

Guide to Final Plats

INTRODUCTION

The Douglas County Department of Community Development 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 second 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 two-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.



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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. The applicant may schedule a meeting to request a presubmittal review 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

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)

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

STEP
2

Pre-Referral Review

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')
- 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 project file number

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STEP
3

Step 3-4 of the Final Plat Process

Pre-Referral Review *continued*

- 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 to be addressed (summarized from Section 404 of the DCSR)

- Lots are of an appropriate size and configuration for the site and can meet zone district standards
- Geologic hazards of other hazardous conditions are mitigated or avoided
- Conflicts between proposed and surrounding uses are minimized through lot and tract layout, setbacks, landscaping, or other buffering techniques
- Streets and stormwater facilities are laid out and designed to meet County Engineering standards
- Elements of the site's natural terrain, drainageways, riparian areas, and vegetation are preserved or integrated into the subdivision design
- Archeological and historical resources of special significance are protected
- Opportunities for safe and convenient vehicular, pedestrian, and other connections within the subdivision and to adjacent areas are provided
- Specific recommendations of other required development reports or technical studies are implemented into the subdivision design

STEP
3
continued

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.

STEP
4

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.

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.

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STEP
5

Steps 5-8 of the Final Plat Process

Referral Period and Courtesy Notification *continued*

STEP

5

continued

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 404 of the DCSR
- 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 complies with state and local laws and regulations

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Steps 8-9 of the Final Plat Process

Staff Review *continued*

- 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
- Adequate transportation 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 (Electronic CAD files may be provided to the Douglas County Assessor in lieu of mapping fee)

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

Recordation Fees**	\$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

