

## ARTICLE 2 APPLICATION REQUIREMENTS AND PROCEDURES

### 201 Description of the Subdivision Process

The two steps required to obtain approval of a subdivision are: (1) preliminary plan - the analysis of the proposed subdivision including design, ability to obtain water/sanitation, location of geologic hazards, identification of environmentally sensitive areas and wildlife habitat areas, source of required services, vehicular and pedestrian circulation, relationship to surrounding land use, conformance with the Master Plan, and review of preliminary-level engineering studies, plans, and reports; and (2) final plat - a review of all final engineering plans, subdivision improvement agreements, and other legal requirements.

Both processes involve the submittal of an application, an application fee, required plans and reports, referrals of the proposal to other agencies, staff analysis and public hearings/meetings. At each step of the process, the level of design and engineering increases in order to relieve the applicant from major and potentially unnecessary expenses in situations that may require a redesign and therefore, a revision of expensive engineering or planning reports. Approval at any step in the process does not ensure approval at the next step.

The preliminary plan shall be reviewed by the Planning Commission and by the Board at a public hearing. The final plat shall be reviewed by the Board at a public meeting. If the preliminary plan or final plat is denied by the Board, a new subdivision application for the same or substantially the 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.

### 202 Applicant's Responsibility

The applicant is responsible for understanding the requirements and procedures contained in this Resolution and the Master Plan and is responsible for attending all Planning Commission and Board hearings or meetings at which the application is considered. Failure to attend the hearings or meetings may result in the application being tabled and a new hearing or meeting date scheduled. The applicant is responsible for submitting the information requested by staff, for the review of the application, and for posting or publishing all public notices as required.

### 203 Additional Review Fees

The applicant shall be responsible for payment of reasonable review fees established by a referral agency (e.g., U. S. Geological Survey, Tri-County Health Department), or outside consultant. When an outside consultant is needed, due to a lack of staff expertise or in order to expedite the process, the County shall enter into a contract with the applicant that shall clearly detail the responsibilities of all parties.

204 Withdrawal of Application

The applicant may withdraw an application at any phase of the process upon submittal of a notarized, written request, to the Planning Office. Application fees will be refunded only when the withdrawal request is submitted prior to the mailing of referral packets.

205 Expiration of Approvals

Any approved or amended sketch plan, which is still within its effective approval period, shall be null and void on October 13, 2018. With a valid sketch plan in place, a combined preliminary plan and final plat may be submitted prior to October 13, 2018 in accordance with the previously applicable Article 5A (Combined Preliminary and Final Plat).

206 Inactive Files

Files that become inactive, whereby the applicant is required to submit additional information or request a hearing date and has failed to do so, for a period of more than 6 months, shall become void and the resubmittal of a new application and fees shall be required to pursue the subdivision request. The Director may grant no more than 2 extensions of time, of no more than 6 months, upon a written request by the applicant. After 5 months, the staff planner shall notify the applicant in writing that the application will become void within 30 days. After 30 days, provided the applicant has not submitted the required additional information or requested a hearing date, the staff planner shall notify the applicant in writing that the application is void. This provision shall apply to all applications on file with the County upon the effective date of adoption and any application thereafter.

207 Condominium Map Review

When developing condominium units a condominium map shall be submitted to the Planning Office for review and signature prior to recordation in the Office of the Clerk and Recorder. A condominium is defined as an individual air space unit together with the interest in the common elements appurtenant to such unit.

207.01 Standards

The Director shall approve the condominium map for recordation if the map is consistent with the following standards:

207.01.1 The title is consistent with the title of the approved final plat or site improvement plan.

*Example:*

Pine View, Filing #1A, Lot 1 OPEN MEADOWS Condominium Map
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*If extra sheets are included, e.g., Interior Bldg. "Condo", title them as Exhibit A/B/C, etc.*

207.01.2 The property line boundaries are consistent with the approved final plat, or the certified boundary survey that identifies the parcel as shown on the site improvement plan.

207.01.3 The condominium map is consistent with the approved final plat and site improvement plan.

207.01.4 Access has been provided for subsequent phases.

207.02 Review Process

The applicant shall submit a copy of the condominium map to the Planning Office. The Planning Office may refer the condominium map to the Assessor's Office and Building Division for review. Upon a determination by staff that the condominium map complies with these standards, 1 photomylar shall be submitted to the Planning Office for the Director's signature with the following signature block (*except sheets labeled Exhibit A/B/C, etc.*):

This condominium map is approved for recordation in the Office of the Clerk and Recorder this _____ day of _____, 20__.
Director of Community Development

And, a signature block for the Clerk and Recorder as follows:

STATE OF COLORADO COUNTY OF DOUGLAS
I hereby certify that this condominium map was filed in my office on this __ day of _____, 20__ A.D., at _____ a.m./p.m., and was recorded at Reception Number _____.
_____ (Signature) Douglas County Clerk and Recorder

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