

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 729**

AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, AMENDING THE FOLLOWING SECTIONS OF THE *MEAD MUNICIPAL CODE*: AMENDING SECTION 16-1-150 WITH REGARD TO DEFINITIONS RELATED TO BEEKEEPING; AMENDING SECTION 16-2-220 (d) (5) WITH REGARD TO ENTRANCE BOULEVARD DESIGN STANDARDS; AMENDING SECTION 16-3-40 WITH REGARD TO BEEKEEPING; AMENDING SECTION 16-3-70 OF THE MEAD MUNICIPAL CODE WITH REGARD TO TEMPORARY USES ALLOWED, DELETING PARAGRAPHS (10) AND (11) AND RENUMBERING PARAGRAPHS (12), (13), (14), AND (15) AS PARAGRAPH (10) THROUGH (13) CONSECUTIVELY; AMENDING SECTION 16-3-70 OF THE MEAD MUNICIPAL CODE WITH REGARD TO MOBILE RETAIL FOOD ESTABLISHMENTS AND PUSHCARTS IN NONRESIDENTIAL AND RESIDENTIAL ZONING DISTRICTS; AMENDING SECTION 16-3-80 DENSITY AND DIMENSIONAL STANDARDS; AMENDING SECTION 16-4-70 FINAL PLAT; AMENDING SECTION 16-4-100 SITE PLAN.

WHEREAS, the purpose of this amendment to the Land Use Code is to address various issues that have arisen since the adoption of the 2009 Land Use Code; and

WHEREAS, the Board of Trustees desires to regulate land use in a manner that promotes the public health, safety and general welfare;

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. Section 16-1-150 of the *Mead Municipal Code* is hereby amended by the addition of the following definitions:

“Apiary means a place where bee colonies are kept.

Bee means any stage of the common domestic honey bee, *apis mellifera* species.

Colony means a hive and its equipment and appurtenances, including bees, comb, honey, pollen and brood.

Hive means a structure intended for the housing of a bee colony.

Tract means a contiguous parcel of land under common ownership.

Undeveloped property means any idle land that is not improved or actually in the process of being improved with residential, commercial, industrial, church, park, school or governmental facilities or other structures or improvements intended for human use or occupancy, and the grounds maintained in association therewith. The term shall be deemed to include property developed exclusively as a street or highway or property used for commercial agricultural purposes.”

Section 2. Section 16-1-220 (d) of the *Mead Municipal Code* is hereby amended by the repeal of paragraph (5) in its entirety and reenacting paragraph (5) to read as follows:

“(5) Entrance boulevard design standards. The areas shown on the Land Use Plan Map of the Comprehensive Plan map shall be designed and constructed in accordance with the street cross-sections contained in the adopted Town of Mead Standard Design Criteria and Construction Requirements, Volume 1.”

Section 3. Section 16-3-40 of the *Mead Municipal Code* is hereby amended by the addition of Subcategory “Beekeeping” in the Agricultural Use Category in Table 3.1 with the following subcategory:

"COMMERCIAL"		RESIDENTIAL					NON-RES				T	
Use Category	Specific Use Type	RSF-E	RSF-1	RSF-4	RMF-8	RMF-14	DMU	HC	GC	LI	AG	Specific Use Standard
Agricultural	"Beekeeping	A	A	A							A	"

Section 4. Section 16-3-70 of the *Mead Municipal Code* is hereby amended by the deletion of Paragraphs (10) and (11) in their entirety and the renumbering of Paragraphs (12), (13), (14), and (15) as Paragraphs (10), (11), (12), (13).

Section 5. Section 16-3-70 (12) (b), of the *Mead Municipal Code* is hereby amended by the addition of the following Paragraph 11, to read as follows:

“11. Structures, canopies, and not more than one (1) table and/or four (4) chairs are permitted to be set up around the mobile retail food establishment when the mobile retail food establishment is temporarily located on private property. Operators are responsible for the removal of structures, canopies, tables or chairs at the end of each business day (unless otherwise approved).”

Section 6. Section 16-3-70 (13) (b) 10, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows

“10. Structures, canopies, and not more than one (1) table and/or four (4) chairs are permitted to be set up around the mobile retail food establishment when the mobile retail food establishment is temporarily located on private property. Operators are responsible for the removal of structures, canopies, tables or chairs at the end of each business day (unless otherwise approved).”

Section 7. Section 16-3-80, Table 3-3 of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“Table 3-3 Density and Dimensional Standards

Zoning District	Density (Dwelling Units per Acre)		Minimum Lot Size (net) ⁷		Min. Street Frontage ⁴ (Feet)	Minimum Setbacks Principal/Accessory ⁹			Max. Lot Coverage (%)	Max FAR ⁵	Max Building Size ³ (Sq.Ft.)	Max. Height (Feet)
	Max.	Min.	Area (Sq.Ft.)	Width (Ft.)		Street ¹ (Feet)	Side ² (Feet)	Rear (Feet)				
Residential Zoning Districts												
RSF-E	1 per 2.5 Ac.	na	2.5 Ac	100	50	20/25	15/5	25/10	15	na	na	35/30
RSF-1	1.0	2.5	43,560	100	50	20/25	15/10	30/10	20	na	na	35/30
RSF-4 ⁸	4	2	7,000 ⁷	65	50	20/25	7.5/5 ¹²	25/10	50 ¹³	na	na	35/30

RMF-8	8	4	5,000'	50	20	20/25	See Note 10	25/10	70	0.45	na	35/30
RMF-14	14	8	4,000'	40	20	20/25	5/5	25/10	75	0.75	na	47
Non-Residential Zoning Districts												
DMU	14	na	5,000	50	na	0/0 ¹¹	0/0 ⁶	0/0 ⁶	100	4.00	15,000	40
HC	8	na	7,500	50	na	20/25	0/0	0/0 ⁶	75	0.50		40
GC	8	na	1 ac	50	na	20/25	0/0	0/0 ⁶	80	0.50	125,000 per business use	40
LI	8	na	1 ac	100	na	20/25	0/0	25/25	80	0.25		40
Rural Zoning District												
AG	1 per 5 Ac.	na	na	na	na	na	na	na	na	na	na	na

Notes to Table 3-3

1. Garages with street facing doors shall be setback 23 feet from the street property line in all urban residential zones.
2. Side setbacks for accessory structures apply to those that are located on the rear half of the lot. Principal setbacks apply to accessory structures that are not located on the rear half of the lot.
3. Buildings in excess of stated maximum size limits may be approved in accordance with the Conditional Use Permit procedures in this Code.
4. Minimum street frontage on a cul-de-sac is reduced to 30 feet.
5. FAR= Floor Area Ratio.
6. 10-foot setback if abutting a residential zone or use.
7. In RSF-4 and all RMF districts the minimum lot area is required for each dwelling unit.
8. In RSF-4 districts, lot size may be reduced by not more than 10%, provided that the overall average lot size within the district is 7,000 square feet, (i.e., total area within the lots / number of lots = 7,000 square feet). The 10% lot reduction provision does not trigger the clustering of lots as provided in Section 16-3-110 (4).
9. A Principal structure is defined as the structure containing the principal use on the property including structures which are attached to and architecturally integrated with the principal structure. An accessory structure is defined in other sections of this Code.
10. RMF-8 Side yard setbacks for single family residences require a minimum of 5 feet from side lot line on one side and a minimum of 10 feet from side lot line on the other side retaining a minimum separation between adjacent principal structures of 15 feet. Accessory structures may be located 3 feet from side lot line. Multi-family setbacks for principal structures are 20 feet minimum from one side yard property and a minimum of 5 feet from the other side property line retaining a required minimum separation of 25 feet between multi-family principal structures on adjacent lots. Accessory structures to multi-family structures must be set back 5 feet from the property line.
11. In DMU districts the minimum street setback for residential property is 20/25.
12. In RSF-4 districts, on corner lots, the side lot line adjacent to a street shall have a minimum setback of 15 feet.
13. In RSF-4 districts, ranch style homes may have a maximum lot coverage of 60%.
14. General Note: See the Alternative Residential Development Standards of this Code for additional information regarding Flagpole Lots, Attached Housing, Zero Lot Line and Cluster Development."

Section 8. Section 16-4-70, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“16-4-70. Final Plat.

(a) Final plat purpose. The purpose of the final plat is to complete the subdivision of land consistent with the technical standards of the Town.

(b) Final plat application process.

(1) Step 1: Pre-application conference. A pre-application conference with a representative from the Town is required before the applicant may submit a final subdivision plat application. Topics to be discussed will include:

- a. Town regulations and standards;
- b. The application and review process;
- c. Identification of all impacted governing agencies and/or other referral parties;
- d. Submittal requirements.

(2) Step 2. Final plat application submittal. The final plat application shall conform to the preliminary plat as approved by the Board of Trustees and shall address all conditions of approval required by the Board of Trustees. The final plat application for the first phase of development must be submitted not more than twelve (12) months after approval of the preliminary plat unless otherwise approved by the Board of Trustees. Unless otherwise approved by the Board of Trustees, final plat applications for subsequent phases must be submitted not more than twelve (12) months after approval by the Board of Trustees of a previous phase. Unless an extended time





is approved by the Board of Trustees, preliminary plat approval expires if complete final plat applications are not submitted within the required time period. The applicant shall submit five (5) copies of the complete final plat application package, in individual D-ring binders, to the Town Clerk and shall request that the application be reviewed by the Town staff. In addition to any hard copies required, the complete final plat application package in electronic format will be provided on three (3) CDs. The original application and all documents requiring a signature shall be signed in blue ink. The final plat application package shall include the following items:

- a. Land Use Application form.
- b. Final Plat Technical Criteria form.
- c. Agreement for Payment of Review and Development Expenses Incurred by the Town form.
- d. Application fee and cash deposit. The applicant shall submit the application fee, cash deposit and a signed agreement for payment of review and development expenses. Application fees will be assessed in accordance with the Application Fee and Cash Deposit Schedule contained in the *Mead Land Use Code*. The cash deposit is non-refundable and is collected to cover the cost of review by the Town Attorney, the Town Engineer and any other expert whom the Town may wish to employ, for notice and publication expenses and for recording fees. Actual costs may exceed the deposit, in which case, the applicant is liable for costs in excess of the deposit. The agreement for payment of review and development expenses form shall be obtained from the Town Clerk.
- e. Title commitment. The title commitment must be current and dated no more than thirty (30) days from the date of final plat application submittal.
- f. Improvement survey plat. An improvement survey plat as defined by C.R.S. Sec. 38-51-102(9), prepared by a licensed surveyor.
- g. Surrounding property ownership report. Provide the Town Clerk with a current list, not more than thirty (30) days old, of the names and addresses of all property owners of record within three hundred (300) feet of the property in question, all mineral estate owners of record and appropriate ditch companies. The property ownership list should also be submitted on a CD in an Excel™ spreadsheet. The applicant shall certify that the report is complete and accurate.
- h. Final plat. The final plat drawing shall comply with the following standards:
 1. The plat shall be prepared by or under the direct supervision of a registered land surveyor, shall be signed and stamped by said surveyor, and meet applicable State of Colorado requirements.
 2. Plats shall not include parcels that are not contiguous, nor shall more than one (1) plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one (1) plat, provided that all owners join in the dedication and acknowledgment.

3. Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.

4. The perimeter survey description of proposed subdivision shall include at least two (2) ties to an existing section monument of record and a description of monuments. One computer printout and electronic data of the plat boundary closure data (perimeter bearings, distances, closure and acreage information) shall be submitted to, and in a format as required by, the Town Engineer. The survey shown shall not have an error greater than one (1) part in ten thousand (10,000).

5. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. Lot dimensions including bearings, distances and curved data are to be inside the lot lines.

6. Names and signatures of all owners of equitable interest in the property being subdivided shall be on the plat and shall be made in black permanent drawing ink

7. Major survey monumentation (not including interior lot corners and other minor survey monuments, required for subdivision or re-subdivision), shall be completed before final plat approval is given. Compliance with all the rules and regulations as set forth in Articles 51 and 53, Title 38, Colorado Revised Statutes, 1973, shall be required.

8. The final plat shall be on mylar, twenty-four (24) inches high by thirty-six (36) inches wide and shall provide the following information:

- a) The title of the project.
- b) A North arrow, scale (not greater than 1"=100') and date of preparation.
- c) A vicinity map.
- d) The address of the project, if applicable
- e) The legal description of the property.
- f) The basis for establishing bearing.
- g) The names, addresses and contact information for the owners, applicant, designers, engineers and surveyors.
- h) The total acreage of the subdivision.
- i) A table summarizing the total number of lots and total acreage by land use to be placed on the first or second page of the set.
- j) The bearings, distances, chords, radii, central angles and tangent links for the perimeter and for all lots, blocks, rights-of-way and easements.





- k) The lot and block numbers, numbered in consecutive order, and square footage of each lot or tract.
- l) Parcels excepted from inclusion are to be noted as “not included in this subdivision” and the boundary of the excepted parcel indicated by bearings and distances.
- m) The existing rights-of-way in and adjacent to the property (labeled and dimensioned).
- n) The existing and proposed street names for all streets on and adjacent to the property.
- o) The existing and proposed easements and rights-of-way in and adjacent to the property by their type, beneficiary, and recording information.
- p) The bearings, distances, chords, radii, central angles and tangent links for the perimeter of all outlots or parcels designated for existing or future oil and gas wells and production facilities.
- q) The location and description of survey monuments.
- r) Floodplain boundaries, with a note regarding the source of information. If a floodplain does not exist on the property, note this on the plat.
- s) The final plat map shall contain on its face the following certificates. Text is to be 10 pt. (0.13888") AutoCAD™ Roman Simplex, Helvetica, Arial or similar “sans serif” type. Add signature lines to the Certificate of Ownership and spaces in the Notary Certificate as necessary for multiple owners. Add additional Notary Certificates as necessary for out-of-town signatories. Remove “extra” titles and signature lines in the Certificate of Ownership and spaces in the Notary Certificate as appropriate. The certificates are to be placed in columns not more than 6 ½" in width. If multiple columns are required, separate the columns by 1". Legal descriptions are to contain a blank line separating each clause in the description.
 - (i) Signature block for registered land surveyor certifying to accuracy of boundary survey and plat.
 - (ii) Signature block for certification of approval by the Board of Trustees with a signature for the Mayor and Town Clerk.
 - (iii) Signature blocks for utility providers.
 - (iv) Signature block for Town Engineer.
 - (v) Certification of ownership.
 - (vi) Dedication of streets, rights-of-way, easements and public sites to the Town of Mead.

i. General development information. Provide a written description confirming that the final plat conforms to the preliminary plat with only those changes to the preliminary plat that were required by the Board of Trustees. In addition, the description shall address how the proposed development conforms to the Town Land Use Code (including the community design principles and development standards, the zoning code and the subdivision regulations) and the Comprehensive Plan.

j. Complete engineering plans and specifications. Before final plat consideration by the Staff, the applicant shall prepare and submit the following for review and acceptance by the Town:

1. Construction plans and profiles. The plans and profiles shall be prepared by a registered professional engineer licensed in the State of Colorado, shall be twenty-four (24) inches high by thirty-six (36) inches wide and provide the following information:

a) The horizontal to vertical scales shall be chosen to best depict the aspects of the design.

(i) Minimum horizontal scale: 1"=100'.

(ii) Minimum vertical scale: 1"=10'.

b) The typical road geometric and structural cross-section is to be shown on each plan sheet.

c) The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii, and all other features to enable construction in accordance with approved standards and standard engineering practice. Construction plans shall also include water, sewer, sanitary sewer, and brown water irrigation systems, and any other utilities such as irrigation ditches. Note: The developer/owner is responsible for coordinating with the appropriate dry utility companies, (i.e., gas, electric, telephone, cable TV).

d) The profiles shall include ground lines, grade lines of curb and gutter or centerline of street elevation at the point of intersection of vertical curves, intersections and other critical points, structures, and all other features required to enable construction in accordance with approved standards.

e) Signature blocks for all utility providers unless otherwise provided in agreement form.

2. Structure details. Sufficient data must be given prior to and during construction of major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc. The details shall include orientation lines and grades, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc.

3. Sewage collection and water supply distribution plans, profiles and specifications. The plans, profiles and specifications shall be prepared by a registered professional engineer and shall be accompanied by written approvals from the applicable water and sanitation providers.

4. Final drainage plans and reports. Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with applicable storm drainage design criteria as determined at the initial pre-application conference. The plan and report must provide:

- a) Cross-sections of each water carrier showing high water elevations for one hundred (100) year run-off and adjacent features that may be affected thereby.
- b) Written approvals, as may be required, from other agencies or parties that may be affected by the drainage proposals, (i.e., FEMA, Weld County, and ditch companies).
- c) Supporting calculations for run-offs, times of concentration, and flow capacity, with all assumptions clearly stated and with proper jurisdiction identified, when needed or requested.
- d) Erosion control plans as required by Town staff.

5. Final grading plan. The final grading plan shall be twenty-four (24) inches high by thirty-six (36) inches wide and illustrate existing and proposed contours and lot and block grading details.

6. Soils report(s). The soils report(s) shall detail special foundation requirements (shall be submitted after over lot grading is complete) and pavement design (must be submitted prior to street construction).

7. Subdivision dewatering plan. A plan showing the location of any existing or proposed subdivision dewatering underdrains and building perimeter drains and where they will discharge. Discharge of produced water may require a permit from the Colorado Department of Public Health.

8. Final street lighting plan. A final street lighting plan shall be prepared in conjunction with applicable electric utilities and the Town. The plan must specify the number, kind and approximate location of street lights and follow the design standards as adopted in this Code.

9. Final landscape plan for public spaces.

k. AutoCAD™ drawing file. An AutoCAD™ drawing file of the final plat and overall utility plan on compact discs in a format specified by the Town Engineer.

l. Special Documents (as may be needed).

- a) Special agreements (as may be needed).
- b) Floodplain use permit (from Town).
- c) State highway utility permit (from Colorado Department of Transportation).
- d) State highway access permit (from Colorado Department of Transportation).
- e) Construction dewatering permit (from Colorado Department of Public Health and Environment).
- f) 404 Permit (from Army Corps of Engineers).
- g) Air Pollution Emission Notice (APEN) (from Colorado Department of Public Health and Environment).
- h) Work in a ditch right-of-way permit (from individual ditch companies).
- i) Rare species occurrence survey (from U.S. Fish and Wildlife Service).
- j) Subdivision improvement agreement (SIA).
- k) A right-of-way permit (from Town).
- l) Grading permit (from Town).
- m) Improvements guarantee. Cash, certified check, or a letter of credit from a bank in Colorado or other acceptable collateral in the amount stipulated in the SIA, posted in favor of the Town in an amount sufficient to assure construction of public improvements for either part or all of the plat, as the Board of Trustees shall determine.
- n) Approved adjudication of Water Rights and a Plan of Augmentation (if applicable).
- o) Protective covenants, homeowners' association (HOA) documents, metropolitan district documents, articles of incorporation for HOA, and/or architectural design guidelines, if any, finalized and in a form for recording. If there are open space areas to remain in private ownership within the subdivision, the HOA documents must have in place a mechanism which will assure maintenance will be funded in perpetuity.
- p) FEMA approved applications, (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).
- q) Documentation showing who will own and maintain the open space.
- r) Special warranty deeds for sites dedicated to the public for open space or other public purposes. When dedications of cash in lieu of property have been





authorized, a certified check in an amount as determined by the Town will be provided.

m. "Clean" final plat for addressing, to contain the following:

1. The title of project.
2. A North arrow, scale (not greater than 1"=100') and date of preparation.
3. A vicinity map.
4. Lot and block numbers, numbered in consecutive order.
5. The rights-of-way and street names.
6. The property boundaries.

n. Other information. Any other information as may be requested by the Town.

(3) Step 3: Certification of completion - final plat application. Within a reasonable period of time, staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. The applicant shall then correct any deficiencies in the application package, if necessary, and submit twenty-five (25) CDs of the complete final plat application package in electronic format to the Town Clerk. Fewer copies of the application package may be submitted at the discretion of the Town staff.

(4) Step 4: Refer application to referral agencies. The Town shall specify the specific information to be included in the referral packets. Referrals should be mailed by certified mail or sent by electronic transfer, requesting comments within fifteen (15) days of receipt.

(5) Step 5: Letters of support and commitment to serve. Within thirty (30) days from the date the application is deemed complete, the applicant shall provide the Town with letters of support and commitment to serve from all agencies identified at the pre-application conference.

(6) Step 6: Staff reviews application and prepares comments. Staff will complete a review of the final plat based on the final plat review criteria and referral comments received. Staff will then prepare a report identifying issues of concern for the applicant to address and forward this report to the applicant. This report will indicate if issues of concern are of such significance as to require a response and/or resolution prior to proceeding to Step 7.

(7) Step 7: Final staff review and decision. Staff will complete a final review of the submitted materials relative to the applicable final plat approval criteria listed below. Based on the results of this review, the staff shall act to approve, approve with conditions, or deny the proposed final plat. If the staff finds that the final plat materials do not comply with the applicable requirements, the staff may refer it back to the applicant for modification or further study. The staff shall make a final decision on the final plat.

Section 9. Section 16-4-80, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“16-4-80. Minor Subdivision Plat.

(a) Minor Subdivision Plat Purpose. The purpose of the minor subdivision plat is to complete the subdivision of land consistent with the technical standards when the following conditions exist:

- (1) The property has previously been platted within the Town of Mead;
- (2) There is no public right-of-way dedication;
- (3) The entire tract to be subdivided is ten (10) acres or less in size;
- (4) The resulting subdivision will produce six (6) or fewer lots.

(b) Minor subdivision plat application process.

(1) Step 1: Pre-application conference. A pre-application conference with a representative from the Town is required before the applicant may submit a minor subdivision plat application. Topics to be discussed will include:

- a. Town regulations and standards;
- b. The application and review process;
- c. Identification of all impacted governing agencies and/or other referral parties;
- d. Submittal requirements.

(2) Step 2: Minor subdivision plat application submittal. The applicant shall submit five (5) copies of the complete minor subdivision plat application package, in individual D-ring binders, to the Town Clerk and shall request that the application be reviewed by the Town staff. In addition to any hard copies required, the complete minor subdivision plat application package in electronic format will be provided on three (3) CDs. The original application and all documents requiring a signature shall be signed in blue ink. The minor subdivision plat application package shall include the following items:

- a. Land Use Application form.
- b. Minor Subdivision Technical Criteria form.
- c. Agreement for Payment of Review and Development Expenses Incurred by the Town form.
- d. Application fee and cash deposit. The applicant shall submit the application fee, cash deposit and a signed agreement for payment of review and development expenses. Application fees will be assessed in accordance with the Application Fee and Cash Deposit Schedule contained in the *Mead Land Use Code*. The cash deposit is non-refundable and is collected to cover the cost of review by the Town Attorney, the Town Engineer and any other

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Steve Moreno, Clerk and Recorder, Weld County, CO



expert whom the Town may wish to employ, for notice and publication expenses and for recording fees. Actual costs may exceed the deposit, in which case, the applicant is liable for costs in excess of the deposit. The agreement for payment of review and development expenses form shall be obtained from the Town Clerk.

e. Title commitment. The title commitment must be current and dated no more than thirty (30) days from the date of minor subdivision plat application submittal.

f. Improvement survey plat. An improvement survey plat as defined by C.R.S. Sec. 38-51-102(9), prepared by a licensed surveyor.

g. Surrounding property ownership report. Provide the Town Clerk with a current list, not more than thirty (30) days old, of the names and addresses of all property owners of record within three hundred (300) feet of the property in question, all mineral estate owners of record and appropriate ditch companies. The property ownership list should also be submitted on a CD in an Excel™ spreadsheet. The applicant shall certify that the report is complete and accurate.

h. Minor subdivision plat. The minor subdivision plat drawing shall comply with the following standards:

1. The plat shall be prepared by or under the direct supervision of a registered land surveyor, shall be signed and stamped by said surveyor, and meet applicable State of Colorado requirements.

2. Plats shall not include parcels that are not contiguous, nor shall more than one (1) plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one (1) plat, provided that all owners join in the dedication and acknowledgment.

3. Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.

4. The perimeter survey description of the proposed minor subdivision shall include at least two (2) ties to an existing section monument of record and a description of monuments. One computer printout and electronic data of the plat boundary closure data (perimeter bearings, distances, closure and acreage information) shall be submitted to, and in a format as required by, the Town Engineer. The survey shown shall not have an error greater than one (1) part in ten thousand (10,000).

5. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. Lot dimensions including bearings, distances and curved data are to be inside the lot lines.

6. Names and signatures of all owners of equitable interest in the property being subdivided shall be on the plat and shall be made in black permanent drawing ink on the mylar.

7. Major survey monumentation (not including interior lot corners and other minor survey monuments, required for subdivision or re-subdivision), shall be completed before final plat approval is given. Compliance with all the rules and regulations as set forth in Articles 51 and 53, Title 38, Colorado Revised Statutes, 1973, shall be required.

8. The minor subdivision plat shall be on mylar, twenty-four (24) inches high by thirty-six (36) inches wide and shall provide the following information:

- a) The title of the project.
- b) A North arrow, scale (not greater than 1"=100') and date of preparation.
- c) A vicinity map.
- d) The address of the project, if applicable
- e) The legal description of the property.
- f) The basis for establishing bearing.
- g) The names and addresses and contact information for the owners, applicant, designers, engineers and surveyors.
- h) The total acreage of subdivision.
- i) A table summarizing the total number of lots and total acreage by land use to be placed on the first or second page of the set.
- j) The bearings, distances, chords, radii, central angles and tangent links for the perimeter and for all lots, blocks, rights-of-way and easements.
- k) The lot and block numbers, numbered in consecutive order, and square footage of each lot or tract.
- l) Parcels excepted from inclusion are to be noted as "not included in this subdivision" and the boundary of the excepted parcel indicated by bearings and distances.
- m) The existing rights-of-way in and adjacent to the property (labeled and dimensioned).
- n) The existing and proposed street names for all streets on and adjacent to the property.
- o) The existing and proposed easements and rights-of-way in and adjacent to the property by their type, beneficiary, and recording information.
- p) The bearings, distances, chords, radii, central angles and tangent links for the perimeter of all outlots or parcels designated for existing or future oil and gas wells and production facilities.





- q) The location and description of survey monuments.
- r) Floodplain boundaries, with a note regarding the source of information. If a floodplain does not exist on the property, note this on the plat.
- s) The final minor subdivision plat map shall contain on its face the following certificates. Text is to be 10 pt. (0.13888") AutoCAD™ Roman Simplex, Helvetica, Arial or similar "san serif" type. Add signature lines to the Certificate of Ownership and spaces in the Notary Certificate as necessary for multiple owners. Add additional Notary Certificates as necessary for out-of-town signatories. Remove "extra" titles and signature lines in the Certificate of Ownership and spaces in the Notary Certificate as appropriate. The certificates are to be placed in columns not more than 6 ½" in width. If multiple columns are required, separate the columns by 1". Legal descriptions are to contain a blank line separating each clause in the description.
 - (i) Signature block for registered land surveyor certifying to accuracy of boundary survey and plat.
 - (ii) Signature block for certification of approval by the Board of Trustees with a signature for the Mayor and Town Clerk.
 - (iii) Signature blocks for utility providers.
 - (iv) Signature block for Town Engineer.
 - (v) Certification of ownership.
 - (vi) Dedication of streets, rights-of-way, easements and public sites to the Town of Mead.
- i. General development information. Provide a written description addressing how the proposed minor subdivision final plat conforms to the Town Land Use Code (including the community design principles and development standards, the zoning code and the subdivision regulations) and the Comprehensive Plan.
- j. Complete engineering plans and specifications. In the event that changes are required to the infrastructure approved as part of the original subdivision of the property, the applicant shall prepare and submit the following for review and acceptance by the Town before final plat consideration by the Staff:
 - 1. Construction plans and profiles. The plans and profiles shall be prepared by a registered professional engineer licensed in the State of Colorado, shall be twenty-four (24) inches high by thirty-six (36) inches wide and provide the following information:
 - a) The horizontal to vertical scales shall be chosen to best depict the aspects of the design.
 - (i) Minimum horizontal scale: 1"=100'.



(ii) Minimum vertical scale: 1"=10'.

b) The typical road geometric and structural cross-section is to be shown on each plan sheet.

c) The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii, and all other features to enable construction in accordance with approved standards and standard engineering practice. Construction plans shall also include water, sewer, sanitary sewer, and brown water irrigation systems, and any other utilities such as irrigation ditches. Note: The developer/owner is responsible for coordinating with the appropriate dry utility companies, (i.e., gas, electric, telephone, cable TV).

d) The profiles shall include ground lines, grade lines of curb and gutter or centerline of street elevation at the point of intersection of vertical curves, intersections and other critical points, structures, and all other features required to enable construction in accordance with approved standards.

e) Signature blocks for all utility providers unless approval by the utility providers is provided in agreement form.

2. Structure details. Sufficient data shall be given to construct major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc. The details shall include orientation lines and grades, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc.

3. Sewage collection and water supply distribution plans, profiles and specifications. The plans, profiles and specifications shall be prepared by a registered professional engineer and shall be accompanied by written approvals from the applicable water and sanitation providers.

4. Final drainage plans and reports. Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with applicable storm drainage design criteria as determined at the initial pre-application conference. The plan and report must provide:

a) Cross-sections of each water carrier showing high water elevations for one hundred (100) year run-off and adjacent features that may be affected thereby.

b) Written approvals, as may be required, from other agencies or parties that may be affected by the drainage proposals, (i.e., FEMA, Weld County, and ditch companies).



c) Supporting calculations for run-offs, times of concentration, and flow capacity, with all assumptions clearly stated and with proper jurisdiction identified, when needed or requested.

d) Erosion control plans as a required by Town staff.

5. Final grading plan. The final grading plan shall be twenty-four (24) inches high by thirty-six (36) inches wide and illustrate existing and proposed contours and lot and block grading details.

6. Soils report(s). The soils report(s) shall detail special foundation requirements (shall be submitted after over lot grading is complete) and pavement design (must be submitted prior to street construction).

7. Subdivision dewatering plan. A plan showing the location of any existing or proposed subdivision dewatering underdrains and building perimeter drains and where they will discharge. Discharge of produced water may require a permit from the Colorado Department of Public Health.

8. Final street lighting plan. A final street lighting plan shall be prepared in conjunction with applicable electric utilities and the Town. The plan must specify the number, kind and approximate location of street lights and follow the design standards as adopted in this Code.

9. Final landscape plan for public spaces.

k. AutoCAD™ drawing file. An AutoCAD™ drawing file of the final plat and overall utility plan on compact discs in a format specified by the Town Engineer.

1. Special Documents (as may be needed).

a) Special agreements (as may be needed).

b) Floodplain use permit (from Town).

c) State highway utility permit (from Colorado Department of Transportation).

d) State highway access permit (from Colorado Department of Transportation).

e) Construction dewatering permit (from Colorado Department of Public Health and Environment).

f) 404 Permit (from Army Corps of Engineers).

g) Air Pollution Emission Notice (APEN) (from Colorado Department of Public Health and Environment).

h) Work in a ditch right-of-way permit (from individual ditch companies).

- i) Rare species occurrence survey (from U.S. Fish and Wildlife Service).
 - j) Subdivision improvement agreement (SIA).
 - k) A right-of-way permit (from Town).
 - l) Grading permit (from Town).
 - m) Improvements guarantee. Cash, certified check, or a letter of credit from a bank in Colorado or other acceptable collateral in the amount stipulated in the SIA, posted in favor of the Town in an amount sufficient to assure construction of public improvements for either part or all of the plat, as the Board of Trustees shall determine.
 - n) Approved adjudication of Water Rights and a Plan of Augmentation (if applicable).
 - o) Protective covenants, homeowners' association (HOA) documents, metropolitan district documents, articles of incorporation for HOA, and/or architectural design guidelines, if any, finalized and in a form for recording. If there are open space areas to remain in private ownership within the subdivision, the HOA documents must have in place a mechanism which will assure maintenance will be funded in perpetuity.
 - p) FEMA approved applications, (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).
 - q) Documentation showing who will own and maintain the open space.
 - r) Special warranty deeds for sites dedicated to the public for open space or other public purposes. When dedications of cash in lieu of property have been authorized, a certified check in an amount as determined by the Town shall be presented.
- m. "Clean" final plat for addressing, to contain the following:
- 1. The title of the project.
 - 2. A North arrow, scale (not greater than 1"=100') and date of preparation.
 - 3. A vicinity map.
 - 4. Lot and block numbers, numbered in consecutive order.
 - 5. The rights-of-way and street names.
 - 6. The property boundaries.
- n. Other Information. Other information as may be requested by the Town.

(3) Step 3: Certification of completion - final minor subdivision plat application. Within a reasonable period of time, staff shall either certify the application is complete and in compliance





with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. The applicant shall then correct any deficiencies in the application package, if necessary, and submit twenty-five (25) CDs of the complete minor subdivision final plat application package in electronic format to the Town Clerk. Fewer copies of the application package may be submitted at the discretion of the Town staff.

(4) Step 4: Refer application to referral agencies. The Town shall specify the specific information to be included in the referral packets. Referrals should be mailed by certified mail or sent by electronic transfer, requesting comments within fifteen (15) days of receipt.

(5) Step 5: Letters of support and commitment to serve. Within thirty (30) days from the date the application is deemed complete, the applicant shall provide the Town with letters of support and commitment to serve from all agencies identified at the pre-application conference.

(6) Step 6: Staff reviews application and prepares comments. Staff will complete a review of the minor subdivision plat based on the minor subdivision plat review criteria and referral comments received. Staff will then prepare a report identifying issues of concern for the applicant to address and forward this report to the applicant. This report will indicate if issues of concern are of such significance as to require a response and/or resolution prior to proceeding to Step 7.

(7) Step 7: Final staff review and decision. Staff will complete a final review of the submitted materials relative to the applicable final minor subdivision plat approval criteria listed below. Based on the results of this review, the staff shall act to approve, approve with conditions, or deny the proposed final minor subdivision plat. If the staff finds that the final minor subdivision plat materials do not comply with the applicable requirements, the Town may refer it back to the applicant for modification or further study. The staff shall make a final decision on the final minor subdivision plat.

(8) Step 8: Board of Trustees and action. The finalized minor subdivision plat shall be presented to the Board of Trustees for its adoption by ordinance.

(9) Step 9: Post approval actions. Prior to the issuance of a building or grading permit, the applicant shall submit the following documentation to the Town Clerk:

a. Upon approval of a minor subdivision plat by the staff, the applicant shall have thirty (30) days to submit to the Town Clerk three (3) original 24" X 36" mylar drawings for recording, signed by all parties other than the Town Officials, one (1) paper copy of the approved minor subdivision plat along with the recording fees and all other costs billed by the Town relative to the minor subdivision plat.

b. The minor subdivision plat shall be prepared by a licensed surveyor or engineer. Inaccurate, incomplete or poorly drawn plans shall be rejected. In addition, the applicant shall submit two (2) copies of an AutoCAD™ drawing file of the minor subdivision plat in an acceptable electronic transfer format.

c. Within thirty (30) days of receipt of the minor subdivision plat mylars, the Town Clerk shall review the documents for compliance with the Staff's approval, obtain the Town Officials' signatures and submit the approved minor subdivision plat and the ordinance



approving the minor subdivision plat to the County Clerk and Recorder's Office for recordation.

d. The Town will provide the finalized Subdivision Improvement Agreement (SIA) for signatures.

e. Areas designated as open space shall be protected by a deed restriction or other appropriate method to ensure that they cannot be subdivided or developed in the future and will remain as open space in perpetuity.

f. Originals of other certificates, affidavits, easements or dedications as required by the Town will be provided. This will include the final SIA and required financial securities.

g. Special warranty deeds shall be provided for lands dedicated to the Town for parks, open space, water rights, both surface and underground, and for other uses.

(c) Minor subdivision plat review criteria. The Town shall use the following criteria to evaluate the applicant's request:

(1) The minor subdivision plat is in compliance with the Town Land Use Code and the Town Comprehensive Plan."

(2) All applicable technical standards have been met.

Section 10. Section 16-4-100, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

"16-4-100. Site Plan.

(a) Site plan purpose. A site plan is needed in order to apply for a building permit for all multi-family, commercial, and industrial developments. The site plan shows how the lot will be developed so that the Town can make sure that the site design will be in compliance with all Town regulations.

(b) Site plan process.

(1) Step 1: Pre-application conference and site visit with staff. A pre-application conference with a representative from the Town Staff is required before the applicant may submit a site plan application. The purpose of the meeting is to allow the applicant to discuss his/her ideas for developing the property and to give the Town the opportunity to communicate the Town's vision. Topics to be discussed will include:

- a. The applicant's goals for the property;
- b. The Town's vision and expectations;
- c. The character and quality of development the Town is seeking;
- d. Town regulations and standards;



- e. The application and review process;
- f. Identification of all impacted governmental agencies and/or other referral parties;
- g. Submittal requirements.

(2) Step 2: Board of Trustees visioning meeting. (Optional) This is intended to be a collaborative meeting between the Board of Trustees and the developer to ensure that all new development is consistent with the community's goals and issues are identified early in the development process. Topics that may be addressed in this meeting include:

- a. How the proposed project is consistent with Town Comprehensive Plan and this Code.
- b. The developer's goals and vision for the project.
- c. How the proposed development incorporates variety in the type, design and siting of buildings.
- d. How the proposed development associated with the site plan will be connected to, and integrated with, surrounding natural and developed areas.
- e. How the project will impact neighboring properties, (i.e., water drainage, traffic circulation, environmental impacts, view corridors).
- f. How the design is cost-effective and environmentally responsive to site features and constraints and how potential impacts to natural systems will be mitigated.
- g. How the design capitalizes on natural and cultural assets on and around the site to build a positive and distinctive identity.
- h. How the proposal promotes the efficient use of land and public streets, utilities and governmental services.
- i. Applicants should bring the following items to the meeting:
 - 1. A context/vicinity map, which shows the proposed development in relation to the surrounding area.
 - 2. A base map, which shows the site features (such as topography, ditches, drainage ways, wildlife habitat, trees and view corridors).
 - 3. Images (such as photographs, sketches and/or plans) which illustrate the project intention. For example, an applicant might bring pictures of important architectural elements (such as porches, vertical windows, dormers, mother-in-law units); proposed architectural styles; ideas for landscaping features such as a xeriscape garden entryway; streetscape components which contribute to the project's character; a specimen tree or

tree grove on the property; examples of signs that promote the development's identity; and anything else that illustrates what the developer is trying to create.

(3) Step 3: Site plan application submittal. The site plan application shall conform to the final plat for the subject property and shall address all conditions of approval for the final plat required by the Staff. The applicant shall submit five (5) copies of the complete site plan application package, in individual D-ring binders, to the Town Clerk and shall request that the application be reviewed by the Town staff. In addition to any hard copies required, the complete site plan application package in electronic format will be provided on three (3) CDs. The original application and all documents requiring a signature shall be signed in blue ink. The site plan application package shall include the following items:

- a. Land Use Application form.
- b. Site Plan Technical Criteria form.
- c. Agreement for Payment of Review and Development Expenses Incurred by the Town form.
- d. Application fee and cash deposit. The applicant shall submit the application fee, cash deposit and a signed agreement for payment of review and development expenses. Application fees will be assessed in accordance with the Application Fee and Cash Deposit Schedule contained in the *Mead Land Use Code*. The cash deposit is non-refundable and is collected to cover the cost of review by the Town Attorney, the Town Engineer and any other expert whom the Town may wish to employ, and for recording fees. Actual costs may exceed the deposit, in which case, the applicant is liable for costs in excess of the deposit. The agreement for payment of review and development expenses form shall be obtained from the Town Clerk.
- e. Title commitment. The title commitment must be current and dated no more than thirty (30) days from the date of minor subdivision plat application submittal.
- f. Improvement survey plat. An improvement survey plat as defined by C.R.S. Sec. 38-51-102(9), prepared by a licensed surveyor.
- g. Surrounding property ownership report. Provide the Town Clerk with a current list, not more than thirty (30) days old, of the names and addresses of all property owners of record within three hundred (300) feet of the property in question, all mineral estate owners of record and appropriate ditch companies. The property owner list should also be submitted on a CD in an Excel™ spreadsheet. The applicant shall certify that the report is complete and accurate.
- h. Site plan map. The site plan map drawing shall comply with the following standards:
 1. The site plan map shall be prepared by or under the direct supervision of a registered land surveyor, shall be signed and stamped by said surveyor, and meet applicable State of Colorado requirements.

2. Site plan maps shall not include parcels that are not contiguous, nor shall more than one (1) site plan be made on the same sheet. Contiguous parcels owned by different parties may be included on one (1) site plan, provided that all owners join in the dedication and acknowledgment.

3. Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.

4. The perimeter survey description of the proposed site plan shall include at least two (2) ties to an existing section monument of record and a description of monuments. One computer printout and electronic data of the plat boundary closure data (perimeter bearings, distances, closure and acreage information) shall be submitted to, and in a format as required by, the Town Engineer. The survey shown shall not have an error greater than one (1) part in ten thousand (10,000).

5. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line. Lot dimensions including bearings, distances and curved data are to be inside the lot lines.

6. Names and signatures of all owners of equitable interest in the property shall be on the site plan and shall be made in black permanent drawing ink on the mylar.

7. Major survey monumentation (not including interior lot corners and other minor survey monuments), shall be completed before final plat approval is given. Compliance with all the rules and regulations as set forth in Articles 51 and 53, Title 38, Colorado Revised Statutes, 1973, shall be required.

8. The site plan map shall be on mylar, twenty-four (24) inches high by thirty-six (36) inches wide and shall provide the following information:

- a) The title of the project.
- b) A North arrow, scale (no greater than 1"=50') and date of preparation.
- c) A vicinity map.
- d) The address of the project, if available.
- e) The legal description of the property.
- f) The basis for establishing bearing.
- g) The names and addresses and contact information for the owners, applicant, designers, engineers and surveyors.
- h) The total acreage of subdivision.
- i) A table summarizing the total number of lots and total acreage by land use to be placed on the first or second page of the set.





- j) The bearings, distances, chords, radii, central angles and tangent links for the perimeter and for all lots, blocks, rights-of-way and easements.
- k) The lot size (square footage).
- l) The existing rights-of-way in and adjacent to the property (labeled and dimensioned).
- m) The existing and proposed street names for all streets on and adjacent to the property.
- n) The existing and proposed easements and rights-of-way in and adjacent to the property by their type, beneficiary, and recording information.
- o) The bearings, distances, chords, radii, central angles and tangent links for the perimeter of all outlots or parcels designated for existing or future oil and gas wells and production facilities.
- p) The location and description of survey monuments.
- q) Floodplain boundaries, with a note regarding the source of information. If a floodplain does not exist on the property, note this on the plat.
- r) All existing and proposed paved areas and sidewalks on the site and in the adjacent rights-of-way, all dimensioned, showing how pedestrians will have access to the site and buildings.
- s) All gathering areas for people.
- t) All existing and proposed curb cuts on the site and in the adjacent rights-of-way (on both sides of perimeter streets), all dimensioned.
- u) Existing and proposed two (2) foot contours.
- v) All existing waterways on or adjacent to the site.
- w) All existing structures and their use.
- x) Finished floor elevations for all existing and proposed structures.
- y) The square footage of the proposed building(s) and the footprint (including roof overhangs and eaves, decks, balconies, outside stairs and landings) of all proposed structures and their use, with their dimensions and locations noted with respect to the property lines.
- z) The proposed structure height(s).



- aa) For commercial and industrial uses, the type of activity and number of employees.
- bb) For multi-family residential, the number of residential units and bedrooms per unit.
- cc) The location of proposed signs and lights.
- dd) The specifications for the signs and lights, including type, height and general conformance to the Code. For commercial and industrial uses, a photometric plan prepared by a qualified electrical or lighting engineer shall be submitted that depicts all lighting fixtures and the light spread (in foot-candles) of these fixtures across the site to all property boundaries.
- ee) The proposed traffic controls and striping for parking areas (all lanes, driveways, and parking spaces must be dimensioned).
- ff) The trash disposal areas and enclosures including specifications for enclosures.
- gg) The location and size of existing and proposed water and sewer service connections and tap sizes (including those for irrigation systems).
- hh) The location and size of water and sewer lines to which the service connections will be or are made.
- ii) The location and size of water meter(s).
- jj) The location and size of backflow-prevention devices.
- kk) The location of any existing or proposed site dewatering underdrains and building perimeter drains and where they will discharge.
- ll) The location of existing electrical lines and poles on or adjacent to the site.
- mm) The location of proposed electrical service connection and meter location.
- nn) The location of all electric transformers.
- oo) The location of all fire hydrants. If no fire hydrants exist on the site, note the distance and direction of the closest fire hydrant located within 500 feet of the site.
- pp) The location of detention/retention areas and storm sewer infrastructure with the required drainage easements, including drainage calculations and details to determine adequacy of improvements.
- qq) The distance from the proposed building(s) or structure(s) to adjacent lot lines, easements, and adjacent structures.



rr) A land use chart (table).

ss) The site plan map shall contain on its face the following certificates. Text is to be 10 pt. (0.13888") AutoCAD™ Roman Simplex, Helvetica, Arial or similar "sans serif" type. Add signature lines to the Certificate of Ownership and spaces in the Notary Certificate as necessary for multiple owners. Add additional Notary Certificates as necessary for out-of-town signatories. Remove "extra" titles and signature lines in the Certificate of Ownership and spaces in the Notary Certificate as appropriate. The certificates are to be placed in columns not more than 6 ½" in width. If multiple columns are required, separate the columns by 1". Legal descriptions are to contain a blank line separating each clause in the description.

(i) A signature block for the registered land surveyor certifying to accuracy of boundary survey and plat.

(ii) A signature block for certification of approval by the Board of Trustees with a signature for the Mayor and Town Clerk.

(iii) Signature blocks for utility providers.

(iv) A signature block for Town Engineer.

(v) A certification of ownership.

(vi) Dedication of streets, rights-of-way, easements and public sites to the Town of Mead.

i. Community design principles and development standards description. Demonstrate in written or graphic form how the proposed structure is consistent with this Code.

j. Storm water drainage plan. A storm water drainage plan shall be submitted to Town as part of the site plan application.

k. A final landscape plan. For requirements, see Design Standards in the Land Use Code.

l. A final open space plan. For requirements, see Design Standards in the Land Use Code.

m. Exterior elevations of proposed structures/graphic visual aids. Provide complete building elevations, drawn to scale, with illustrations of all colors and identifying major materials to be used in the structure(s). In addition, Staff may require building floor plans, sectional drawings, perspective drawings, models, and/or computer visualizations when the impacts of a proposal warrant such information.

n. An erosion control study and plan shall be submitted to the Town as part of the site plan application.

o. General development information. Provide a written description confirming that the site plan conforms to the existing final plat with only those changes required by the Board of Trustees. In addition, the description shall address how the proposed development conforms to this Code.

p. Complete engineering plans and specifications. Before site plan consideration by the Staff, the applicant shall prepare and submit the following for review and acceptance by the Town:

1. Construction plans and profiles. The plans and profiles shall be prepared by a registered professional engineer licensed in the State of Colorado, shall be twenty-four (24) inches high by thirty-six (36) inches wide and provide the following information:

a) The horizontal to vertical scales shall be chosen to best depict the aspects of the design.

(i) Minimum horizontal scale: 1"=100'.

(ii) Minimum vertical scale: 1"=10'.

b) The typical road geometric and structural cross-section is to be shown on each plan sheet.

c) The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii, and all other features to enable construction in accordance with approved standards and standard engineering practice. Construction plans shall also include water, sewer, sanitary sewer, and brown water irrigation systems, and any other utilities such as irrigation ditches. Note: The developer/owner is responsible for coordinating with the appropriate dry utility companies, (i.e., gas, electric, telephone, cable).

d) The profiles shall include ground lines, grade lines of curb and gutter or centerline of street elevation at the point of intersection of vertical curves, intersections and other critical points, structures, and all other features required to enable construction in accordance with approved standards.

e) Signature blocks for all utility providers unless otherwise provided in agreement form.

2. Structure details. Sufficient data shall be given to construct major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc. The details shall include orientation lines and grades, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc.

3. Sewage collection and water supply distribution plans, profiles and specifications. The plans, profiles and specifications shall be prepared by a registered



professional engineer and shall be accompanied by written approvals from the applicable water and sanitation providers.

4. Final drainage plans and reports. Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with applicable storm drainage design criteria as determined at the initial pre-application conference. The plan and report must provide:

a) Cross-sections of each water carrier showing high water elevations for one hundred (100) year run-off and adjacent features that may be affected thereby.

b) Written approvals, as may be required, from other agencies or parties that may be affected by the drainage proposals, (i.e., FEMA, Weld County, and ditch companies).

c) Supporting calculations for run-offs, times of concentration, and flow capacity, with all assumptions clearly stated and with proper jurisdiction identified, when needed or requested.

e) Erosion control plans as required by Town staff.

5. Final grading plan. The final grading plan shall be twenty-four (24) inches high by thirty-six (36) inches wide and illustrate existing and proposed contours and lot and block grading details.

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8. Final street lighting plan. A final street lighting plan shall be prepared in conjunction with applicable electric utilities and the Town. The plan must specify the number, kind and approximate location of street lights and follow the design standards as adopted in this Code.

9. Final landscape plan for public spaces.

k. AutoCAD™ drawing file. An AutoCAD™ drawing file of the final plat and overall utility plan on compact discs in a format specified by the Town Engineer.

1. Special Documents (as may be needed).

a) Special agreements (as may be needed).

b) Floodplain use permit (from Town).

- c) State highway utility permit (from Colorado Department of Transportation).
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- e) Construction dewatering permit (from Colorado Department of Public Health and Environment).
- f) 404 Permit (from Army Corps of Engineers).
- g) Air Pollution Emission Notice (APEN) (from Colorado Department of Public Health and Environment).
- h) Work in a ditch right-of-way permit (from individual ditch companies).
- i) Rare species occurrence survey (from U.S. Fish and Wildlife Service).
- j) Subdivision improvement agreement (SIA).
- k) A right-of-way permit (from Town).
- l) Grading permit (from Town).
- m) Improvements guarantee. Cash, certified check, or a letter of credit from a bank in Colorado or other acceptable collateral in the amount stipulated in the SIA, posted in favor of the Town in an amount sufficient to assure construction of public improvements for either part or all of the plat, as the Board of Trustees shall determine.
- n) Approved adjudication of Water Rights and a Plan of Augmentation (if applicable).
- o) Protective covenants, homeowners' association (HOA) documents, metropolitan district documents, articles of incorporation for HOA, and/or architectural design guidelines, if any, finalized and in a form for recording. If there are open space areas to remain in private ownership within the subdivision, the HOA documents must have in place a mechanism which will assure maintenance will be funded in perpetuity.
- p) FEMA approved applications, (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).
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- q. "Clean" final site plan for addressing, to contain the following:
 - 1. The title of project.
 - 2. A North arrow, scale (not greater than 1"=100') and date of preparation.
 - 3. A vicinity map.
 - 4. Lot and block numbers, numbered in consecutive order.
 - 5. The rights-of-way and street names.
 - 6. The property boundaries.
- r. Other information. Other information as the Town may deem necessary.

(4) Step 4: Certification of completion, site plan application. Within a reasonable period of time, staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. The applicant shall then correct any deficiencies in the application package, if necessary, and submit twenty-five (25) copies of the application in electronic format to the Town Clerk. Fewer copies of the application package may be submitted at the discretion of the Town staff.

(5) Step 5: Refer application to referral agencies. The Town shall specify the specific information to be included in the referral packets. Referrals should be mailed by certified mail or sent by electronic transfer, requesting comments within fifteen (15) days of receipt.

(6) Step 6: Letters of support and commitment to serve. Within thirty (30) days from the date the application is deemed complete, the applicant shall provide the Town with letters of support and commitment to serve from all agencies identified at the pre-application conference.

(7) Step 7: Staff reviews application and prepares comments. Staff will complete a review of the site plan based on the site plan review criteria and referral comments received. Staff will then prepare a report identifying issues of concern for the applicant to address and forward this report to the applicant. This report will indicate if issues of concern are of such significance as to require a response and/or resolution prior to proceeding to Step 8.

(8) Step 8: Final Staff review and decision. Staff will complete a final review of the submitted materials relative to the applicable site plan approval criteria listed below. Based on the results of those reviews, the staff will act to approve, approve with conditions, or deny the proposed site plan. If staff finds that the site plan materials do not comply with the applicable requirements, staff may refer it back to the applicant for modification or further study. The staff shall make a final decision on the site plan.

(9) Step 9: Board of Trustees action. The finalized site plan shall be presented to the Board of Trustees for its adoption by ordinance.

(10) Step 10: Post approval actions. Prior to the issuance of a building or grading permit, the applicant shall submit the following documentation to the Town Clerk:

- a. Upon approval of a site plan by the Staff, the applicant shall have thirty (30) days after approval of the site plan by the Board of Trustees to submit to the Town Clerk three (3) original 24" X 36" mylar drawings for recording, signed by all parties other than the Town Officials, one (1) paper copy of the approved site plan, along with the recording fees and all other costs billed by the Town relative to the site plan.
- b. The site plan shall be prepared by a licensed surveyor or engineer. Inaccurate, incomplete or poorly drawn plans shall be rejected. In addition, the applicant shall submit two (2) copies of an AutoCAD™ drawing file of the site plan in an acceptable electronic transfer format.
- c. Within thirty (30) days of receipt of the site plan mylars, the Town Clerk shall review the documents for compliance with the Staff's approval, obtain the Town Officials' signatures and submit the approved site plan and the ordinance approving the site plan to the County Clerk and Recorder's Office for recordation.
- d. The Town will provide the finalized Site Plan Agreement for signature and recordation.
- e. Areas designated as open space shall be protected by a deed restriction or other appropriate method to ensure that they cannot be subdivided or developed in the future and will remain as open space in perpetuity.
- f. Originals of other certificates, affidavits, easements or dedications as required by the Town will be provided. This will include the final Site Plan Agreement and required financial securities.
- g. Special warranty deeds shall be provided for lands dedicated to the Town for parks, open space, water rights, both surface and underground, and for other uses.
- h. Site plan agreement. Staff may require that the applicant execute a site plan agreement to assure the construction of on-site and off-site improvements as a condition of approval of the site plan. Guarantees in the site plan agreement in the amount of 115% of the estimate cost as determined appropriate by Staff, may be secured by an irrevocable drawdown letter of credit, or by cash deposited in an escrow account.
- i. Building permits. A building permit shall be issued only when a site plan has been approved. However, with the approval of the Town Clerk, an applicant may submit a building permit application concurrent with the site plan application. Building permits shall not be issued for any development that is not in conformance with the approved site plan.
- j. Phasing and expiration of approval. The site plan shall be effective for a period of three (3) years from the date of approval, unless stated otherwise in the written site plan approval. Building permits shall not be issued based on site plans that have an approval date more than three (3) years old. For multi-phased plans, building permits shall not be issued based on an approval date more than three (3) years from the date of Phase I approval.

(c) Site plan review criteria. The site plan must meet the following review criteria:



- (1) All of the information required on a site plan is shown.
 - (2) The lot size and lot dimensions are consistent with what is shown on the approved final plat.
 - (3) No buildings or structures infringe on any easements.
 - (4) The proposed site grading is consistent with the requirements of any applicable adopted storm drainage criteria or master drainage plans.
 - (5) The density and dimensions shown conform with the Town Density and Dimensional Standards or the approved PUD requirements.
 - (6) The applicable provisions of this Code have been adequately addressed and the proposed improvements conform to this Code.
- (d) Amendments to approved site plans.
- (1) Minor variations in the location of structures, improvements, or open space areas caused by engineering or other unforeseen difficulties may be reviewed and approved by the Town Staff. Such changes shall not exceed ten (10%) percent of any measurable standard or modify the use, character, or density of an approved site plan. All plans so modified shall be revised to show the authorized changes and shall become a part of the permanent records of the Town.
 - (2) Changes to approved site plans that exceed the ten (10%) percent threshold, or other major modifications (such as changes in building size or footprint, relocation of access points, changes to required parking, etc.), shall be considered as a new site plan application. Such amendments shall require staff review and approval to become effective. A complete site plan application shall be prepared and submitted in compliance with the requirements set forth in this Section.”

Section 11. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 12. Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the Ordinance. The Board of Trustees hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more parts, sections, subsections, sentence, clauses or phrases are declared invalid.

Section 13. Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

Section 14. Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than one copy of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 12th DAY OF August, 2013.

ATTEST:

TOWN OF MEAD

By Linda Blackston
Linda Blackston, CMC, Town Clerk

By Richard W. Macomber
Richard W. Macomber, Mayor

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Steve Moreno, Clerk and Recorder, Weld County, CO

