

Guide to Replats

INTRODUCTION

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 when making changes to the number of lots, substantially reconfiguring the existing lots, or dedicating right-of-way or easements in an existing platted subdivision. The information in this packet is a summary of Article 7 of the Douglas County Subdivision Resolution (DCSR).

WHEN IS A REPLAT NECESSARY?

The replat process is intended for anyone proposing to add lots, tracts or easements to previously platted land, or to otherwise modify the original subdivision.

WHAT IS A REPLAT?

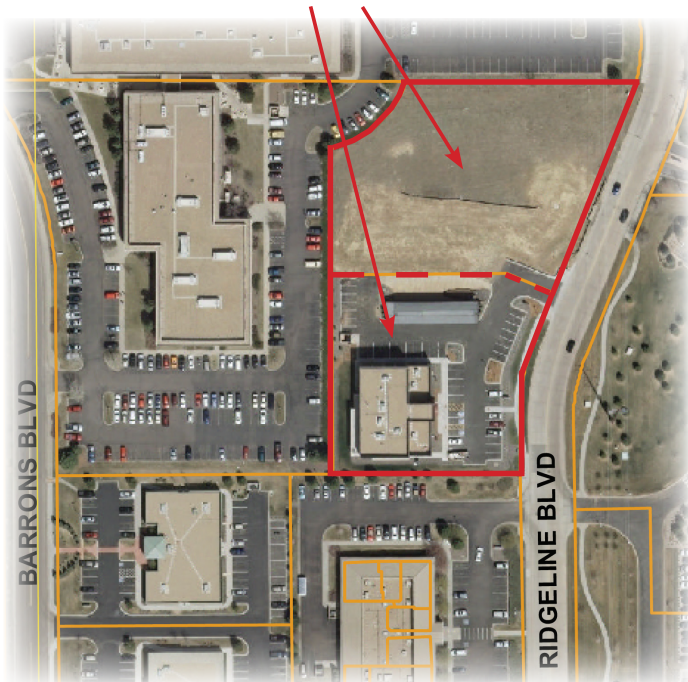
A replat is a process used to add lots or otherwise change a recorded plat. It results in a new plat being recorded for the affected lots or areas under the conditions specified in Article 7 of the DCSR. Replats must be approved by the Board of County Commissioners at a public meeting.

Administrative replat approval is available for certain types of requests including:

- Replat to adjustment the boundaries of platted lots, tracts, building envelopes, or easements
- Replat to vacate platted lots, tracts, building envelopes, or easements
- Replat to further divide non-residential lots into no more than 3 additional lots with the concurrent submittal of a Site Improvement Plan is for at least one of the proposed lots (see Section 703 of the DCSR)
- Replat to further divide platted superblock lots into lots for single family attached dwelling units or multi-family dwelling units with an approved or concurrently-submitted Site Improvement Plan (see Section 703.02 of the DCSR)

Please refer to Section 7A of the DCSR for specific submittal and process requirements for Administrative Replats. Public Assistance Packets are also available for Lot and Easement Adjustments, Lot and Easement Vacations, and Building Envelope Adjustments.

Replating allowed this one large lot to become two lots.



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Steps 1-3 of the Replat 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. 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

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 Article 7 of the DCSR)

- Presubmittal review
- Completed Land Use Application form
- Project narrative:
 - Total land area, number of lots, overall density, total open space
- 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
- Plan exhibit (see examples on pages 6 and 7)
- Development Reports, as required
- Phase III Drainage Report
- Final road construction plans
- Printed copy of the closure calculations
- Traffic impact analysis
- Sound study, if applicable
- Site exhibit showing:
 - Floodplain, waterways, detention areas, wetlands, and other similar site features
 - Potential hazard areas including geologic hazards and expansive soils
 - Topography at 10' intervals, shaded slope areas that are 15-25% and slope areas greater than 25%
- All required water supply documentation in accordance with Section 18A of the Douglas County Zoning Resolution (DCZR)

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 information that may be required and comments on any obvious conflicts with Douglas County's Roadway Design & Construction Standards Manual, and Storm Drainage Design & Technical Criteria 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 replat in accordance with any Planned Development (PD) requirements and verifies that PD commitments are satisfactorily addressed.

When reviewing the replat exhibit in accordance with the DCSR requirements, planning staff utilize the following criteria:

Replat Exhibit (summarized from Section 707 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')

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Step 3-4 of the Replat Process

Pre-Referral Review *continued*

- Title at the top of the sheet must include:
 - Identical name of subdivision previously recorded, followed by the next consecutive amendment number
 - Subtitle with brief description of all changes; planning area, if applicable; a general legal description including the 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 replat area and the surrounding area within a 1-mile radius
- If zoned PD, include a vicinity map of the replat area, superimposed on the development plan
- Written legal description of the subdivision boundaries
- Identify the location of all abutting subdivided parcels, unplatted parcels and public lands (all lines, names and descriptions on the replat that are not a part of the replat should be depicted in dashed lines)
- Display ties to section corners and to the State grid
- Deleted lot lines, easements, or rights-of-way shall be shown in dashed lines with a note and arrow pointing to the item to be vacated, stating that the lot line, easement, or right-of-way is hereby vacated
- Identify and label all lots, tracts, and, if requested by staff, appropriate building envelopes with the dimensions including the acreage within each lot or tract 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
- Include 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, and if needed, an Acceptance Certificate
- Include the Centennial Airport Review Area note, if applicable
- Include plat notes explaining information pertinent to the ownership, purpose and maintenance of tracts, easements and private roads, as well as other applicable references

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

Applicant Revision

APPLICANT'S AVERAGE: 18 DAYS

The applicant reviews the pre-referral letter provided by staff and updates the replat 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. A prompt resubmittal addressing all staff comments will help achieve a speedy process.

STEP
3
continued

STEP
4

Steps 5-8 of the Replat Process

Referral Period and Courtesy Notification

STEP
5

REGULATORY REFERRAL PERIOD: 21 DAYS

The planner reviews the revised items sent by the applicant to ensure all comments have been addressed and distributes the referral packets to necessary referral agencies. The referral period provides an opportunity for various agencies and stakeholders to comment on the application. Referral agencies have 21 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 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 assists in facilitating meetings and discussions between the applicant and referral agencies, as 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 to abutting landowner(s) that state the application is in process.

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 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 and Response

STEP
7

APPLICANT'S AVERAGE: 31 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 replat. 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 time 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 a public meeting date before the Board of County Commissioners. The following approval standards are used to evaluate the project:

Approval Standards (summarized from Section 704 of the DCSR)

- Complies with all applicable standards and criteria, and the original conditions of approval
- Nonconforming lots are not created, and in the case of nonconforming lots, the nonconformity is not increased
- Complies with the DCSR
- Does not adversely affect the public health, safety, and welfare

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Steps 8-10 of the Replat Process

Staff Review *continued*

- Conforms with the goals, objectives, and policies of the Douglas County Comprehensive Master Plan
- Conforms with the design elements established in Article 3, Section 304 of the DCSR
- 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
- Services, including fire and police protection, recreation, utilities, streets, and open space, are available to serve the proposed subdivision
- Conforms with Section 18A, Water Supply Overlay District of the DCZR
- Provides for an adequate wastewater collection and treatment system

STEP
8
continued

Public Meeting

APPLICANT'S AVERAGE: 28-40 DAYS (DEPENDS ON HEARING SCHEDULE)

The Board of County Commissioners generally hears land use proposals bi-weekly on Tuesdays at 2:30 p.m. in the Commissioners' Hearing Room. 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: 15 DAYS (FROM RECEIPT OF SIGNED REPLAT)

Within 60 days of approval of the replat, the applicant must submit a mylar - ready for recordation, with all required documentation and fees. Within 30 days of receipt of the replat and supporting documentation, the planner obtains signatures from the Board, and records the mylar.

STEP
10

REPLAT FEES

Replat Fees	\$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)
Recordation Fees** • 24" x 36" • State Fee	\$10 per page + State Fee \$1 per document
Document Retrieval Fee**	\$1 for 1st page \$.75 per additional page

* Make checks payable to Douglas County

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

