ 303-739-7306/ [ktanabe@auroragov.org](mailto:ktanabe@auroragov.org)

A. The Site Plan will not be approved by Public Works until the Preliminary Drainage Letter/Report is approved.

**Response:** Noted. It is our understanding that these letters, of which there were multiple required, are nearly all approved.

#### 6. Public Art Plan

Roberta Bloom/ [rbloom@auroragov.org](mailto:rbloom@auroragov.org)/ 303-739-6747

A. Please provide approximate timing for installation as well as detail of art pieces. Rockinghorse has a Public Art Plan associated with the FDP.

**Response:** This process is still ongoing and all requirements will be met.

#### 7. Building and Life Safety

William Polk/ 303-739-7371 / [wpolk@auroragov.org](mailto:wpolk@auroragov.org)) See blue comments

A. No additional comments.

**Response:** Noted. Thank you.

#### 8. Parks Department

Michelle Teller/ [mteller@auroragov.org](mailto:mteller@auroragov.org)/ 303-739-7437

CSP:

A. A. Key issues

- Before PROS can approve the CSP, please provide some analysis on the safety of the sledhill and slowing kids down before hitting the fence.

**Response:** As discussed with staff, the sledding hill label has been removed from this area.

B. Sheet 6

- See comments on landscape page.

**Response:** Noted. Thank You.

- Are these stairs? Please revise to keep ADA accessible and provide access for bikes as the northern trailhead leads to a bike-course.

**Response:** As discussed with staff, these stairs are existing, and no further action is needed.

C. Sheet 8

- You've identified a line as playground equipment in the crossing under Gartrell. Revise.

**Response:** This label has now been removed.

- Label the crossing as grade separated.  
**Response: This label has been added.**

D. Sheet 9

- Why is a manhole planned in the middle of a trail?  
**Response: This manhole is existing.**

E. Sheet 13

- This is the main crossing connecting the bike course and the trailhead. 3' is too narrow is two bikes are crossing; please provide a wider crossing. Maintain at 6' until course.  
**Response: This trail has been widened to maintain a 6' width until it intersects with course.**

F. Sheet 35

- PROS still has concerns over the ability to slow people down before hitting the fence. Please provide some analysis on how you will safety slow people before hitting hay bales or the fence.  
**Response: As discussed with staff, the sledding hill label has been removed from this area.**

**9. Forestry**

Rebecca Lamphear/ [rlamphea@auroragov.org](mailto:rlamphea@auroragov.org)/ 303-739-7177

A. No additional comments.

**Response: Noted. Thank you.**

**10. Real Property**

Darren Akrie, [dakrie@auroragov.org](mailto:dakrie@auroragov.org) and Maurice Brooks, [mbrooks@auroragov.org](mailto:mbrooks@auroragov.org)

*Correct document as illustrated in the redlines.*

A. Send in the updated Title Commitment to be within 120 calendar days of the plat approval date.

**Response: Comment noted. At the time of Plat recordation an updated Title Commitment will be provided.**

B. Part of the Site Plat is outside of the platted area; include the area in the title of the Site Plan (i.e. Subdivision names and Filing No.s and the unplatted area in Douglas County.

**Response: The Site Plan cover sheet has been amended as requested.**

**11. Utilities**

Ryan Tigera/ 303 739-8867/ [rtigera@auroragov.org](mailto:rtigera@auroragov.org)

A. No additional comments.

**Response: Noted. Thank you.**

April 29, 2020

Ms. Heather Lamboy  
**City of Aurora, Planning Department**  
15151 E. Alameda Parkway, Ste. 2300  
Aurora, Colorado 80012

**Re: RockingHorse CSP No. 14 / Filing 21 – Summary Letter: Community Outreach**  
Application Number: **DA-1370-37**  
Case Numbers: **2019-4013-00**

Dear Ms. Lamboy,

As requested by Staff, please find within this letter a comprehensive summary of the outreach made by the Applicant and Inspiration Community to inform and solicit feedback on proposed updates to the Inspiration (nee RockingHorse) community open space and park amenities, specifically as it relates to the addition of a dog park with the Inspiration community.

We understand the City's desire to ensure that the public is adequately noticed, made aware, and able to provide input on projects that impact the community. We believe, while not conducting community outreach through the City's typical channels, that extensive outreach has been conducted going back to 2017, both within Inspiration as well as outside in the surrounding community, specifically Livengood Hills, the community directly adjacent to the proposed park improvements. Since the start of this process there have been no less than 16 meetings where the dog park was an item discussed, as well as countless e-mails and phone calls. Below is a list of the meetings held, please see attached list for specific meeting dates and a brief summary.

- Inspiration Common Area Committee – 11 separate meetings
- Livengood Hills HOA – 3 separate meetings
- Inspiration Community Meeting – 1 meeting
- Inspiration Metro District Board Metro – 1 Meeting

Additionally, the Inspiration Community Facebook group (a closed group open to only Inspiration Residents) with more than 500 members, has held online forums and conducted a poll where more than a 2 to 1 ratio of responders were in favor of the dog park as proposed and really want it as part of the community.

It should also be noted that the dog park is not a required amenity to meet park needs/requirements as outlined by City of Aurora PROS. It is being proposed on top of all the other amenities and improvements, and was included because of overwhelming requests by the Inspiration Community.

To-date the only voiced concerns have come from select Inspiration residents. Through working with the Livengood Hills HOA, no concerns about the dog park have been voiced, and to the contrary they have expressed excitement about the proposed enhancements adjacent to their community. The comments/concerns provided by Inspiration residents have centered mainly around 3 topics: traffic, location, and maintenance/operation of the project. The following are responses to those concerns.

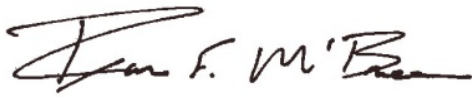
- Traffic - Adjacent streets allow on street parking, but with a multitude of trail and sidewalk connections in the community it is anticipated that a majority will utilize non-vehicular ways to access the dog park.
- Location – The present location was selected after much consideration. The original proposed location was not permitted after it conflicted with the approved IGA with Douglas County. An alternative location was

found after much consideration and discussion. The current location provides great accessibility via trail/walk connections and minimizes impacts to surrounding neighbors

- Maintenance/Operation – The dog park will be a private amenity that is part of the Inspiration Community. It will be owned, operated, and maintained by the Inspiration Metro District which is run by the community, so the residents will ultimately have input and determine its ongoing operation and maintenance.

As you can see the Applicant and Inspiration Community have worked very hard and diligently to bring the best solution forward and extensive outreach was conducted to ensure that all interested parties were made aware and were part of the design/development process.

Sincerely,  
**Norris Design**



Ryan F. McBreen  
Principal

Inspiration meeting list and summary of all meetings in which the dog park was discussed.

Date	Group or Meeting	Location	Summary
11/27/2017	Common Area Committee Meeting	Fire Station 14	Beginning of Park Planning with Newland
12/19/2017	Common Area Committee Meeting	Fire Station 14	Introduction of Priorities from Community and Committee: Dog Park, skate rails, shade structure, bike trails
1/15/2018	Common Area Committee Meeting	Fire Station 14	Feedback on Original Designs and Proposals
4/25/2018	Common Area Committee Meeting	Fire Station 14	Discussion About Changing Course Due to Douglas County Issues
5/24/2018	Common Area Committee Meeting	Inspiration Club	Discussion About Dispersing Amenities Following Douglas County Rejection
8/27/2018	Common Area Committee Meeting	Fire Station 14	Additional Discussion About Positioning Amenities at Pathfinder Park and Inspiration Club
9/18/2018	Common Area Committee Meeting	Inspiration Club	Update from Newland on Negotiations Between City of Aurora and Douglas County
12/4/2018	Common Area Committee Meeting	Fire Station 14	Itemization of Amenities Planned for Pathfinder Park and Inspiration Club Following Site Walk with City
1/15/2019	Common Area Committee Meeting	Fire Station 14	Discussion and Agreement to Send Letters to City of Aurora and Douglas County
2/19/2019	Common Area Committee Meeting	Fire Station 14	Committee Marked Up Draft Plans for Specific Amenities and Locations
3/26/2019	Livengood Hills HOA	Starbucks	Meeting with HOA Board Members to Discuss Park Plans
5/21/2019	Common Area Committee Meeting	Fire Station 14	Extended Discussion About Vault-Versus-Flush Toilets in Pathfinder Park
6/4/2019	Livengood Hills HOA	Fire Station 14	Meeting with HOA Board Members to Discuss Park Plans
7/16/2019	Inspiration Metro District Board Meeting	Tallyn's Reach Library	Detailed Public Presentation of Plan
8/17/2019	Livengood Hills HOA	Annual HOA Meeting at Community Barn	Annual HOA Meeting to Solicit Park Plan Feedback
8/25/2019	Inspiration Community Meeting	Inspiration Club	Address Concerns About Dog Park

**Meeting Notice:**

- Common Area Committee Meetings refers to Inspiration Common Area Committee which is a committee that meets to discuss items related to the commonly owned Inspiration community open spaces and amenities. These meetings are held regularly, noticed in advance, with residents encouraged to attend and provide input.
- Livengood Hills HOAs meeting were held as part of the regularly scheduled meetings of that HOA which are noticed in advance.
- Inspiration Metro District Board Meeting is a regularly scheduled meeting where all Inspiration residents are noticed and invited to attend.
- Inspiration Community Meeting (8/25/19) was a specifically scheduled meeting to address the Dog Park and all interested residents were invited to attend.



# ROCKINGHORSE SUBDIVISION FILING NO. 21

A PARCEL OF LAND BEING A PART OF THE EAST 1/2 OF SECTION 6, TOWNSHIP 6 SOUTH, RANGE 65 WEST OF THE SIXTH PRINCIPAL MERIDIAN,  
CITY OF AURORA, COUNTY OF DOUGLAS, STATE OF COLORADO.

## DEDICATION

KNOW ALL PEOPLE BY THESE PRESENTS THAT THE UNDERSIGNED WARRANT IT IS THE OWNER OF A PARCEL OF LAND SITUATED IN THE EAST ONE–HALF OF SECTION 6, TOWNSHIP 6 SOUTH, RANGE 65 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF AURORA, COUNTY OF DOUGLAS, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

## LEGAL DESCRIPTION

ALL OF PARCELS C, D, E, F, G, P, Q AND R DESCRIBED IN SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 2015021265, AND ALL OF THAT CERTAIN PARCEL DESCRIBED IN QUITCLAIM DEED RECORDED AT RECEPTION NO. 2018009231, BOTH BEING RECORDED IN THE OFFICIAL RECORDS OF THE CLERK AND RECORDER'S OFFICE, COUNTY OF DOUGLAS, STATE OF COLORADO SITUATED IN THE EAST ONE–HALF OF SECTION 6, TOWNSHIP 6 SOUTH, RANGE 65 WEST OF THE SIXTH PRINCIPAL MERIDIAN, CITY OF AURORA, SAID COUNTY AND STATE, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 6;

THENCE ALONG THE WEST LINE OF THE NORTHEAST QUARTER OF SAID SECTION 6, SOUTH 01°14'07" EAST, 708.31 FEET;

THENCE DEPARTING SAID WEST LINE, NORTH 88°45'53" EAST, 210.00 FEET TO A POINT ON THE EASTERLY BOUNDARY OF THAT PUBLIC SERVICE COMPANY OF COLORADO RIGHT–OF–WAY DECRIBED IN BOOK 138 AT PAGE 320 IN SAID OFFICIAL RECORDS AND THE POINT OF BEGINNING;

THENCE DEPARTING SAID EASTERLY BOUNDARY, SOUTH 45°06'12" EAST, A DISTANCE OF 130.91 FEET;

THENCE NORTH 00°46'39" WEST, A DISTANCE OF 148.33 FEET TO THE WESTERLY BOUNDARY OF LIVENGOOD HILLS UNIT 2, A SUBDIVISION PLAT RECORDED AT RECEPTION NO. 121427 IN SAID OFFICIAL RECORDS;

THENCE ALONG SAID WESTERLY BOUNDARY THE FOLLOWING NINE (9) COURSES;

1. SOUTH 45°06'12" EAST, A DISTANCE OF 127.84 FEET;
2. SOUTH 67°24'17" EAST, A DISTANCE OF 370.02 FEET;
3. SOUTH 14°53'17" EAST, A DISTANCE OF 421.84 FEET;
4. SOUTH 71°50'55" EAST, A DISTANCE OF 210.88 FEET;
5. SOUTH 46°06'27" EAST, A DISTANCE OF 173.87 FEET;
6. SOUTH 04°03'07" EAST, A DISTANCE OF 311.84 FEET;
7. SOUTH 06°34'49" WEST, A DISTANCE OF 289.35 FEET;
8. SOUTH 07°41'03" WEST, A DISTANCE OF 1233.96 FEET;

9. SOUTH 36°47'41" WEST, A DISTANCE OF 192.99 FEET TO A POINT ON THE WESTERLY BOUNDARY OF LIVENGOOD HILLS, A SUBDIVISION PLAT RECORDED AT RECEPTION NO. 120082, IN SAID OFFICIAL RECORDS;

THENCE ALONG SAID WESTERLY BOUNDARY THE FOLLOWING THREE (3) COURSES;

1. SOUTH 04°18'07" EAST, A DISTANCE OF 200.44 FEET;
2. SOUTH 04°52'48" EAST, A DISTANCE OF 199.71 FEET;

3. SOUTH 04°55'44" EAST, A DISTANCE OF 980.88 FEET TO THE NORTHERLY BOUNDARY OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN WARRANTY DEED RECORDED AT BOOK 1035 PAGE 1092, IN SAID OFFICIAL RECORDS;

THENCE ALONG SAID NORTHERLY BOUNDARY AND THE WESTERLY BOUNDARY OF SAID WARRANTY DEED THE FOLLOWING TWO (2) COURSES;

1. NORTH 85°17'29" WEST, A DISTANCE OF 74.96 FEET;
2. SOUTH 02°08'38" WEST, A DISTANCE OF 551.61 FEET TO THE NORTHERLY RIGHT–OF–WAY OF DOUGLAS COUNTY ROAD 45 (AKA INSPIRATION DRIVE), DESCRIBED IN CITY OF AURORA ORDINANCE NO. 2000–52, RECORDED AT RECEPTION NO. 00058873 IN SAID OFFICIAL RECORDS;

THENCE ALONG SAID NORTHERLY RIGHT–OF–WAY, NORTH 89°09'49" WEST, A DISTANCE OF 585.83 FEET TO THE EASTERLY BOUNDARY OF SAID PUBLIC SERVICE COMPANY OF COLORADO RIGHT–OF–WAY;

THENCE ALONG SAID EASTERLY BOUNDARY NORTH 01°14'07" WEST, A DISTANCE OF 4660.06 FEET TO THE POINT OF BEGINNING.

CONTAINING AN AREA OF 76.344 ACRES, (3,325,532 SQUARE FEET), MORE OR LESS.

HAVE LAID OUT, PLATTED, AND SUBDIVIDED THE SAME INTO A LOT AND BLOCK AS SHOWN ON THIS PLAT UNDER THE NAME AND STYLE OF ROCKINGHORSE SUBDIVISION FILING NO. 21, AND BY THESE PRESENTS DO HEREBY DEDICATE TO THE CITY OF AURORA, COLORADO, FOR THE PERPETUAL USE OF THE PUBLIC, STREETS AND EASEMENTS AS SHOWN HEREON AND NOT PREVIOUSLY DEDICATED TO THE PUBLIC.

## OWNER:

NASH INSPIRATION, LLC, A DELAWARE LIMITED LIABILITY COMPANY:

BY: NEWLAND REAL ESTATE GROUP, LLC, A DELAWARE LIMITED LIABILITY COMPANY, ITS AGENT

ITS: DEVELOPMENT MANAGER

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AD. BY \_\_\_\_\_, AS \_\_\_\_\_

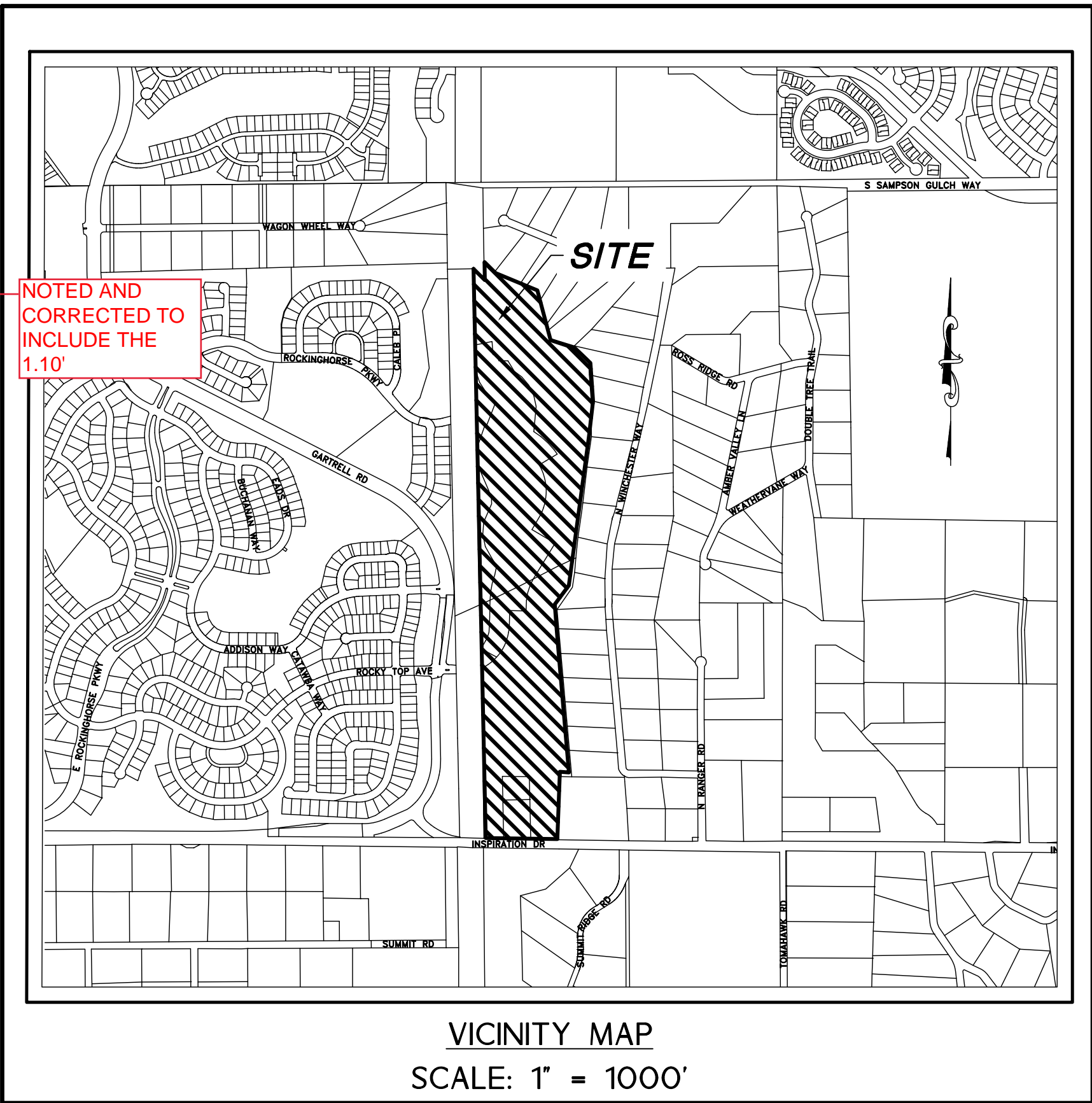
OF NEWLAND REAL ESTATE GROUP, LLC, A DELAWARE LIMITED LIABILITY COMPANY, AS AGENT OF

NASH INSPIRATION, LLC, A DELAWARE LIMITED LIABILITY COMPANY

WITNESS MY HAND AND OFFICIAL SEAL

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_



## GENERAL NOTES:

1. RIGHT–OF–WAY FOR INGRESS AND EGRESS FOR SERVICE AND EMERGENCY VEHICLES IS GRANTED OVER, ACROSS, ON, AND THROUGH ANY AND ALL PRIVATE ROADS, WAYS, AND FIRE LANES NOW OR HEREAFTER ESTABLISHED ON THE DESCRIBED PROPERTY. THE SAME ARE HEREBY DESIGNATED AS FIRE LANES AND EMERGENCY AND SERVICE VEHICLE ROADS, AND SHALL BE POSTED "NO PARKING – FIRE LANE".
2. BEARINGS SHOWN HEREON ARE GRID BEARINGS DERIVED FROM GPS OBSERVATION BASED UPON THE COLORADO COORDINATE SYSTEM OF 1983 SOUTH, CENTRAL ZONE (NAD 83, 2011) REFERENCED TO THE WESTERLY LINE OF THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 6 SOUTH, RANGE 65 WEST, SIXTH PRINCIPAL MERIDIAN BEING MONUMENTED AS SHOWN HEREON, TAKEN TO BEAR SOUTH 01°14'07" EAST, A DISTANCE OF 2,727.74 FEET.
3. DISTANCES ON THIS PLAT ARE GROUND DISTANCES EXPRESSED IN U.S. SURVEY FEET AND DECIMALS THEREOF. A U.S. SURVEY FOOT IS DEFINED AS EXACTLY 1200/3937 METERS.
4. LAND TITLE GUARANTEE COMPANY ORDER NO. ABC70625295 WITH AN EFFECTIVE DATE OF 06/13/2019 AT 05:00 P.M. WAS RELIED UPON FOR RECORD INFORMATION REGARDING RIGHTS–OF–WAY, EASEMENT(S) AND ENCUMBRANCE(S). THIS SURVEY DOES NOT REPRESENT A TITLE SEARCH BY AZTEC CONSULTANTS, INC. TO DETERMINE OWNERSHIP, RIGHT(S)–OF–WAY, EASEMENT(S), OR OTHER MATTERS OF PUBLIC RECORD.
5. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT(S) OR LAND BOUNDARY MONUMENT(S), OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO 18–4–508 CRS.
6. THE EASEMENT AREA WITHIN EACH LOT IS TO BE CONTINUOUSLY MAINTAINED BY THE OWNER OF THE LOT EXCEPTING THE CITY OF AURORA FROM SUCH RESPONSIBILITY. ANY STRUCTURES INCONSISTENT WITH THE USE GRANTED IN THE EASEMENT ARE PROHIBITED.
7. ALL OWNERS OF LOTS ADJACENT TO INSPIRATION DRIVE SHALL BE REQUIRED TO COMPLY WITH REQUIREMENTS OF THE AURORA CITY CODE RESTRICTING THE ABILITY TO BUILD A FENCE ALONG THOSE STREETS OR THE TYPES AND SIZES OF FENCES THAT CAN BE BUILT ALONG THOSE STREETS.

## SHEET INDEX

SHEET 1 = COVER SHEET

SHEET 2 = MAP SHEET

## COVENANTS

THE UNDERSIGNED OWNER, FOR THEMSELVES, THEIR HEIRS, SUCCESSORS AND ASSIGNS, COVENANT AND AGREE WITH THE CITY OF AURORA:

NO STRUCTURE CONSTRUCTED ON ANY PORTION OF THE PLATTED LAND SHOWN HEREIN SHALL BE OCCUPIED OR USED UNLESS AND UNTIL ALL PUBLIC IMPROVEMENTS, AS DEFINED BY CHAPTER 147, OF THE CITY CODE OF AURORA, COLORADO, ARE IN PLACE AND ACCEPTED BY THE CITY OR CASH FUNDS OR OTHER SECURITY FOR THE SAME ARE ESCROWED WITH THE CITY OF AURORA AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE CITY;

ALL ELECTRICAL, COMMUNITY UTILITY LINES AND SERVICES, AND STREET LIGHTING CIRCUITS, EXCEPT AS PROVIDED IN SECTION 126–505 OF THE CITY CODE AS THE SAME MAY BE AMENDED FROM TIME TO TIME, SHALL BE INSTALLED UNDERGROUND;

ALL CROSSINGS OR ENCROACHMENTS, INCLUDING BUT NOT LIMITED, TO PRIVATE LANDSCAPE IRRIGATION SYSTEMS, UNDERDRAINS, OR PRIVATE UTILITIES INTO EASEMENTS OWNED BY THE CITY OF AURORA ARE ACKNOWLEDGED BY THE UNDERSIGNED AS BEING SUBJECT TO THE CITY OF AURORA'S USE AND OCCUPANCY OF SAID EASEMENTS AND RIGHTS–OF–WAY. THE UNDERSIGNED, THEIR SUCCESSORS AND ASSIGNS, HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF AURORA FOR ANY LOSS, DAMAGE, OR REPAIR TO PRIVATE LANDSCAPE IRRIGATION SYSTEMS, UNDERDRAINS, OR PRIVATE UTILITIES THAT MAY RESULT FROM THE CITY OF AURORA'S USE AND OCCUPANCY OR EXERCISE OF ITS RIGHTS IN SAID EASEMENTS AND RIGHTS OF WAY. THE UNDERSIGNED, ITS SUCCESSORS AND ASSIGNS, FURTHER AGREES TO REMOVE, REPAIR, REPLACE, RELOCATE, MODIFY, OR OTHERWISE ADJUST SAID PRIVATE LANDSCAPE IRRIGATION SYSTEMS, UNDERDRAINS, OR PRIVATE UTILITIES UPON REQUEST FROM THE CITY OF AURORA AND AT NO EXPENSE TO THE CITY OF AURORA.

## CITY OF AURORA APPROVALS

THE FOREGOING INSTRUMENT IS APPROVED FOR FILING AND CONVEYANCE OF STREETS AND EASEMENTS AS SHOWN HEREON AND IS ACCEPTED BY THE CITY OF AURORA, COLORADO, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D., SUBJECT TO THE CONDITION THAT THE CITY SHALL UNDERTAKE THE MAINTENANCE OF ANY SUCH STREETS AND EASEMENTS ONLY AFTER CONSTRUCTION HAS BEEN COMPLETED BY THE SUBDIVIDER TO CITY OF AURORA SPECIFICATIONS.

CITY ATTORNEY \_\_\_\_\_ DATE \_\_\_\_\_  
PUBLIC WORKS DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_  
PLANNING DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

## SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY I WAS IN RESPONSIBLE CHARGE OF THE SURVEY WORK USED IN THE PREPARATION OF THIS PLAT; THE POSITIONS OF THE PLATTED POINTS SHOWN HEREON HAVE AN ACCURACY OF NOT LESS THAN ONE (1) FOOT IN TEN THOUSAND (10,000) FEET PRIOR TO ADJUSTMENTS; AND ALL BOUNDARY MONUMENTS AND CONTROL CORNERS SHOWN HEREON WERE IN PLACE AS DESCRIBED ON \_\_\_\_\_.

DANIEL E. DAVIS, LICENSED PROFESSIONAL LAND SURVEYOR  
COLORADO P.L.S. NO. 38256  
FOR AND ON BEHALF OF AZTEC CONSULTANTS, INC.

NOTICE: ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.

NOTICE: PER THE STATE OF COLORADO BOARD OF LICENSURE FOR ARCHITECTS, PROFESSIONAL ENGINEERS, AND PROFESSIONAL LAND SURVEYORS RULE 6.2.2 THE WORD "CERTIFY" AS USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED. THE SURVEY REPRESENTED HEREON HAS BEEN PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE AND IS BASED UPON MY KNOWLEDGE, INFORMATION AND BELIEF.

## CLERK AND RECORDER'S CERTIFICATE

ACCEPTED FOR FILING IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF DOUGLAS COUNTY, COLORADO ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ A.D. AT \_\_\_\_\_ O'CLOCK \_\_\_\_M.

COUNTY CLERK AND RECORDER \_\_\_\_\_ DEPUTY \_\_\_\_\_

BOOK NO.: \_\_\_\_\_

PAGE NO.: \_\_\_\_\_

RECEPTION NO.: \_\_\_\_\_



300 East Mineral Ave., Suite 1  
Littleton, Colorado 80122  
Phone: (303) 713-1898  
Fax: (303) 713-1897  
www.aztecconsultants.com

## FINAL PLAT CALIBRE

9090 S. RIDGELINE BLVD., SUITE 105  
HIGHLANDS RANCH, COLORADO

DATE OF  
PREPARATION:

06–07–2019

SCALE:

1" = 150'

SHEET 1 OF 2

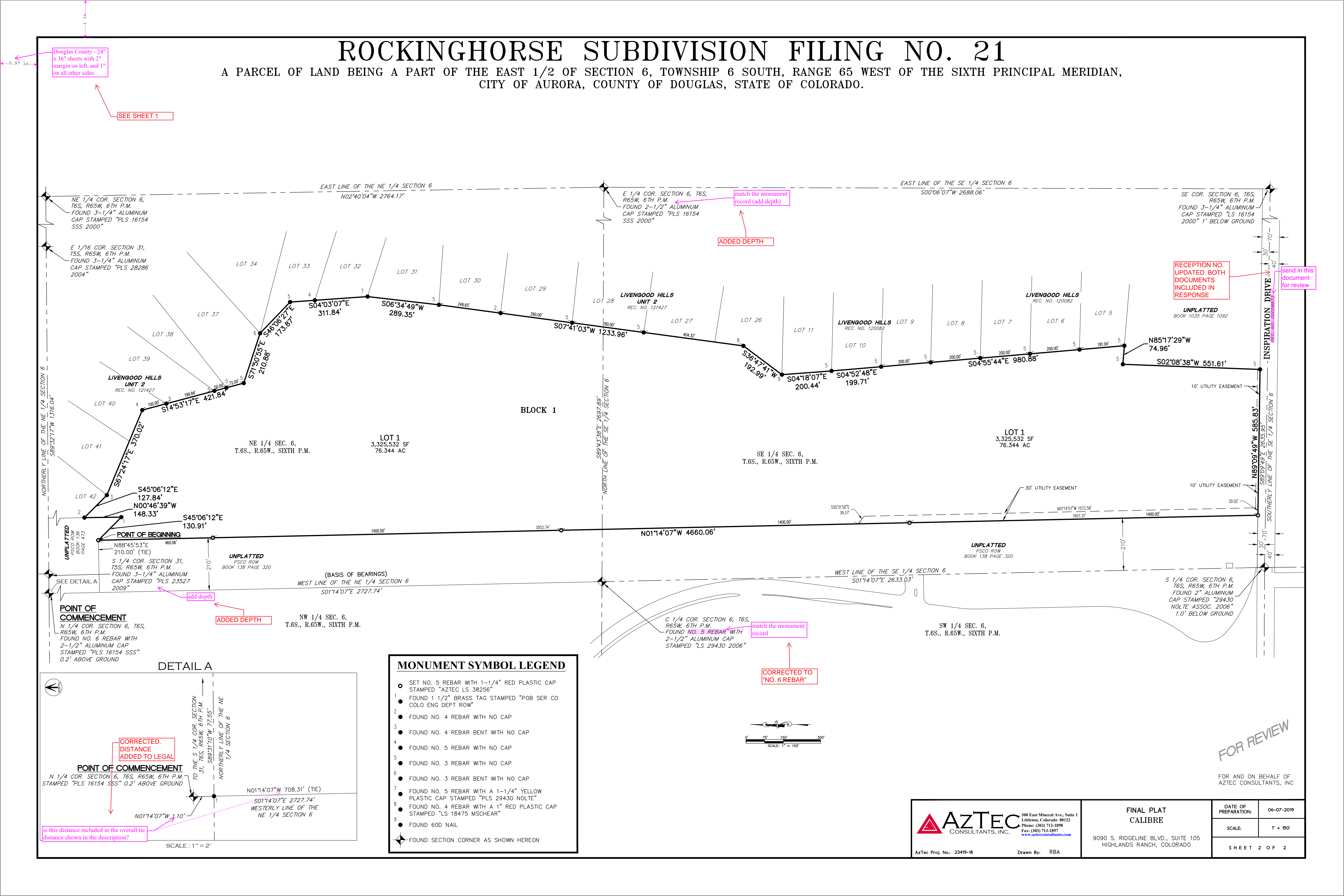
LAST REVISED: 09/19/2019

AzTec Proj. No.: 23419-18

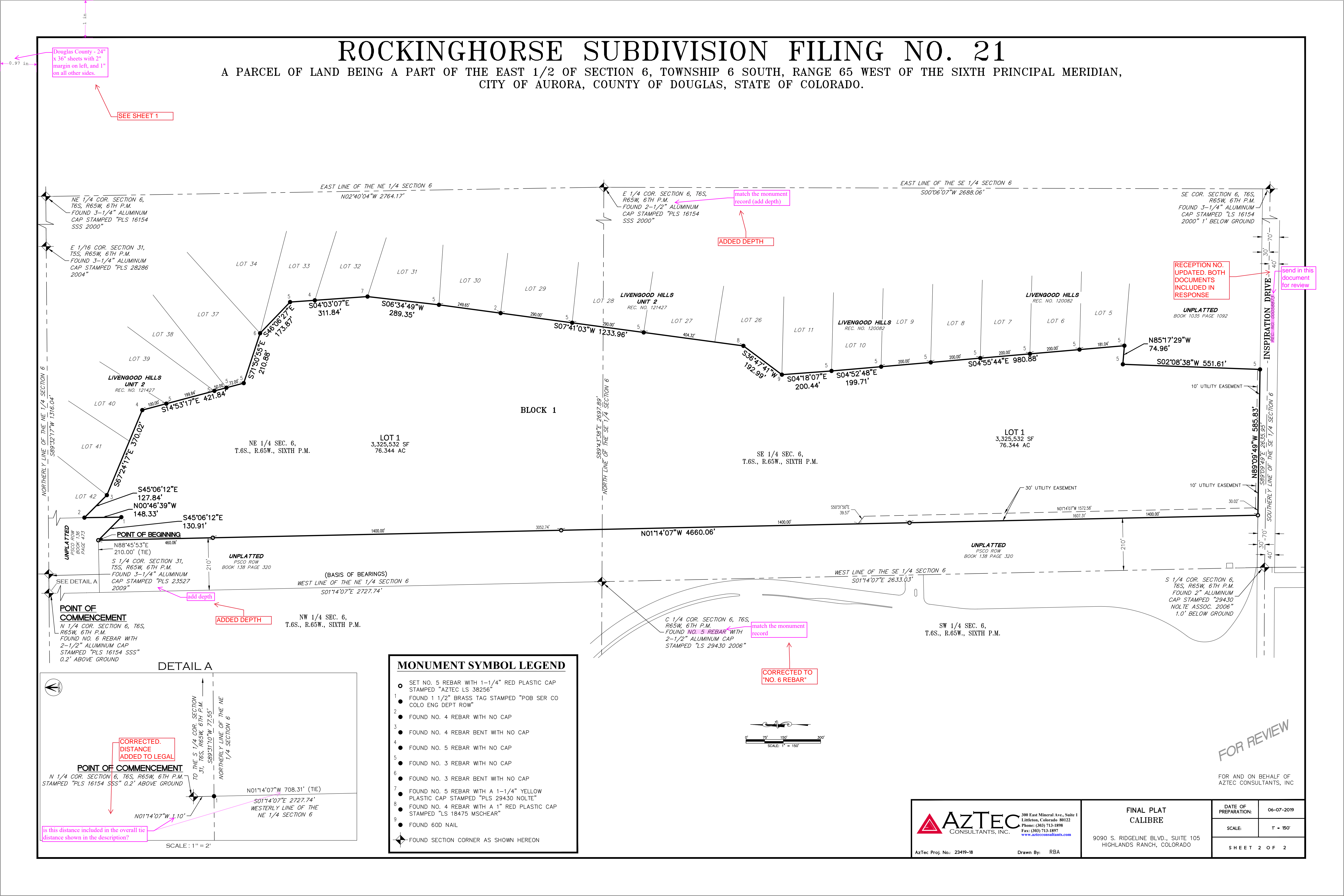
Drawn By: RBA

UPDATED WITH  
NEW TITLE  
COMMITMENT



[illegible][illegible][illegible]

- [illegible]



**ROCKINGHORSE SUBDIVISION FILING NO. 21**

A PARCEL OF LAND BEING A PART OF THE EAST 1/2 OF SECTION 6, TOWNSHIP 6 SOUTH, RANGE 65 WEST OF THE SIXTH PRINCIPAL MERIDIAN,  
CITY OF AURORA, COUNTY OF DOUGLAS, STATE OF COLORADO.

Douglas County - 24" x 36" sheets with 2" margin on left, and 1" on all other sides.  
SEE SHEET 1  
match the monument record (add depth)  
ADDED DEPTH  
RECEPTION NO. UPDATED. BOTH DOCUMENTS INCLUDED IN RESPONSE  
send in this document for review  
UNPLATTED BOOK 1035 PAGE 1092  
INSPIRATION DRIVE  
N85°17'29"W 74.96'  
S02°08'38"W 551.61'  
N89°09'49"W 585.83'  
S89°09'49"E 2635.95'  
SOUTHERLY LINE OF THE SE 1/4 SECTION 6  
10' UTILITY EASEMENT  
30'-70'-40'

EAST LINE OF THE NE 1/4 SECTION 6  
N02°40'04"W 2764.17'  
E 1/4 COR. SECTION 6, T6S, R65W, 6TH P.M.  
FOUND 2-1/2" ALUMINUM CAP STAMPED "PLS 16154 SSS 2000"  
E 1/16 COR. SECTION 31, T5S, R65W, 6TH P.M.  
FOUND 3-1/4" ALUMINUM CAP STAMPED "PLS 28286 2004"

LOT 34 LOT 33 LOT 32 LOT 31 LOT 30 LOT 29 LOT 28 LOT 27 LOT 26 LOT 11 LOT 10 LOT 9 LOT 8 LOT 7 LOT 6 LOT 5

LIVENGOOD HILLS UNIT 2 REC. NO. 121427  
LIVENGOOD HILLS UNIT 2 REC. NO. 120082  
LIVENGOOD HILLS UNIT 2 REC. NO. 120082

S04°03'07"E 311.84'  
S06°34'49"W 289.35'  
S07°41'03"W 1233.96'  
S36°47'41"W 192.99'  
S04°18'07"E 200.44'  
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SW 1/4 SEC. 6, T.6S., R.65W., SIXTH P.M.

NE 1/4 SEC. 6, T.6S., R.65W., SIXTH P.M.  
LOT 1 3,325,532 SF 76.344 AC  
SE 1/4 SEC. 6, T.6S., R.65W., SIXTH P.M.  
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(BASIS OF BEARINGS)  
WEST LINE OF THE NE 1/4 SECTION 6  
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NW 1/4 SEC. 6, T.6S., R.65W., SIXTH P.M.

POINT OF BEGINNING  
N88°45'53"E 210.00' (TIE)  
S 1/4 COR. SECTION 31, T5S, R65W, 6TH P.M.  
FOUND 3-1/4" ALUMINUM CAP STAMPED "PLS 23527 2009"  
UNPLATTED PCSO ROW BOOK 138 PAGE 320  
UNPLATTED PCSO ROW PAGE 473  
SEE DETAIL A  
POINT OF COMMENCEMENT  
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FOUND NO. 6 REBAR WITH 2-1/2" ALUMINUM CAP STAMPED "PLS 16154 SSS" 0.2' ABOVE GROUND  
N 1/4 COR. SECTION 6, T6S, R65W, 6TH P.M.  
STAMPED "PLS 16154 SSS" 0.2' ABOVE GROUND  
TO THE S 1/4 COR. SECTION 31, T6S, R65W, 6TH P.M.  
S89°31'10"W 72.55'  
NORTHERLY LINE OF THE NE 1/4 SECTION 6  
N01°14'07"W 708.31' (TIE)  
S01°14'07"E 2727.74'  
WESTERLY LINE OF THE NE 1/4 SECTION 6  
N01°14'07"W 1.10'  
SCALE: 1" = 2'

**MONUMENT SYMBOL LEGEND**

- SET NO. 5 REBAR WITH 1-1/4" RED PLASTIC CAP STAMPED "AZTEC LS 38256"
- FOUND 1 1/2" BRASS TAG STAMPED "POB SER CO COLO ENG DEPT ROW"
- FOUND NO. 4 REBAR WITH NO CAP
- FOUND NO. 4 REBAR BENT WITH NO CAP
- FOUND NO. 5 REBAR WITH NO CAP
- FOUND NO. 3 REBAR WITH NO CAP
- FOUND NO. 3 REBAR BENT WITH NO CAP
- FOUND NO. 5 REBAR WITH A 1-1/4" YELLOW PLASTIC CAP STAMPED "PLS 29430 NOLTE"
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- FOUND 60D NAIL
- ◆ FOUND SECTION CORNER AS SHOWN HEREON

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CORRECTED TO "NO. 6 REBAR"

UNPLATTED PCSO ROW BOOK 138 PAGE 320  
UNPLATTED PCSO ROW PAGE 473  
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SCALE: 1" = 2'

FOR REVIEW  
FOR AND ON BEHALF OF  
AZTEC CONSULTANTS, INC.

**AZTEC**  
CONSULTANTS, INC.  
300 East Mineral Ave., Suite 1  
Littleton, Colorado 80122  
Phone: (303) 713-1898  
Fax: (303) 713-1897  
www.aztecconsultants.com  
AzTec Proj. No.: 23419-18 Drawn By: RBA

**FINAL PLAT CALIBRE**  
9090 S. RIDGELINE BLVD., SUITE 105  
HIGHLANDS RANCH, COLORADO

DATE OF PREPARATION: 06-07-2019  
SCALE: 1" = 150'  
SHEET 2 OF 2

[illegible]

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CORRECTED DISTANCE ADDED TO LEGAL  
is this distance included in the overall tie distance shown in the description?  
SCALE: 1" = 2'

**MONUMENT SYMBOL LEGEND**

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FOUND 2" ALUMINUM CAP STAMPED "29430 NOLTE ASSOC. 2006" 1.0' BELOW GROUND

FOR REVIEW  
FOR AND ON BEHALF OF  
AZTEC CONSULTANTS, INC.

**AzTec CONSULTANTS, INC.**  
300 East Mineral Ave., Suite 1  
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SHEET 2 OF 2

# Guide to Final Plats

## INTRODUCTION

The Douglas County Department of Community Development (DCD) is committed to providing open, transparent application processes to the public. This Guide is provided to assist anyone interested in the procedures and expectations involved in the final plat process. The final plat is the third step of the subdivision process. The information in this packet is a summary of Article 5 of the Douglas County Subdivision Resolution (DCSR).

## WHAT IS A FINAL PLAT?

The final plat is intended for final review of engineering and platting details, and settlement of any land dedication requirements, improvements agreements, or other necessary legal documentation. Final plats are approved by the Board of County Commissioners at public meetings.

## WHEN IS A FINAL PLAT NECESSARY?

A final plat is required when a proposed subdivision is going through the standard three-step subdivision process. Final plats must be in substantial compliance with an approved preliminary plan. Final plats must also be submitted within a year of approval of the preliminary plan, unless otherwise extended by the Director of Community Development.



## IN THIS PACKET

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Step-by-Step Guide and Fees.....	2-5
Sample Final Plat Exhibits.....	6-7

### Step 1

Presubmittal Review

### Step 2

Submittal

### Step 3

Pre-Referral Review

### Step 4

Applicant Revision

### Step 5

Referral Period and  
Courtesy Notification

### Step 6

Post Referral Review

### Step 7

Applicant Revision  
and Response

### Step 8

Staff Review

### Step 9

Public Meeting

### Step 10

Recordation

# Steps 1-3 of the Final Plat Process

## Presubmittal Review

### STEP

# 1

### COUNTY STAFF'S GOAL FOR COMPLETION: 7-10 DAYS

The presubmittal review is the initial review of a proposal to identify potentially significant issues and submittal requirements. While Planning Services staff strives to identify critical issues at presubmittal, additional issues may be identified during the formal application review and referral process.

Presubmittal reviews are held weekly and proposals are evaluated by Planning Services, Public Works Engineering and Building staff. Two options are available for the applicant's presubmittal review:

1. The applicant may drop-off, mail-in or e-mail the required presubmittal materials ahead of time and the proposal will be discussed among staff only.
2. The applicant may schedule a meeting to discuss a proposal in person by calling 303-660-7460.

Written comments from the presubmittal review team are typically provided to the applicant within a few days of the presubmittal meeting. Presubmittal comments are valid for one year from the date of the presubmittal meeting.

## Submittal

### STEP

# 2

### COUNTY STAFF'S GOAL FOR COMPLETION: 2 DAYS

Following the presubmittal review, the applicant may submit a formal application to Planning Services. A planning technician reviews the application submittal to ensure that all required items have been included. Once all materials are provided, a planner is assigned to the project.

Submittal Checklist (summarized from Sections 505 and 507 of the DCSR)

- |   |  |
|---|--|
| <input type="checkbox"/> Presubmittal review  | <input type="checkbox"/> Final plat exhibit (see examples on pages 6 and 7)  |
| <input type="checkbox"/> Completed Land Use Application form  | <input type="checkbox"/> Copy of approved preliminary plan   |
| <input type="checkbox"/> Project narrative  | <input type="checkbox"/> Development Reports, as required  |
| <input type="checkbox"/> Total land area, number of lots, overall density, total open space, phasing                                | <input type="checkbox"/> Phase III Drainage Report   |
| <input type="checkbox"/> Changes from preliminary plan  | <input type="checkbox"/> Drainage construction plans   |
| <input type="checkbox"/> Application fee  | <input type="checkbox"/> Final road construction plans   |
| <input type="checkbox"/> Copy of a title policy or commitment   | <input type="checkbox"/> Printed copy of the closure calculations  |
| <input type="checkbox"/> Notarized letter from the landowner authorizing a representative to process the application, if applicable | <input type="checkbox"/> Evidence of adequate water supply in accordance with Section 18A of the Douglas County Zoning Resolution (DCZR) |
| <input type="checkbox"/> Stamped envelopes addressed to abutting landowners for courtesy notices                                    |  |

## Pre-Referral Review

### STEP

# 3

### COUNTY STAFF'S GOAL FOR COMPLETION: 15 DAYS

Planning Services and Public Works Engineering staff perform a completeness review to identify any additional exhibits and reports that may be required, and comments on any obvious conflicts with Douglas County's Roadway Design & Construction Standards Manual, Storm Drainage Design & Technical Criteria Manual, and Grading Erosion & Sediment Control Manual.

The planner reviews the submittal to ensure compliance with Douglas County's Comprehensive Master Plan, DCSR, and DCZR. If applicable, the planner reviews the final plat in accordance with any Planned Development (PD) requirements and verifies that PD commitments are satisfactorily addressed.

When reviewing the final plat in accordance with the DCSR requirements, planning staff utilize the following criteria:

Final Plat Exhibit (summarized from Section 506 of the DCSR)

- ☐ Prepared by, or under the supervision of, a registered professional land surveyor licensed in the State of Colorado
- ☐ Mylar drawing using only permanent black ink that will adhere to drafting films (only final version must be on mylar)
- ☐ Sheet size of 24" x 36" with a 1" minimum margin on all sides for each sheet
- ☐ Drafted at a scale that best conveys the subdivision (1"=50', 1"=100', or 1"=200')

(continued on the next page)



# Step 3-4 of the Final Plat Process

## Pre-Referral Review *continued*

- ☐ Title at the top of the sheet must include:
  - ☐ Name of the proposed subdivision or planned development
  - ☐ A general legal description including section, township, range, 6th Prime Meridian, and Douglas County, CO
  - ☐ Total acreage, number of lots and tracts
  - ☐ Planning Services file number
- ☐ Include the following in a block in the lower right-hand corner:
  - ☐ Preparation date and date of revisions, if applicable
  - ☐ North arrow
  - ☐ Written and graphic scale
  - ☐ Names and addresses of the applicant, developer, engineer or surveyor
  - ☐ Sheet number and total number of sheets
- ☐ Vicinity map of the area to be subdivided and surrounding area within a 1-mile radius
- ☐ A written legal description of the subdivision limits and boundaries
- ☐ Identify the names and locations of all abutting subdivided parcels, unplatted parcels and public lands
- ☐ Display ties to section corners and to the State grid
- ☐ Identify and label all lots, tracts and appropriate building envelopes, if requested by staff, with the appropriate dimensions including the acreage within each lot to the nearest 0.01 of an acre
- ☐ Indicate all road names, and provide dimensions for the width of all rights-of-way
- ☐ Describe the purpose, widths and locations of all easements and abutting easements
- ☐ Accurately locate 100-year floodplain and other water or drainageways
- ☐ Provide certifications on the title sheet in accordance with Article 8 of the DCSR including: Surveyor, Dedication Statement, Clerk and Recorder, Board of County Commissioners, Title Verification, Planning Commission, and, if needed, an Acceptance Certificate
- ☐ Include the Centennial Airport Review Area note on applicable final plats
- ☐ Include plat notes explaining information pertinent to the ownership of tracts, reference the subdivision improvements agreement and conservation easements, maintenance responsibility for private roads, easements and tracts

### Design Elements (summarized from Section 304 of the DCSR)

- ☐ Lots must meet the minimum lot size of the zone district and structures on the lot must meet district setbacks and provide off-street parking
- ☐ Geologic hazards or other hazardous conditions must be mitigated or avoided
- ☐ Lot layout should provide protection from wind, noise, and traffic; buffering for visual relief from development
- ☐ Streets must comply with the Douglas County Roadway Design & Construction Standards, Storm Drainage Design & Technical Criteria Manual, and other applicable County regulations
- ☐ Preserve natural terrain, drainage, riparian areas, and vegetation to the maximum extent possible
- ☐ Multiple frontage lots should be avoided except where essential to provide separation of residential development from regional or major arterials, or to overcome specific disadvantages of topography and orientation
- ☐ Design must be coordinated with the storm water drainage and flood control systems
- ☐ Provide pedestrian, bicycle, and vehicular access to abutting neighborhoods, recreation, shopping, and employment areas to the maximum extent possible
- ☐ Minimize physical and visual barriers to accommodate a free flow of views, and pedestrian and vehicular circulation

## Applicant Revision

### APPLICANT'S AVERAGE: 7 DAYS

The applicant reviews the pre-referral letter provided by staff and updates the final plat exhibit and additional materials, as necessary. It is the applicant's responsibility to provide any additional exhibits, plans, studies or fees requested by staff in order to proceed with the referral process. The applicant prepares referral packets in accordance with staff's written instructions. A prompt resubmittal addressing all staff comments will reduce the final plat process by several weeks.

## Referral Period and Courtesy Notification

### REGULATORY REFERRAL PERIOD: 28 DAYS

The planner verifies the contents of the applicant's referral packets, inserts a Referral Response Request form to solicit comments, and distributes the packets to necessary referral agencies. The referral period provides an opportunity for various agencies and stakeholders to comment on the application. Referral agencies have 28 days to comment unless the applicant grants, in writing, an extension of up to 30 days. The applicant must pay any referral agency fees, if charged.

*(continued on the next page)*

STEP  
3  
continued

STEP  
4

STEP  
5



# Steps 5-8 of the Final Plat Process

## Referral Period and Courtesy Notification *continued*

STEP

5

continued

Through the referral process, Parks, Trails, and Building Grounds, and the School District will identify any land dedication requirements as stated in Article 10 of the DCSR. If cash-in-lieu of land dedication is proposed, the applicant will need to prepare an appraisal to be used for the determination of cash-in-lieu amounts.

The planner forwards referral comments to the applicant as they are received so the applicant can immediately begin addressing comments directly with the referral agencies. The planner can assist in facilitating meetings and discussions between the applicant and referral agencies if necessary. Additional referral periods may be required depending on the extent of design changes resulting from comments produced through the initial referral period.

Concurrent with the distribution of referral packets, the planner prepares and mails courtesy notices stating the application is in process. Concurrent with the distribution of referral packets, the planner prepares and mails courtesy notices to abutting landowner(s) that state the application is in process.

If the applicant has not previously notified any mineral rights holders of the proposed development, it should be done at this time. The applicant prepares a Certificate of Compliance acknowledging that notification has occurred. This Certificate must be received before the Board of County Commissioners' meeting.

## Post Referral Review

STEP

6

### COUNTY STAFF'S GOAL FOR COMPLETION: 7 DAYS

The planner ensures all referral responses have been forwarded to the applicant. Following the referral period, the planner provides a post-referral letter to the applicant summarizing any outstanding comments from Planning Services staff and referral agencies that the applicant must address. The applicant is encouraged to meet with the planner and referral agencies to discuss any comments or questions.

## Applicant Revision

STEP

7

### APPLICANT'S AVERAGE: 27 DAYS

The applicant reviews the post-referral letter provided by staff and revises all necessary exhibits, plans, and studies accordingly. The applicant addresses the comments of all regulatory referral agencies by identifying, in writing, the extent to which the project has been revised in response to the comments. The applicant is strongly encouraged to provide a written response to comments from all advisory referral agencies. It may be necessary for the applicant to meet with the planner and referral agencies in order to address all comments.

The applicant submits a signed Subdivision Improvements Agreement (SIA) to Public Works Engineering, if applicable, to secure the cost of improvements associated with the final plat. If an appraisal is required for determination of cash-in-lieu amounts, it must be provided now. A prompt resubmittal addressing all comments may reduce the process by several weeks.

## Staff Review

STEP

8

### COUNTY STAFF'S GOAL FOR COMPLETION: 10 DAYS

The planner ensures all outstanding comments have been adequately addressed in the applicant's resubmittal. If any comments have not been addressed, the planner provides the applicant with a letter stating the deficiencies. It may be necessary for the applicant to resubmit in order to satisfactorily address the review comments. If necessary, the planner will facilitate a meeting between the applicant and referral agencies to resolve outstanding comments.

Once the application is finalized, the planner schedules the project for a Board of County Commissioners' meeting. At the meeting the following approval standards are used to evaluate the project:

Approval Standards (summarized from Section 503 of the DCSR)

- ☐ Conforms with the goals, objectives, and policies of the Douglas County Comprehensive Master Plan
- ☐ Conforms with the design elements established in Section 304 of the DCSR

*(continued on the next page)*

# Steps 8-9 of the Final Plat Process

## Staff Review *continued*

- ❑ Demonstrate a sufficient water supply in terms of quantity, quality and dependability for the type of subdivision proposed, as determined in accordance with the standards in the Water Supply - Overlay District section of the DCZR (Section 18A)
- ❑ Provisions have been made for a public sewage disposal system, and if other methods of sewage disposal are proposed, adequate evidence that such system must comply with state and local laws and regulations
- ❑ Topographical conditions presenting hazards or requiring special precautions have been identified, and the proposed uses of these areas are compatible with such conditions
- ❑ Adequate drainage improvements have been provided
- ❑ Significant cultural, archaeological, natural and historical resources, and unique landforms are protected
- ❑ Demonstrate services to meet the needs of the proposed subdivision including: streets, police and fire protections, recreation facilities, utility service facilities, and open space

STEP

8

continued

## Public Meeting

### APPLICANT'S AVERAGE: 31 DAYS

The Board of County Commissioners generally hears land use proposals bi-weekly on Tuesdays at 2:30 p.m. Staff will identify upcoming meeting dates and relay them to the applicant. The planner creates a staff report in preparation for the meeting, a copy of which is mailed to the applicant.

At the meeting, the planner will present general project information. The applicant should be prepared to present pertinent information and address questions about the proposal. Common question topics include layout, water supply, referral agency comments, traffic, and how the application meets the approval standards.

STEP

9

## Recordation

### APPLICANT'S AVERAGE: 20 DAYS

Within 60 days of approval of the final plat, unless otherwise stated, the applicant submits the approved final plat ready for recordation. Failure to submit all required documentation within 60 days will void the final plat approval resulting in the applicant having to resubmit the final plat, along with all required fees and documentation. Extensions to this 60-day time frame may be granted by the Director or Board.

The final plat, printed on mylar, must include all notarized signatures except for the Board Chair and other County departments.

Along with the final plat, the applicant must also submit the following:

- ❑ Mapping and recordation fees
- ❑ A current title insurance policy or commitment, no more than two weeks old
- ❑ A warranty deed, or cash-in-lieu, for county land dedication for parks or schools
- ❑ A Certificate of Taxes Paid for the land area of the final plat indicating no overdue taxes
- ❑ Any other items identified by the Board of County Commissioners through its conditions of plat approval

STEP

10

### COUNTY STAFF'S GOAL FOR COMPLETION: 15 DAYS

(FROM RECEIPT OF SIGNED FINAL PLAT)

Within 30 days of receipt of the final plat and supporting documentation, the planner obtains signatures of the Director and Board, as required, and records the final plat.

## FINAL PLAT FEES

Final Plat*	\$700
Assessor Mapping Fee*	\$100 + \$10 per lot affected

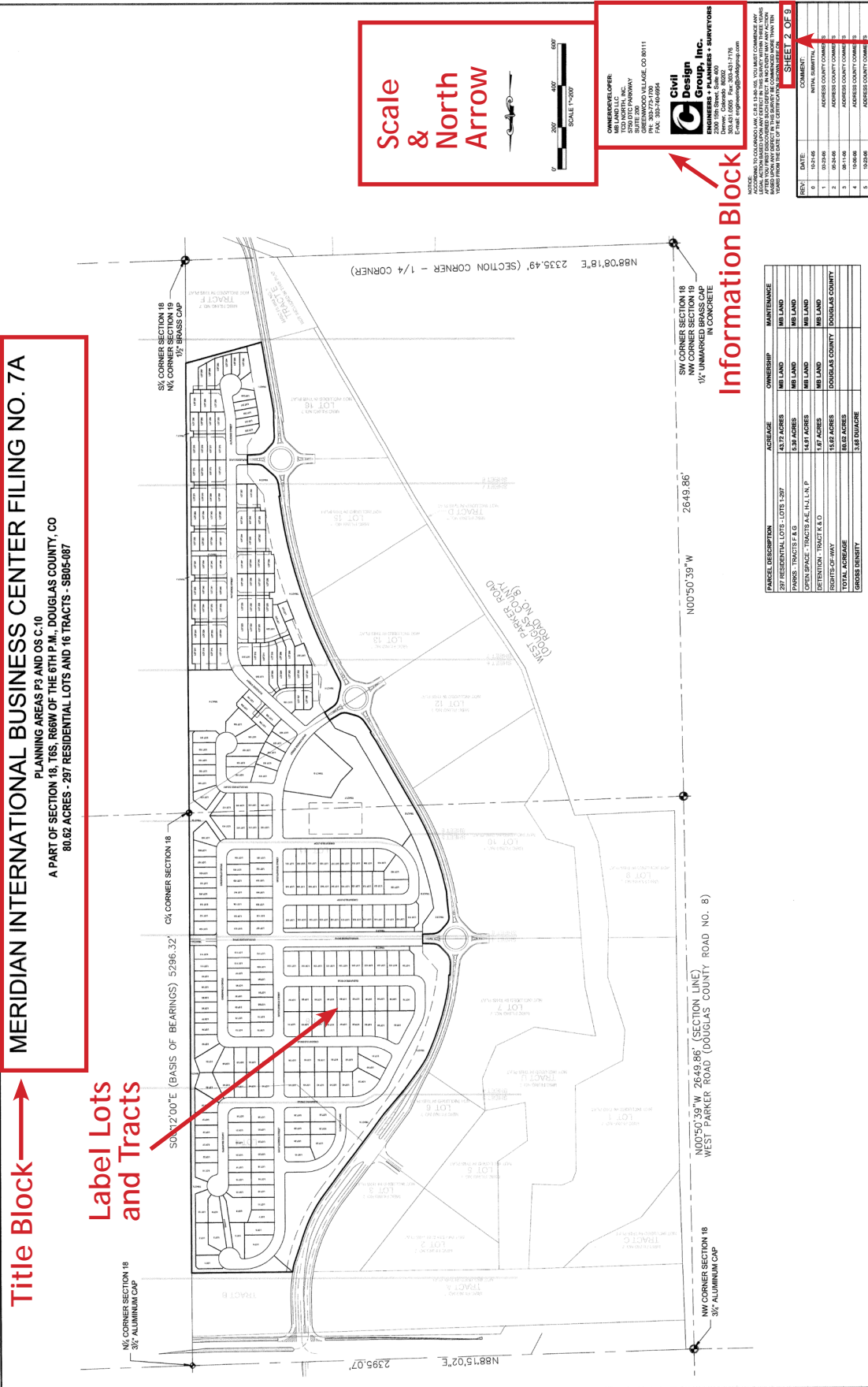
\* Make checks payable to Douglas County  
Depending on the project, additional fees may apply

Recordation Fees** <ul style="list-style-type: none"><li>• 24" x 36"</li><li>• State Fee</li></ul>	\$10 per page + State Fee \$1 per document
Documentation Retrieval Fee**	\$1 for 1st page \$.75 per additional page

\*\* Make checks payable to Douglas County Clerk & Recorder



# Sample Final Plat Exhibit



Sheet Number



## ARTICLE 6A MINOR DEVELOPMENT FINAL PLAT – Nonresidential & Multifamily

### 601A Intent

To provide a streamlined review process for nonresidential and multifamily subdivisions. The applicant may be required to submit a site improvement plan (SIP) in accordance with the SIP section of the Zoning Resolution, with the minor development final plat application, based on design, size, impact to public facilities, services, roads, and overall impacts, as determined by the Director. If the applicant is unable to submit an SIP, when the Director requires such, the application shall be processed in accordance with the preliminary plan and final plat requirements of this Resolution.

### 602A Prerequisite

Prior to submittal of a minor development final plat application, the applicant shall contact the Planning Office and schedule a presubmittal meeting to include staff from various County departments and, as deemed necessary, other referral agency representatives to discuss the proposal and provide information on the submittal process. The applicant shall provide basic information on the proposed subdivision in advance of the meeting. Staff shall prepare and distribute the written meeting summary to the applicant to include initial comments on the application and other relevant information, and place a copy in the project file.

A minor development final plat shall not be permitted if the subdivision creates a nonconforming parcel, or in the case of an existing nonconforming lot or parcel, a minor development final plat shall not increase the nonconformity.

### 603A Approval Standards

A minor development final plat may be approved upon the finding by the Board that the minor development final plat:

- 603A.01 Conforms with the goals, objectives, and policies of the Master Plan.
- 603A.02 Addresses the design elements established in Section 404 - Preliminary Plan, herein.
- 603A.03 Conforms with Section 18A, Water Supply - Overlay District section of the Zoning Resolution.
- 603A.04 Provides for a public wastewater collection and treatment system, and, if other methods of wastewater collection and treatment are proposed, such systems shall comply with State and local laws and regulations.
- 603A.05 Identifies all areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions.

- 603A.06 Provides adequate drainage improvements.
- 603A.07 Provides adequate transportation improvements.
- 603A.08 Protects significant cultural, archaeological, natural, and historical resources, and unique landforms.
- 603A.09 Demonstrates the extraction of any known commercial mining deposit shall not be impeded.
- 603A.10 Has available necessary services, including fire and police protection, recreation facilities, utility service facilities, streets, and open space to serve the proposed subdivision.

#### 604A Submittal Process

The minor development final plat application shall be submitted only after the presubmittal meeting has been completed. The submittal is processed as follows:

- 604A.01 The applicant shall submit the required submittal information to the Planning Office. An incomplete submittal will not be processed. Staff shall review the submittal information within 15 working days and provide the applicant with initial written comments, specifically noting any inadequacies in the submittal items. Staff may request that the applicant make changes or clarifications to the submittal information prior to referral agency review.
- 604A.02 As part of its initial review, staff will identify the number of copies of the submittal information required for distribution to referral agencies and indicate which referral agencies are regulatory and which are advisory. The mailing addresses of the referral agencies shall be provided to the applicant. Electronic distribution is preferred. Otherwise, referral packets shall be provided by the applicant in unsealed manila envelopes, without postage, addressed to the appropriate referral agency, with submittal information properly folded and compiled. Staff shall include a referral response sheet with the mailed paper referral packets and distribute the electronic referral packets. For any subsequent referral reviews, the applicant shall provide revised plans and other materials for distribution to the application referral agencies as requested by staff.
- 604A.03 The applicant shall also provide stamped letter sized envelopes, including a corresponding list and map for the project file, addressed to the abutting landowners, and other landowners as requested by staff. Staff shall mail a courtesy notice of an application in process and applicable contact information to the landowners.
- 604A.04 If the referral agencies elect to comment, they shall comment within 28 calendar days of the date the referral packets were mailed or electronically distributed, unless the applicant grants, in writing, an extension of no more

than 30 calendar days. After the 28 calendar days, if no extension is granted, any referral agency responses received will be accepted for informational purposes only and provided to the applicant, Planning Commission, and the Board.

All referral agency comments shall be provided by staff to the applicant upon receipt. The applicant shall address the comments of all regulatory referral agencies received within the 28 calendar day referral period, or as extended by the applicant, by identifying in writing the extent to which the project has been revised in response to the comments. The applicant is strongly encouraged to provide staff a written response to timely comments of advisory referral agencies and any comments received as a result of the courtesy notice.

The applicant is encouraged to meet with the referral agencies and staff to address any concerns. The applicant is required to pay those fees assessed by regulatory referral agencies.

Following receipt of the applicant's written response to comments, including the submittal of any revised exhibits and plans, the Planning and Engineering staff will provide additional comments to the applicant as necessary.

- 604A.05 Staff will schedule a public hearing before the Planning Commission and notify the applicant in writing of the hearing date and time. The applicant is responsible for public notice of the hearing in accordance with Section 608A herein. Concurrent notice for the Planning Commission and Board public hearings may be provided if requested by the applicant.
- 604A.06 The Planning Commission shall evaluate the minor development final plat, staff report, referral agency comments, applicant responses, and public comment and testimony, and make a recommendation to the Board to approve, approve with conditions, continue, table for further study, or deny the minor development final plat. The Planning Commission's decision shall be based on the evidence presented; compliance with adopted County standards, regulations, and policies; and other guidelines.
- 604A.07 Following the recommendation by the Planning Commission, staff shall schedule a public hearing before the Board and notify the applicant in writing of the hearing date and time, unless previously provided with a request for concurrent hearing notice. The applicant is responsible for public notice of the hearing in accordance with Section 608A herein. The subdivision improvements agreement shall be reviewed by staff and approved by the County Manager or Board prior to the Board hearing on the minor development final plat.

- 604A.08 Staff will provide a staff report for the Board. The Board shall evaluate the minor development final plat application, staff report, referral agency comments, applicant responses, the Planning Commission recommendation, and public comment and testimony, and shall approve, approve with conditions, continue, table for further study, remand to the Planning Commission, or deny the minor development final plat. The Board's action shall be based on the evidence presented; compliance with adopted County standards, regulations, and policies; and other guidelines.
- 604A.09 If denied by the Board, a resubmittal of a minor development final plat application for the same or substantially same request, as determined by the Director, shall not be accepted within 60 days of such denial. The applicant may appeal the decision of the Director, in writing, to the Board within 10 days from the date of the decision. The submittal of a new application and processing fee shall be required to pursue a proposed minor development final plat.

605A Submittal Requirements

The following information shall be submitted to the Planning Office, unless waived by the Director:

- 605A.01 Completed land use application (*available from Planning Office*)
- 605A.02 A written narrative which, at a minimum, provides the following information:
- 605A.02.1 The total land area to be subdivided.
  - 605A.02.2 The total number of lots and proposed uses.
  - 605A.02.3 The residential density and/or estimated nonresidential floor area.
  - 605A.02.4 The total land area to be preserved as open space.
  - 605A.02.5 Roads, tracts, and easements, including ownership and maintenance responsibility.
  - 605A.02.6 Land dedications for parks and schools.
  - 605A.02.7 Provision for water, sewer, and other utilities.
- 605A.03 Application fee (*fee schedule available from the Planning Office*)
- 605A.04 Proof of ownership which includes an updated or current title information binder or insurance policy issued no more than thirty days old, to be updated prior to plat recordation.



- 605A.05 A notarized letter of authorization from the landowner permitting a designated representative to process the application.
- 605A.06 Minor Development Final Plat Exhibit, in accordance with Section 606A, herein.
- Additional copies of plan exhibits may be required for public hearing packets for the Planning Commission and Board.
- 605A.07 All required documentation in accordance with Section 18A – Water Supply Overlay District of the Zoning Resolution.
- 605A.08 Development Reports, in accordance with Section 608A, herein.
- Engineering plans and review fees shall be submitted to the Engineering Division.
- 605A.09 A site improvement plan in accordance with the Site Improvement Plan section of the Zoning Resolution, as required by the Director.
- 605A.10 Any additional information, at the request of the Director, in order to thoroughly review the impacts of the subdivision request.

606A Minor Development Final Plat Exhibit

The minor development final plat shall:

- 606A.01 Be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado for recording in the Office of the County Clerk and Recorder.
- 606A.02 Be a tapeless, spliceless, and creaseless original film mylar drawing (3 millimeters thick) using only permanent black ink that will adhere to drafting films (*no ball point, transfer type or stickybacks*); or an acceptable fix-line photographic or computer-generated reproduction (*emulsion up*) of the original drawing. Inaccurate, incomplete or poorly drawn plans, as well as, Diazo (*sepia*) or electrostatic-generated (*Xerox*) plans shall be rejected.
- 606A.03 Include sheet size of 24-inch by 36-inch with the long dimension horizontal. A margin, left entirely blank, a minimum of 1" on all sides shall be provided on each sheet.
- 606A.04 Be drafted at a scale that best conveys the detailed survey, engineering and design of the subdivision and confines the drafting error to less than 1%. Acceptable scales are 1"=50' or 1"=100' and for subdivisions exceeding 100 acres, 1"=200'. In special instances, another scale may be approved by staff. If a plat requires multiple sheets, a composite, on 24-inch by 36-inch paper, shall be provided that delineates the boundaries and

identifies each sheet number. The scale may be different than the individual sheets as approved by staff.

- 606A.05 Include the title placed at the top of the sheet along the long dimension of each sheet and include the name of the proposed subdivision or planned development, filing number (when applicable), and Planning Office file number. If part of a planned development, the planning area shall be included under the title. A general legal description stating the aliquot portion of the section, section, township, range, 6th P.M., and Douglas County, CO, shall be included under the name and planning area. On the title sheet (sheet #1), under the general legal description, include the total acreage and the total number of lots. The name of the builder, product line or marketing name may only be used as a descriptor along the bottom of the sheet. The minor development final plat name may not duplicate existing subdivision names.

*Examples:*

<p style="text-align: center;"><b>MARKET CENTER</b></p> <p style="text-align: center;">A part of the W/2 of Sec. 9, T6S, R67W, of the 6th P.M., Douglas County, CO</p> <p style="text-align: center;">2 acres      6 lots      SB___-</p> <p><i>Within a PD:</i></p> <p style="text-align: center;"><b>PINE VIEW, FILING #10</b></p> <p style="text-align: center;">Planning Area #27, Sec. 3, T6S, R68W, of the 6th P.M., Douglas County, CO</p> <p style="text-align: center;">2.5 acres      11 lots      SB___-</p>
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- 606A.06 Include a block in the lower right-hand corner with the following: the preparation date; a north arrow designated as true north; a written and graphic scale; the names and addresses of the applicant, developer, engineer or surveyor who prepared the exhibit; and the number of the sheet and the total number of sheets.
- 606A.07 Include a vicinity map that depicts the area to be subdivided and the area which surrounds the proposed subdivision within a minimum 1- mile radius.
- 606A.08 Include a vicinity map when the land is zoned planned development that depicts the area to be subdivided, superimposed on the planned development, at the same scale as the planned development that shows the limits of the proposed plan superimposed on the planning areas.
- 606A.09 Include a written metes and bounds legal description of the subdivision boundary with a map showing all information as required in the Colorado Revised Statutes clearly and prominently. The names and locations of all abutting subdivisions, the locations of all abutting unplatted parcels and public lands shall be depicted. All lines, names and descriptions on the plat which do not constitute a part of the subdivision shall be depicted as dashed or screened. Any area enclosed by the subdivision, but not a part thereof shall be labeled "Not a Part of This Subdivision".

- 606A.10 Display ties to aliquot section corners and to the State grid (*if available*) which show dimensions of all primary boundary survey control points with complete monument and location descriptions, all parcel lines showing dimensions with lengths, bearings, and curve data, including chord lengths and bearings, basis of bearings and relation to true meridian and similar data. Only circular curves shall be used. No spirals, parabolas, etc. shall be used unless approved by the County Engineer. All dimensions are to be shown to the nearest 0.01' or in the case of degrees, to the nearest second. An accuracy of 1:50,000 (*second order*) minimum for linear and angular (*bearing*) closure shall be required for the boundary. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01'.
- 606A.11 Locate, identify, and label all lots, tracts and, when requested by staff, building envelopes with the appropriate dimension with sufficient linear, bearing, and curve data. No ditto marks shall be used for dimensions. All lots shall be shown in their entirety on one sheet. Lots shall be numbered consecutively; tracts shall be lettered alphabetically and in consecutive order. Include the acreage within each lot to the nearest 0.01 of an acre. Tracts shall be used exclusively for land to be dedicated for park and open space. Parcels of land inadvertently created and not identified shall be presumed to be outlots and shall not be considered to be building lots.
- 606A.12 Indicate all road names, right-of-way widths at each leg of an intersection, at point of curve and point of tangent, at dead ends and at angle points; and right-of-way lines with accurate bearings and dimensions including chord lengths and bearings, central angles and radii of all curves. If any road in the subdivision is a continuation or approximately a continuation of an existing public road, the conformity or the amount of conformity of the new road to the existing road shall be accurately shown. Whenever the centerline of a road has been established or recorded, the date shall be shown on the final plat.
- 606A.13 Describe the purpose, width and location (with fine dashed lines) of all easements and all abutting easements. If any easement already of record cannot be definitely located, a statement of its existence, the nature thereof and its recorded reference must appear on the title sheet. Distances and bearings on the side lines of lots which are cut by an easement must be arrowed or so shown that the plat will indicate clearly the actual length of the lot lines. The widths of all easements and sufficient data to definitely locate the same with respect to the subdivision and each lot must be shown. All easements must be clearly labeled and identified. If an easement shown on the plat is already of record, its recorded reference must be given. If an easement is being dedicated by the plat, it shall be set out in the owner's certificate of dedication. A plat note may be necessary to provide complete information of the purpose of the easement.

- 606A.14 Locate 100-year floodplains, all existing/proposed watercourses, retention and detention areas, wetlands and riparian areas, aquifer recharge areas, streams, lakes, or inlets on the affected land.
- 606A.15 Include the following certifications on the title sheet in accordance with Article 8 of this Resolution: Surveyor, Dedication Statement, Clerk and Recorder, Board of County Commissioners, Title Verification, Planning Commission, and Acceptance Certificate, as needed.
- 606A.16 Include the following statement for all minor development final plats within the Centennial Airport Review Area, as identified by the *Zoning* Resolution:

Owner waives, remises, and releases any right or cause of action it may now have or which it may have in the future against the County of Douglas, its officers, employees, and agents related to, or resulting from, the passage of aircraft in the airspace above the property that is the subject of this final plat.

- 606A.17 Include notes that adequately explain information pertinent to the execution and maintenance of the subdivision including the ownership of tracts, reference to the subdivision improvements agreement and conservation easements, maintenance responsibility for private roads, easements and tracts. The applicant shall provide for the construction, at no cost to the County, of traffic signalization, all utilities, and other public infrastructure as required by the Board and provide bonding or other security needed to ensure such improvements, as required by the Board.

#### 607A Development Reports

The applicant shall submit the supporting materials necessary for the review of the minor development final plat which address the items listed below.

- 607A.01 A Phase III Drainage report and drainage construction drawings prepared in accordance with the requirements of the Douglas County Storm Drainage Design and Technical Criteria manual. *(May be deferred to site improvement plan submittal as determined by staff planner and engineer.)*
- 607A.02 Final roadway and stormwater construction plans, when applicable, prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards and the Douglas County Storm Drainage Design and Technical Criteria Manual. *(May be deferred to site improvement plan submittal as determined by staff planner and engineer.)*
- 607A.03 An overall utility plan for the subdivision, when applicable.
- 607A.04 Water and sanitary sewer plans, when applicable. These plans may be included in the roadway and stormwater construction plans.



- 607A.05 A Grading, Erosion, and Sediment Control Report and Plan for the subdivision in accordance with the Grading, Erosion and Sediment Control Manual.
- 607A.06 A printed copy of the closure calculations on the boundary lines of the minor development final plat. Any mathematical closure errors in excess of 1:50,000 (*second order*) must be corrected by the applicant's surveyor prior to plat approval by the Board.
- 607A.07 A traffic impact analysis prepared in accordance with the requirements of the Douglas County Roadway Design and Construction Standards and the Transportation Plan of the Master Plan. (*May be deferred to site improvement plan submittal as determined by staff.*)
- 607A.08 A sound study, when residential units are located abutting a state, federal, or major regional arterial highway, identifying the current noise levels and projected noise levels based on projected highway expansion.
- 607A.09 Evidence of the physical and legal capability to provide sanitation as follows:
- 607A.09.1 For a subdivision of land located within a sanitation district, a letter of commitment to serve the proposed subdivision stating the capacity to serve and feasibility of extending service to that area.
- 607A.09.2 For a subdivision of land where a sanitation district is proposed to be formed to serve the subdivision, evidence of the ability of the sanitation district or owner to serve the demands of the proposed subdivision.
- 607.09.3 For a subdivision of land where individual wastewater collection and treatment systems are proposed, percolation test data must be provided to prove general suitability of soils for such systems.
- 607A.10 Evidence that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service for the proposed subdivision. Verification of service commitment may also be obtained during the referral agency comment period.
- 607A.11 A report on the geological characteristics of the site, by a qualified professional, including any potential natural or man-made hazards which would have a significant influence on the proposed uses of the land, a determination of what effect such factors would have and proposed corrective or protective measures. The report shall also include an evaluation of potential radiation hazard to the proposed land use.

- 607A.12 A report which discusses existing or potential cultural, archaeological and historical resources of significance on site and plans for the protection of such resources.
- 607A.13 Wildfire Mitigation Plan, Weed Management Plan, and other land management reports and studies as required by County regulation or warranted based on site characteristics and proposed land uses.
- 607A.14 Provide the following supplemental information on a 24-inch by 36-inch sheet of paper, drawn at the same scale of the minor development final plat exhibitor other acceptable scale, as may be requested by staff to analyze the minor development final plat:
- 607A.14.1 100-year floodplains, retention and detention areas, existing and proposed watercourses, wetlands and riparian areas, aquifer recharge areas, streams, lakes, or inlets on the affected property.
- 607A.14.2 Potential geologic hazard areas including: areas of rockfall hazard, debris flow, steeply dipping bedrock, and expansive soils.
- 607A.14.3 Existing topography at 10' intervals, or as otherwise requested by staff. Identify areas of 15-20% slope in one shading pattern and areas greater than 20% in another shading pattern. Include a narrative that describes the mitigation methods used to address existing slope conditions.

#### 608A Public Notice Requirements

When calculating the required time period for posting or publishing a notice of a public hearing, the day of publishing or posting shall be counted in the total number of days required. The day of the hearing shall not be counted toward the total number of days required for the notification period.

The degree of accuracy required for the information contained in these public notices shall be that of substantial compliance with the provisions of this section. Substantial compliance for these public notices shall be determined by the Planning Commission or the Board for their respective public hearings.

##### 608A.01 PUBLISHED NOTICE

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall:

- publish a notice in at least one publication of a daily or a weekly legal newspaper of general circulation, printed or published in whole or in part in Douglas County; and

- provide a publisher's affidavit of said published notice to the Planning Office at least 7 days prior to the hearing. Such notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE  
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)**

A public hearing will be held on *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO, for approval of a minor development final plat *located (distance and direction from nearest major intersection)*. For more information call Douglas County Planning, 303-660-7460.

File #/Name:

When concurrent notice has been approved by staff, the notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION  
AND BOARD OF COUNTY COMMISSIONERS**

A public hearing will be held before the Planning Commission on *(date)*, at *(time)*, and before the Board of County Commissioners on *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO, for approval of a minor development final plat located *(distance and direction from nearest major intersection)*. For more information call Douglas County Planning, 303-660-7460.

File #/Name:

**608A.02 POSTED NOTICE**

At least 14 days prior to the Planning Commission hearing and 14 days prior to the Board hearing, the applicant shall post a notice on the land under consideration. The notice shall consist of at least one sign facing each abutting public or private street open for travel, within 10 feet of the property line abutting such street, placed on posts at least four feet above ground level. In the event the staff planner determines a sign cannot be placed abutting such street and be visible from such street or that there is no abutting public or private street open for travel, the staff planner may require an alternate location for a sign. Additional signs may be required by the staff planner. Each sign shall measure not less than 3 feet by 4 feet. Letter size shall be a minimum of three inches high. Such notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE  
(PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS)**

This land shall be considered for approval of a minor development final plat on *(date)*, at *(time)*, in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO. For more information call Douglas County Planning, 303-660-7460.

File #/Name:

When concurrent notice has been approved by staff, the notice shall read:

**NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION  
AND BOARD OF COUNTY COMMISSIONERS**

This land shall be considered for approval of a minor development final plat before the Planning Commission on (date), at (time), and before the Board of County Commissioners on (date), at (time) in the Commissioners' Hearing Room, 100 Third St., Castle Rock, CO. For more information call Douglas County Planning, 303-660-7460.  
File #/Name:

**608A.02.1 Posting Affidavit**

An affidavit of sign posting shall be submitted for the file in the Planning Office at least 5 days prior to the hearings. The sign(s) shall be photographed by the applicant and attached to the affidavit as follows:

(attach photo here)  
(Sign lettering must be legible in photo)

I, (applicant/representative/person posting sign), attest that the above sign was posted on (date), abutting (name of street).

\_\_\_\_\_(signature)\_\_\_\_ File#/Name:

STATE OF COLORADO     )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

Acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_ by  
\_\_\_\_\_ as \_\_\_\_\_.

My commission expires: \_\_\_\_\_

Witness my hand and official seal

\_\_\_\_\_  
Notary Public

**608A.02.2** The sign shall be removed by the applicant within 2 weeks following the final decision by the Board.

**609A Vested Property Rights**

The Site Improvement Plan is designated as the Site Specific Development Plan for the purpose of vesting property rights for multifamily and nonresidential land. A landowner

seeking vested property rights must obtain approval of a Site Specific Development Plan pursuant to the provisions of Sections 27 - Site Improvement Plan, and 34 - Vested Rights of the Zoning Resolution.

#### 610A Recordation Procedure

The recordation of the approved minor development final plat and associated documentation shall occur within 90 days of approval by the Board, unless otherwise extended by the Board at the time of final plat approval. The minor development final plat shall be submitted for recordation as follows:

- 610A.01 The applicant shall amend the minor development final plat in accordance with the Board approval, as necessary. The applicant shall demonstrate compliance with all applicable Board conditions of approval prior to plat recordation.
- 610A.02 Within 60 days of approval of the minor development final plat, unless stated otherwise in such approval, the applicant shall submit 2 fix-line photographic or computer-generated reproductions (*emulsion up*) of the approved final plat ready for recordation (*except for the signatures of the Board Chair, Director and other County Departments*); all required documentation; and all mapping and recordation fees to the Planning Office. *Diazo (sepia) or electrostatic-generated (Xerox) plans are not acceptable.*
- 610A.03 When applicable, the applicant shall provide proof that security has been provided to cover the subdivision improvement costs in accordance with the terms of the approved subdivision improvements agreement.
- 610A.04 The applicant shall provide a current title insurance policy or commitment, no more than 2 weeks old. If there is a difference in ownership between this title policy and the title policy submitted with the minor development final plat application, recordation shall not be allowed until the newly identified owners have executed the plat and any other agreements, easements, or deeds which require owner signatures.
- 610A.05 The applicant shall provide cash-in-lieu for County land dedication for parks or schools in accordance with the Board's conditions of approval. The applicant shall provide a special warranty deed for any required rights-of-way or other land dedications located outside the subdivision boundary in accordance with Board conditions of approval and the approved subdivision improvements agreement.
- 610A.06 A signed warranty deed shall be provided, if such has been required, conveying certain tracts, or the development rights to such tracts, to the appropriate entity for public use.

- 610A.07 For applications that propose a water supply from an Existing District or from a New Special District that has entered into an intergovernmental agreement with an Existing or Extraterritorial District as described in Section 18A, Water Supply – Overlay District, of the Zoning Resolution, the applicant shall submit evidence that the water rights necessary to serve the development have been conveyed to the Existing, Extraterritorial, or New Special District, and/or that the water credits to serve the development have been purchased from the Existing or Extraterritorial District.
- 610A.08 The applicant shall provide a certificate of taxes paid for the land area of the final plat that indicates taxes through and including the prior year have been paid.
- 610A.09 Within 30 days of receipt of the minor development final plat, and supporting documentation, the staff planner shall obtain the signatures of the Board, Director, and other County departments, as required; and upon execution and acceptance by the County of all warranty deeds, the final plat shall be recorded.

611A Expiration of Approval

- 611A.01 Failure by the applicant to submit all required documentation within 60 days shall render approval of the minor development final plat null and void, unless extended by the Director or Board as provided herein.
- 611A.02 The Director may grant a time extension for plat recordation of up to 1 year from the date of Board approval, upon a written request by the applicant or staff for good cause being shown. Further extensions may be granted by the Board at a public meeting, upon a written request by the applicant or staff.
- 611A.03 A plat recordation extension request shall include a fee and a narrative stating the reasons for the applicant's inability to comply with the specified deadlines, listing any changes in the character of the neighborhood, any changes in the Master Plan, Zoning Resolution or this Resolution that have occurred since approval of the plat as these changes affect the plat, along with the anticipated time schedule for completing the platting process. A fee schedule is available from the Planning Office. Additional review of the plat may occur resulting in additional conditions as applicable.
- 611A.04 The denial of a plat recordation extension by the Director may be appealed to the Board in writing within ten days of the decision by the Director.