



**Town of Carbondale  
Subdivision - Preliminary Plat  
Checklist**

(970) 963-2733

**Project Name:**

**Applicant:**

**Applicant Address:**

**Location:**

**Date:**

**Staff Member:**

**Section 2.3 of the UDC requires a pre-application meeting with planning staff prior to submittal of a land use application.**

**Per section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.**

**Required Attachments**

- Filing Fee of \$1000 and Land Use Application (separate attachment)
- The preliminary plat application shall include the following:
  - a. Preliminary Plat
    - A preliminary subdivision/condominium plat at least 24 by 36 inches complying with state law with a scale of no more than 100 feet to the inch depicting each of the following:
      - i. Preliminary information sufficient to indicate that the final plat will meet the requirements set forth in CRS 1963, 136-2-2;
      - ii. Contours at two-foot intervals, or 10-foot intervals of rugged topography;
      - iii. Intersecting property lines and owners of record of all parcels adjoining the proposed subdivision including parcels separated only by a public right-of-way from the property proposed to be subdivided;
      - iv. Street layout of the proposed subdivision including relationship to existing public rights of way and the width and name of proposed streets rights-of-way and the width and name of proposed streets;
      - v. Lot and block layout including a block and lot numbering system and in the case of Planned Unit Development; the use, area and setback information on each lot if not conforming to the applicable zoning district regulations;
      - vi. Existing and proposed easements for irrigation, drainage, and utilities;
      - vii. A solar access plan;

- viii. The name of the proposed subdivision (which must be different from any existing recorded subdivision in Garfield County, Colorado);
  - ix. The name and address of the subdivider, the preparer of the plat, and the engineer or surveyor who is licensed to practice in the State of Colorado and is responsible for the boundary survey and any engineering studies; and
  - x. Proposed terms of reservations and dedications of public rights-of-way, easements, and other public lands;
- b. Proposed Covenants  
A brief description of any proposed covenants;
- c. Adjoining Property Owners  
The names and addresses of the owners of real property immediately adjoining the platted land or of real property separated from the platted land only by a public street or other publicly owned right-of-way, as their names appear on the plats in the Garfield County Clerk and Recorder's Office or upon the records in the Garfield County Assessor's Office and as their address appears in the directory of the Town or on the tax records of the Town or County;
- d. Shading and Solar Access  
A diagram showing the maximum shading of the building envelopes and such other information as may be required by the Town to demonstrate that the proposal complies with the solar access provisions of Section 5.12, Solar Access; and
- e. Title of Ownership  
Evidence of Title of Ownership of the applicant to all the property, including any mineral, gravel, and oil and gas leases, reservations, or separate ownerships.
- f. Consistent with Subdivision Conceptual Plan  
The preliminary plat shall be consistent with the approved subdivision conceptual plan, if such a plan was required. In addition, the preliminary plat shall be accompanied by the following information:
- g. Utility Plan  
A plan corresponding to the preliminary plat showing the line location, size and gradient for the proposed water distribution and sewage collection mains within the proposed subdivision in relation to existing Town Installations and also in relation to existing installations of any special district. The utility plan shall also indicate that underground distribution of electrical power and communications lines is to be utilized and a description of the system or systems shall be shown on the plan.
- h. Street Profile  
Centerline profiles of proposed streets shall be plotted at a horizontal scale consistent with the preliminary plat and a distorted vertical scale, with sufficient detail to ensure the proposed streets meet the gradient limitations established by this Code and bear a logical relationship to the grade of existing public streets at points of intersection.

i. Drainage Plan

i. When the plat of a proposed subdivision includes a stream course or dry wash subject to flood crest generated by intensive rainfall or rapid spring thaw runoff, a drainage plan based on analysis of the tributary area and detailed drainage easements and structures necessary to accommodate a design 25-year storm shall be provided by an engineer registered in the state;

ii. Any bridge planned as a part of the proposed subdivision shall be designed and constructed in accordance with AASHO recommendations for an H-20 live load. Where an existing bridge is part of a proposed subdivision and does not meet specifications of this section and Section 2.6.5, it is the responsibility of the subdivider to repair or replace such bridge as necessary to meet the requirements of an H-20 live load prior to acceptance by the Town for maintenance. No lot served by such bridge shall be built upon or occupied until such improvements have been completed. The width of any such bridge shall be the same width as its roadway approaches.

j. Irrigation Plan

A plan corresponding to the preliminary plat showing the area to be irrigated, the source and delivery mechanism of the irrigation, and any outdoor water features to be located on the site.

k. Land Dedication

i. As part of the submission of preliminary plat, the developer shall submit a proposal that provides for one of the following options:

a. Dedication of a percentage of land within the development to the Town as public open space, together with a calculation of fees to be paid, pursuant to Section 2.6.5.C.1.g and h; or

b. In lieu of land dedication, or if the Town determines the proposed land dedication for park land does not meet the needs of the Town, the developer shall propose a payment to the Town in cash in an amount equal to the fair market value of the land at the time of final plat plus the amount of the park development fee as set forth in Section 2.6.5.C.1.g. In the event both parties cannot agree on a fair market value, the value shall be determined by a licensed appraiser, who shall be selected by the Town and whose fee shall be charged to and paid by the developer; or

c. The developer may offer another parcel of land equal in size and owned by him that is acceptable to the Town and pay the amount of the park development fee as set forth in Section 2.6.5.C.1.g.

ii. Consideration may be given to the developer for reduction of land dedication and park development fee requirements if the developer provides a commercial recreation facility for general public use within the subdivision. The decision of whether or not to accept a payment in lieu of land dedication of public open space or to accept dedication of land

outside the subdivision shall be made by the Board of Trustees in its sole discretion.

iii. The developer's proposal shall be submitted to the Parks and Recreation Commission for review and recommendation to the Board of Trustees. The Parks and Recreation Commission and Planning and Zoning Commission shall consider the necessity for parks and public open space uses in connection with each plat and shall make recommendations based upon:

- a. Concurrence with the Town and parks and recreation master plans and Town mission statement;
- b. Comments from other agencies and Town staff;
- c. Consideration of whether the size of the development justifies the dedication and development of public open space;
- d. Consideration of whether the proposed dedication is consistent with the needs and requirements of the citizens of the Town and the letter and intent of the Carbondale Municipal Code provisions dealing with such dedications;
- e. The location, geography, slope, usability by Town, and other factors will be considered.

Additional information requested at he pre-application meeting:
