

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 888**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO
AMENDING AND RESTATING ARTICLE IV OF CHAPTER 16 OF THE *MEAD
MUNICIPAL CODE* (“SUBDIVISION REGULATIONS”)**

WHEREAS, Sec. 16-3-160(d) of the Town of Mead Municipal Code (“MMC”) sets forth that amendments to the text of the Land Use Code may be initiated by the Board of Trustees, the Planning Commission, Town Staff or written application of any property owner or resident of the Town and further provides that any such text amendments “. . . shall be reviewed and considered by the Planning Commission and the Board of Trustees at public hearings and shall be enacted by ordinance”; and

WHEREAS, Town Staff has proposed certain amendments to Article IV of Chapter 16 of the MMC, titled “*Subdivision Regulations*”; and

WHEREAS, a legislative redline of the Staff-initiated amendments to the *Subdivision Regulations* (the “Proposed Text Amendments”) has been provided to the Board of Trustees (the “Board”); and

WHEREAS, the Planning Commission conducted a duly-noticed public hearing on March 21, 2019 to consider the Proposed Text Amendments; and

WHEREAS, following conclusion of the duly-noticed hearing, the Planning Commission recommended approval of the Proposed Text Amendments to the Board, as required by to the MMC; and

WHEREAS, the Board conducted a duly-noticed public hearing on April 8, 2019 to consider the Proposed Text Amendments; and

WHEREAS, the Board has reviewed the recommendations of Town Staff and the Planning Commission and other evidence as presented at the public hearing and has determined that the Proposed Text Amendments satisfy the criteria set forth in Sec. 16-3-160(f)(2) of the MMC and provide for changes in administrative practices as necessary to accommodate the changing needs of the community and the Town Staff.

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

Section 1. Article IV of Chapter 16 of the Mead Municipal Code, entitled “*Subdivision Regulations*”, is hereby amended and restated in its entirety as set forth below:

Article IV – Subdivision Regulations

Sec. 16-4-10. - General provisions.

The provisions of this Article shall apply to any and all development of land within the municipal boundaries of the Town, unless expressly and specifically exempted or provided otherwise in this Code. No development shall be undertaken without prior and proper approval or authorization pursuant to the terms of this Code. All development shall comply with the applicable terms, conditions, requirements, standards and procedures established in this Section and this Code.

- (1) Except as herein provided, no building, structure or land shall be used and no building or structure, or part thereof, shall be erected, constructed, reconstructed, altered, repaired, moved or structurally altered, except in conformance with the regulations herein specified for the district in which it is located, nor shall a yard, lot or open space be reduced in dimensions or area to an amount less than the minimum requirements set forth herein.
- (2) This Section establishes procedural and substantive rules for obtaining the necessary approval to develop land and construct buildings and structures. Development applications will be reviewed for compliance with the Town Comprehensive Plan and with adopted regulations, policies and other guidelines.
- (3) For the purposes of this Article, "next available meeting" shall mean the next regularly scheduled meeting at which there is adequate time remaining on the proposed agenda for consideration of any plan or plat, and for which there is adequate time in advance of the meeting for staff to review, prepare information for distribution and to publish notice of the hearing in the manner provided in this Code, and to give notice to the adjacent property and referral agencies in the manner provided in this Code.

Sec. 16-4-20. - Intent.

This Article is designed and enacted for the purpose of promoting the health, safety, convenience, order, prosperity and welfare of the present and future inhabitants of the Town by:

- (1) Encouraging new subdivision developments to relate to the Town's historic development pattern.
- (2) Promoting compact, well-defined, sustainable neighborhoods that enhance the Town's character.
- (3) Creating livable neighborhoods that foster a sense of community and reduce dependency on private vehicles.
- (4) Encouraging the proper arrangement of streets in relation to existing or planned streets and ensuring streets facilitate safe, efficient and pleasant walking, biking and driving.
- (5) Providing a variety of lot sizes and housing types in every neighborhood.
- (6) Protecting sensitive natural and historic areas and the Town's environmental quality.
- (7) Providing for adequate and convenient open spaces for traffic, utilities, access of fire apparatus, recreation, light and air and for the avoidance of congestion.
- (8) Providing open spaces for adequate storm water management.
- (9) Providing adequate spaces for educational facilities.
- (10) Providing protection from geologic hazards and flood prone areas.
- (11) Ensuring compliance with this Code and the Town Comprehensive Plan.
- (12) Regulating such other matters as the Board of Trustees may deem necessary in order to protect the best interest of the public.

Sec. 16-4-30. - Administration.

4. Staff refers application to parties in interest.
 5. Letters of support and commitment to serve letter.
 6. Staff reviews application and prepares comments.
 7. Applicant addresses staff comments.
 8. Final staff review and report to Planning Commission.
 9. Town schedules public hearing and completes public notification process.
 10. Planning Commission public hearing and recommendation.
 11. Board of Trustees public hearing and action.
- c. Final plat.
1. Application submittal.
 2. Staff certifies application is complete.
 3. Staff refers application to parties in interest.
 4. Staff reviews application and prepares comments.
 5. Applicant addresses staff comments.
 6. Final staff review and report to Planning Commission.
 7. Town schedules public hearing and completes public notification process.
 8. Planning Commission public hearing and recommendation.
 9. Staff notifies parties in interest of public meeting on final plat.
 10. Town schedules public hearing and completes public notification Process.
 11. Board of Trustees public hearing and action.
 12. Record final plat.
 13. Post-approval actions.
- (3) Concurrent sketch plan/preliminary plat process. Major subdivisions may also choose to submit a sketch plan and preliminary plat concurrently:
- a. Sketch plan/preliminary plat.
 1. Preapplication conference.
 2. Site visit with Town staff.
 3. Board of Trustees visioning meeting (optional).
 4. Application submittal.
 5. Staff certifies application is complete.
 6. Staff refers application to parties in interest.
 7. Letters of support and commitment to serve letter.
 8. Staff reviews application and prepares comments.
 9. Applicant addresses staff comments.

- (1) All plans of streets or highways for public use, and all plans, plats, plots and replats of land laid out in subdivision or building lots, and the streets, highways, alleys or other portions of the same intended to be dedicated to a public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto, shall be submitted to the Board of Trustees for review and subsequent approval, conditional approval or disapproval. No plat shall be recorded in any public office unless the same shall bear thereon, by endorsement or otherwise, the approval of the Board of Trustees. Acceptance of proposed dedications to the Town for public purposes, other than those set forth in a final plat, shall be given by separate action of the Board of Trustees.
- (2) Public notice procedures.
 - (a) Neighborhood meetings introducing new applications to surrounding property owners may be required at the discretion of the Planning Director.
 - (b) Modification to the required notification distances found in this Code may be approved by the Planning Director under the following circumstances:
 1. Adjustments may be made so that the boundaries of the notification area coincide with streets or other distinctive physical or natural features, and therefore create a more practicable and rational boundary for the notification area.
 2. Contraction of the otherwise-required notification area shall be authorized if it is determined that the potential impacts from the proposed development will likely be limited to either the subject parcel or to immediately adjacent properties.

Sec. 16-4-40. - Types of subdivision.

- (a) Major subdivisions.
 - (1) Definition. A major subdivision is a subdivision which includes one (1) or more of the following:
 - a. Dedication of public right-of-way or other public tracts; or
 - b. The entire tract to be subdivided is greater than ten (10) acres; or
 - c. The resultant subdivision will produce more than six (6) lots.
 - (2) Major subdivision process. The major subdivision process is as follows:
 - a. Sketch plan.
 1. Preapplication conference and site visit with staff.
 2. Board of Trustees visioning meeting (optional).
 3. Application submittal.
 4. Staff certifies application is complete.
 5. Planning Commission review.
 6. Board of Trustees action.
 - b. Preliminary plat.
 1. Preapplication conference with staff.
 2. Application submittal.
 3. Staff certifies application is complete.

10. Final staff review and report to Planning Commission.
 11. Town schedules public hearing and completes public notification process.
 12. Planning Commission public hearing and recommendation.
 13. Board of Trustees action.
- b. Final plat.
1. Application submittal.
 2. Staff certifies application is complete.
 3. Staff refers application to parties in interest.
 4. Staff reviews application and prepares comments.
 5. Applicant addresses staff comments.
 6. Final staff review and report to Planning Commission.
 7. Town schedules public hearing and completes public notification process.
 8. Planning Commission public hearing and recommendation.
 9. Staff notifies parties in interest.
 10. Town schedules public hearing and completes public notification process.
 11. Board of Trustees public hearing and action.
 12. Record final plat.
 13. Post-approval actions.
- (b) Minor subdivisions.
- (1) Definition. A minor subdivision is a subdivision which meets all of the following conditions:
 - a. Option 1.
 1. The property has previously been platted within the Town;
 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; and
 5. There will be no exceptions to the Subdivision Design Standards.
 - b. Option 2.
 1. The property is to be subdivided in order to split the parcel and convey a portion of it as a separate tract; and
 2. There is no public right-of-way dedication.
 - (2) Process. The minor subdivision process is as follows:
 - a. Preapplication conference with Town staff.
 - b. Board of Trustees visioning meeting (optional).
 - c. Application submittal.

- d. Staff certifies application is complete.
- e. Staff refers application to parties in interest.
- f. Letters of support and commitment to serve letter.
- g. Staff reviews application and prepares comments.
- h. Applicant responds to staff comments.
- i. Town schedules public hearing and completes public notification process.
- j. Planning Commission public hearing and recommendation.
- k. Board of Trustees public hearing and action.
- l. Record minor subdivision plat.

(c) Administrative subdivisions.

(1) Definition. An administrative subdivision is an amendment of all or a portion of a recorded subdivision for the purpose of any of the following:

- a. Correct a drafting or other technical error on a recorded subdivision plat; or
- b. Adjust one (1) or more lot lines on a recorded subdivision plat where:
 - 1. The boundaries of ten (10) or fewer lots are changed;
 - 2. There is no increase in the number of lots;
 - 3. No existing or dedicated easements or rights-of-way are changed without the approval of all easement owners and utility companies;
 - 4. All resulting lots will comply with the requirements of this Code. No lots are created that will result in the need for a zoning variance or an exception to the subdivision design standards;
 - 5. All required public improvements are installed and approved;
 - 6. There have not been other administrative plats within the same subdivision such that in combination with the proposed administrative plat they would circumvent the intent of this Section;
 - 7. The approval of the administrative plat will not violate any provisions of this Chapter.

(2) Process. The administrative subdivision process is as follows:

- a. Final plat.
 - 1. Preapplication conference and site visit with staff.
 - 2. Application submittal.
 - 3. Staff certifies application is complete.
 - 4. Staff reviews application and prepares comments.
 - 5. Applicant addresses staff comments.
 - 6. Applicant submits complete final plat.
 - 7. Town records final plat with County Clerk and Recorder.

Sec. 16-4-50. - Sketch plan.

- (a) Sketch plan purpose. The sketch plan process is a broad concept plan that describes in very general terms what the applicant envisions. The purpose of the sketch plan is two-fold. First, it provides the Town the opportunity to describe the community's vision to the applicant. Second, it gives the applicant an opportunity to discuss his or her development plans, explain how the plans will further the community's vision and obtain input and direction from the Board of Trustees early in the process. The ultimate goal of this process is to help the applicant develop a plan that fosters the community's vision.
- (b) Sketch plan application process.
 - (1) Step 1: Preapplication conference and site visit with staff. A preapplication conference with a representative from the Town staff is required before the applicant may submit a sketch plan application. The purpose of the meeting is to allow the applicant to discuss his or 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. Applicant's goals for the property.
 - b. Town vision and expectations.
 - c. The requirements of this Code.
 - d. The character and quality of development the Town is seeking.
 - e. Town regulations and standards.
 - f. The application and review process.
 - g. Submittal requirements.
 - h. Schedule for processing and tentative hearing dates.
 - (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 subdivision 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 provide the following items to the staff for inclusion in the Board of Trustees meeting packet:
 - 1. Context/vicinity map - which shows the proposed development in relation to the surrounding area.
 - 2. 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 a porch, vertical windows, 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 special tree 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: Sketch plan application submittal. The applicant shall submit the required number of copies of the complete application package, as determined by the Planning Director. The original application and all documents requiring a signature shall be signed in blue ink. The sketch plan application package shall include the following items:
- a. Completed land use application form, sketch plan - technical criteria form, application fee and fee agreement.
 - b. A legal description for all property within the area encompassed by the sketch plan.
 - c. Current proof of ownership in the form of title insurance issued within thirty (30) days of submission of the application.
 - d. 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 (300) hundred 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.
 - e. Application fee and cash deposit. The applicant shall submit the application fee, cash deposit and a signed application fee agreement. Application fees will be assessed in accordance with the Application Fee and Cash Deposit Schedule. The cash deposit is nonrefundable 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 application fee agreement form shall be obtained from the Town Clerk.
 - f. Context/vicinity map. The context/vicinity map shall show the proposed development in relation to the surrounding area (a one-and-one-half-mile radius around the property). The map shall be submitted on a twenty-four-inch high by thirty-six-inch wide hard copy providing the following information:
 - 1. Title of project.
 - 2. North arrow, scale (not greater than 1" = 1,000') and date of preparation.

3. Boundary of proposed project.
 4. Existing (for developed land) or proposed (for vacant/agricultural land) land uses for the properties shown on the map (i.e., residential, commercial, industrial, park, etc.) - label land use and whether it is existing or proposed.
 5. Major streets (show and label street names).
 6. Existing public water and sewer lines and proposed connections.
 7. Regional open space/trail networks per the Comprehensive Plan.
 8. Major ditches, rivers and bodies of water.
 9. Adjacent properties identified by subdivision name or zoning district.
- g. Sketch plan. A map of the area included in the proposed sketch plan, twenty-four (24) inches high by thirty-six (36) inches wide, with the following information:
1. Title of project.
 2. North arrow, scale (1" = 100' or 1" = 200') and date of preparation.
 3. Vicinity map.
 4. Legal description.
 5. Acreage of property.
 6. USGS topographic contours.
 7. Location and approximate acreage of proposed land uses.
 8. Existing easements and rights-of-way on or adjacent to the property.
 9. Existing streets on or adjacent to the property (show and label street names).
 10. Note indicating how the public/semi-public land dedication will be met.
 11. Table providing the following information for each proposed land use area: total acreage; proposed density or floor area ratio; proposed number of dwelling units; and approximate size of proposed residential lots.
 12. Proposed collector and arterial streets.
 13. General locations of existing utilities on or adjacent to the property.
 14. Graphic and/or verbal explanation of how the property will be served with utilities.
 15. Location of any proposed sewer lift stations.
 16. Trails - show how the development will tie into the regional trail network.
 17. Floodplain boundary with a note regarding the source of information (if a floodplain does not exist on the property, please state this on the plan).
 18. Geologic hazard areas.
 19. Existing and proposed zoning on and around the property.
 20. Land use table - the table shall include: land uses, approximate acreage of each land use and percentage of each land use.

- h. Conceptual open space and ecological plan. The conceptual open space plan shall be a generalized graphic and written description of the size, location, characteristics and function of the public and private open spaces within the subdivision.
 - i. General development information. Provide a written description of the existing conditions on the site and the proposed development. Include the following items in the description:
 - 1. Design rationale - discuss how the development is connected to and integrated with surrounding area, how it responds to site features and constraints and how it is consistent with this Code. If it is not consistent with the community design principles and development standards section, explain how the intent of the criteria in the section is met.
 - 2. Proposed number of residential lots or dwelling units, typical lot width and depth, price ranges of lots and dwelling units (not needed if information is shown on the sketch plan).
 - 3. General description of plan for drainage and storm water management.
 - 4. Water supply information, including the number of water taps needed for development and the amount of raw water and its source that will be provided to the Town for public park irrigation.
 - 5. Statement indicating whether or not any commercial mineral deposits are located on the site.
 - 6. Description of any floodplain hazards on the site (only if additional information is needed than what is shown on the sketch plan map).
 - 7. Show how the proposed development complies with the Comprehensive Plan.
 - j. Other information. Any other information as may be requested by the Town.
- (4) Step 4: Certification of completion - sketch plan application. Within a reasonable period of time, Town staff shall either certify that 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 resubmit. The original application and all documents requiring a signature shall be signed in blue ink.
- (5) Step 5: Set sketch plan public hearing dates and complete public notification process. The Town Clerk shall set the dates of the public hearings before the Planning Commission and the Board of Trustees. The Town shall send notice no less than fifteen (15) days before the Planning Commission and Board of Trustees public hearings using one (1) set of applicant-provided No. 10 envelopes, stamped with first-class postage, with the Town's address as the return address, addressed to: owners of property located within three hundred (300) feet of the property being subdivided; to mineral estate owners of record; to appropriate ditch companies; and other parties of interest as specified by the Town. The notices shall include the time and place of the public hearings, the nature of the hearings, the location of the subject property and the applicant's name. The Town Clerk shall also publish notice of the public hearings in a newspaper of general circulation no less than fifteen (15) days before the Planning Commission and the Board of Trustee hearings. The hearings may be held no less than fifteen (15) days from the date of the newspaper publication. Not less than fifteen (15) days before the Planning Commission hearing, the applicant shall post signs on the property within one hundred (100) feet of each adjacent public street right- of-way bordering the property, at least once for every six hundred (600) feet of frontage or as otherwise approved by the Town. The applicant shall submit photos of the signs

and a signed, notarized affidavit certifying that the property was posted on the required date and in the locations as approved by the Town prior to the Planning Commission public hearing. The applicant is responsible for ensuring that the posted signs remain in place and in legible condition until the public hearings are concluded and for removal of the signs after the public hearings are concluded. The signs shall be a minimum of three (3) feet by four (4) feet in size and shall state:

PUBLIC NOTICE

A land use application for
this property is under review
by the Town of Mead.

Public hearings are scheduled.

Contact the Town of Mead at:

(970) 535-4477

The signs shall have a white background with black and/or red lettering. If the sketch plan application is accompanying another application which is scheduled for public hearings before the Planning Commission and Board of Trustees, one (1) public hearing may be held on both applications.

- (6) Step 6: Planning Commission public hearing and action on the sketch plan. The Planning Commission shall hold a public hearing to review the sketch plan application and Town staff comments and provide input regarding how well the project addresses the sketch plan review criteria. The Planning Commission shall then make a recommendation to the Board of Trustees to approve, conditionally approve or deny the sketch plan.
 - (7) Step 7: Board of Trustees public hearing and action on the sketch plan. The Board of Trustees shall, after receiving the report and recommendations from the Planning Commission, hold a public hearing and act upon the proposed sketch plan. The public hearing may be continued at the discretion of the Board of Trustees to another date without additional notification to the public and publication. Following the required hearing, the Board of Trustees shall consider the comments and evidence presented at the hearing and evaluate the application in accordance with the criteria listed below and approve, approve with conditions or deny the application, in whole or in part. Approval shall be by ordinance.
 - (8) Step 8: Post-approval actions. Failure to proceed with the preliminary or joint preliminary/final plat application within twelve (12) months of the sketch plan approval shall require the applicant to commence the sketch plan review procedure again; provided, however, that, for good cause shown, the Board of Trustees may extend the time period for filing the preliminary or final plat application.
- (c) Sketch plan review criteria. The Town shall use the following criteria in addition to other applicable provisions of this Code to evaluate the applicant's sketch plan application:
- (1) The land use mix within the project conforms to the Town of Mead Zoning District Map and furthers the goals and policies of the Town Comprehensive Plan including:
 - a. The proposed development promotes the Town's small town, rural character;
 - b. Proposed residential development adds diversity to the Town's housing supply;
 - c. Proposed commercial development will benefit the Town's economic base;
 - d. Parks and open space are incorporated into the site design;

- e. The proposed project protects the Town's environmental quality; and
 - f. The development enhances cultural, historical, educational and/or human service opportunities.
- (2) The sketch plan represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code and the Town Comprehensive Plan.
 - (3) The utility and transportation design is adequate, given existing and planned capacities of those systems.
 - (4) Negative impacts on adjacent land uses have been identified and satisfactorily mitigated.
 - (5) There is a need or desirability within the community for the applicant's development and the development will help achieve a balance of land use and/or housing types within Mead, according to Mead's goals.

Sec. 16-4-60. - Preliminary plat.

- (a) Preliminary plat purpose. The purpose of the preliminary plat is to provide the Town with an overall master plan for the proposed development.
- (b) Preliminary plat application process.
 - (1) Step 1: Preapplication conference. A preapplication conference with a representative from the Town staff is required before the applicant may submit a preliminary plat application. Topics to be discussed will include:
 - a. The provisions of this Code and the applicable requirements;
 - b. The application and review process;
 - c. Input received in the sketch plan process;
 - d. Identification of all impacted governing agencies and/or other referral parties;
 - e. Submittal requirements; and
 - f. Schedule for processing and tentative hearing dates.
 - (2) Step 2: Preliminary plat application submittal. The applicant shall submit the required number of copies of the complete application package, as determined by the Planning Director. The original application and all documents requiring a signature shall be signed in blue ink. The preliminary plat application package shall include the following items:
 - a. Land use application form and preliminary plat application form.
 - b. Preliminary plat technical criteria form.
 - c. Application fee and cash deposit. The applicant shall submit the application fee, cash deposit and a signed application fee agreement. Application fees will be assessed in accordance with the Application Fee and Cash Deposit Schedule. The cash deposit is nonrefundable 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 application fee agreement form shall be obtained from the Town Clerk.

- d. Title Commitment. The title commitment must be current and dated no more than thirty (30) days from the date of preliminary plat application submittal.
- e. 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 one thousand (1,000) 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 TM spreadsheet. The applicant shall certify that the report is complete and accurate.
- f. Preliminary plat. The preliminary plat shall be twenty-four (24) inches high by thirty-six (36) inches wide and provide the following information:
 - 1. Title of project.
 - 2. North arrow, scale (not greater than 1" = 100') and date of preparation.
 - 3. Vicinity map.
 - 4. Names and addresses of owners, applicant, designers, engineers and surveyors.
 - 5. Legal description.
 - 6. Total acreage of property.
 - 7. Existing contours at two-foot intervals (contours shall be based on USGS datum).
 - 8. Name and location of abutting subdivisions or owners of abutting property (if land is not platted).
 - 9. Lots, blocks, and street layout with approximate dimensions and square footage for each lot.
 - 10. Consecutive numbering of all lots and blocks.
 - 11. Existing and proposed rights-of-way and easements on and adjacent to the property. Easements should be labeled with recording and beneficiary information.
 - 12. Existing and proposed street names for all streets on and adjacent to the property.
 - 13. Existing and proposed zoning on and adjacent to property.
 - 14. Location and size of existing and proposed sewer lines, water lines and fire hydrants.
 - 15. Existing and proposed curb cuts on and adjacent to subject property.
 - 16. Location by field survey or aerial photography of existing and proposed water courses and bodies of water such as irrigation ditches and lakes. Water courses shall include direction of flow.
 - 17. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plan).
 - 18. The boundaries of proposed phases of the subdivision if the final plat is intended to be submitted in multiple phases.
 - 19. General location of existing surface improvements such as buildings, fences or other structures which will remain on the property as part of the subdivision.
 - 20. Location and acreage of sites of proposed parks, playgrounds, schools or other public uses.

21. Location, function, ownership and manner of maintenance of any private open space, parks and trails.
 22. Land use table - the table shall include: land uses, approximate acreage of each land use and percentage of each land use (including how the public/semi-public land dedication requirement will be met).
 23. Total number of lots.
 24. Number of each type of dwelling unit proposed.
 25. The preliminary plat map shall contain on its face the following certificates. Text is to be ten-point (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 six and one-half (6 ½) inches in width. If multiple columns are required, separate the columns by one (1) inch. Legal descriptions are to contain a blank line separating each clause in the description.
 26. Oil and gas well locations (drilling windows and setbacks) and locate any gathering lines.
- g. General development information. Provide a written description of the existing conditions on the site and the proposed development. Include the following items:
 1. Explanation of how the preliminary plat is consistent with the sketch plan, and if there are any differences, what they are and how the plan is still consistent with the community's vision.
 2. Explanation of how the items of concern expressed by the Planning Commission, the Board of Trustees and by the public at the time of sketch plan review, have been addressed.
 3. Explanation of how the plan is consistent with this Code and the Town Comprehensive Plan.
 - h. Preliminary grading and drainage plan and report. This plan and report must be certified by a Colorado registered professional engineer, including storm drainage concepts such as locations for on-site detention or downstream structural improvements and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways and/or floodplains on and adjacent to the site as well as any FEMA applications required.
 - i. Master utility plan. This plan shall be prepared by a registered professional engineer. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the subdivision.
 - j. Preliminary landscape plan. See requirements in design standards.
 - k. Preliminary open space and ecological characterization plan. See requirements in the design standards.
 - l. Traffic study. This study must be prepared by a Colorado registered professional engineer who specializes in traffic planning and engineering.

- m. Draft of proposed covenants and architectural design guidelines, if appropriate.
 - n. Mineral, oil and gas rights documentation. Evidence that the surface owner has contacted all lessees of mineral, oil and gas rights associated with the site and is working towards resolution. Included in the evidence must be the name of the current contact person, their phone number, and mailing address.
 - o. Soils report and map. Four copies of a complete soils report and map must be provided to some of the review agencies.
 - p. Geologic report. Four copies of a complete geologic report must be provided to some of the review agencies.
 - q. Colorado historical society records search. At the discretion of the Town staff or Board of Trustees, an applicant may be required to provide the Town with a Colorado Historical Society records listing historically or archaeologically significant findings on the property being subdivided. If a listing shows a significant finding, a site-specific historic survey is required. The survey shall provide the following information:
 - 1. Site identification including:
 - A. State site number;
 - B. Site address;
 - C. Site location/access;
 - D. Type and description of finding (what is historic); and
 - E. Owner's name and address.
 - 2. Eligibility assessment for historic designation.
 - 3. Statement of significance.
 - 4. Management and administrative data including:
 - A. References;
 - B. Photographs of the site;
 - C. Maps of the site;
 - D. Name, address, phone number and qualifications of person completing survey; and
 - E. Date of completion of survey.
 - 5. If, in coordination with the applicant, the Board of Trustees decides to protect an historic resource, a protection plan must be devised.
 - r. Water supply report. This report must be prepared by a Colorado registered professional engineer or other water supply expert. The report must comply with the requirements of Sections 29-20-301 through 29-20-306, C.R.S. Alternatively, a letter from the water provider indicating ability and willingness to serve will suffice.
 - s. Other information. Any other information as may be requested by the Town.
- (3) Step 3: Certification of completion - preliminary plat application. Within a reasonable period of time, Town staff shall either certify that 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 resubmit the application. The original application and all documents requiring a signature shall be signed in blue ink.

- (4) Step 4: Refer application to parties in interest. The Town shall specify the specific information to be included in the referral packets. Referrals shall be distributed electronically, whenever possible, to mineral estate owners of record; appropriate ditch companies; utilities and other parties of interest as specified by the Town; property owners within one thousand (1,000) feet of the property being subdivided shall receive mailed notice as follows. Notice materials shall consist of: one (1) set of applicant-provided No. 10 envelopes, stamped with first-class postage, with the Town's address as the return address, addressed to: owners of property located within one thousand (1,000) feet of the property being subdivided, as available through Weld County Assessor.
- (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 preliminary plat based on the preliminary 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 report to planning commission. Staff will complete a final review of the submitted materials and then prepare a report to the Planning Commission explaining whether the application is or is not consistent with the preliminary plat review criteria.
- (8) Step 8: Set preliminary plat public hearing dates and complete public notification process. The Town Clerk shall set the dates of the public hearings before the Planning Commission and the Board of Trustees. The Town shall send notice no less than fifteen (15) days before the Planning Commission and Board of Trustees public hearings using one set of applicant-provided No. 10 envelopes, stamped with first-class postage, with the Town's address as the return address, addressed to: owners of property located within one thousand (1,000) feet of the property being subdivided, as available through Weld County Assessor; to mineral estate owners of record; to appropriate ditch companies; utilities and other parties of interest as specified by the Town. The notices shall include the time and place of the public hearings, the nature of the hearings, the location of the subject property and the applicant's name. The Town Clerk shall also publish notice of the public hearings in a newspaper of general circulation no less than fifteen (15) days before the Planning Commission and the Board of Trustees hearings. The hearings may be held no less than fifteen (15) days from the date of the newspaper publication. Not less than fifteen (15) days before the Planning Commission hearing, the applicant shall post signs on the property within one hundred (100) feet of each adjacent public street right-of-way bordering the property, at least once for every six hundred (600) feet of frontage, or as otherwise approved by the Town. The applicant shall submit photos of the signs and a signed, notarized affidavit certifying that the property was posted on the required date and in the locations as approved by the Town prior to the Planning Commission public hearing. The applicant is responsible for ensuring that the posted signs remain in place and in legible condition, until the public hearings are concluded and for removal of the signs after the public hearings are concluded. The signs shall be a minimum of three (3) feet by four (4) feet in size and shall state:

PUBLIC NOTICE

A land use application for
this property is under review
by the Town of Mead.

Public hearings are scheduled.

Contact the Town of Mead at:

(970) 535-4477

The signs shall have a white background with black and/or red lettering. If the preliminary plat application is accompanying another application which is scheduled for public hearings before the Planning Commission and Board of Trustees, one (1) public hearing may be held on both applications.

- (9) Step 9: Planning Commission public hearing and recommendation. The Planning Commission shall hold a public hearing to review the application based on the preliminary plat review criteria. The Planning Commission shall then make a recommendation to the Board of Trustees to approve, conditionally approve, or deny the application.
- (10) Step 10: Board of Trustees public hearing and action. The preliminary plat shall be presented to the Board of Trustees for its review and action. The Board of Trustees may approve, conditionally approve or deny the preliminary plat based on the preliminary plat review criteria. Approval and conditional approval of a preliminary plat shall be effective for one (1) year unless otherwise approved by Board of Trustees.
- (11) Step 11. Post approval actions.
 - a. Upon approval of a preliminary plat by the Board of Trustees, the applicant shall have thirty (30) days after approval of the plat by the Board of Trustees to submit to the Town Clerk two (2) original 24" X 36" Mylar drawings, one (1) paper copy of the approved preliminary plat, signed by all parties other than the Town Officials, along with the recording fees and all other costs billed by the Town relative to the preliminary plat.
 - b. The preliminary plat shall be prepared by a licensed surveyor or engineer.
Inaccurate, incomplete or poorly drawn plans shall be rejected. In addition, the petitioner shall submit two (2) copies of an AutoCAD™ drawing file of the preliminary plat in an acceptable electronic transfer format.
 - c. Within thirty (30) days of receipt of the preliminary plat Mylars, the Planning Director shall review the documents for compliance with the Board of Trustee's approval.
 - d. If the plat is denied, the request or one that is substantially similar may not be heard by the Planning Commission for a period of one (1) year from the date of denial unless otherwise approved by the Planning Commission.
 - e. If a final plat is not submitted within one (1) year or within such extended time as may be granted by the Board of Trustees, a new preliminary plat must be submitted and processed according to this Code before the Town may act on a final plat.
- (c) Preliminary plat review criteria. In addition to all provisions of the Code, the Town shall use the following criteria to evaluate the applicant's request:

- (1) The preliminary plat represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code and the Town Comprehensive Plan.
- (2) The application is consistent with the approved sketch plan and incorporates the Planning Commission's recommendations and conditions of approval.
- (3) The land use mix within the project conforms to the Town's Zoning District Map and Land Use Map and furthers the goals and policies of the Town Comprehensive Plan including:
 - a. The proposed development promotes the Town's small town, rural character;
 - b. Proposed residential development adds diversity to the Town's housing supply;
 - c. Proposed commercial development will benefit the Town's economic base;
 - d. Parks and open space and trails are incorporated into the site design;
 - e. The proposed project protects the Town's environmental quality; and
 - f. The development enhances cultural, historical, educational and/or human service opportunities.
- (4) The utility and transportation design is adequate, given existing and planned capacities of those systems.
- (5) Negative impacts on adjacent land uses have been identified and satisfactorily mitigated.
- (6) There is a need or desirability within the community for the applicant's development and the development will help achieve a balance of land use and/or housing types within the Town of Mead.

Sec. 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 the

required number of copies of the complete application package, as determined by the Planning Director. 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 nonrefundable 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. Section 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 (1) 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 ten-point (0.13888") AutoCAD™ Roman Simplex, Helvetica, Arial or similar "san

serf" 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 six and one-half (6½) inches in width. If multiple columns are required, separate the columns by one (1) inch. 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 and Environment.
 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 resubmit the application.
 - (4) Step 4: Refer application to referral agencies. The Town shall specify the specific information to be included in the referral packets. Referrals should distributed, 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 modifications or further study. The staff shall make a final decision on the final plat.
 - (8) Step 8: Final plat review criteria. In addition to all provisions of the Code, staff shall use the following criteria to evaluate the applicant's request:
 - a. The final plat represents a functional system of land use and is consistent with the rationale criteria set forth in this Code and the Town Comprehensive Plan.
 - b. The final plat is consistent with the approved preliminary plat and incorporates the Planning Commission's and Board of Trustees recommendations and conditions of approval.
 - c. The development will substantially comply with this Code.
 - d. All applicable technical standards have been met.
 - (9) Step 9: Board of Trustees action. The final plat 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 final plat by the Board of Trustees, the applicant shall have thirty (30) days to submit to the Town Clerk three (3) original twenty-four-inch-by-thirty-six-inch

(24"×36") Mylar drawings for recording, signed by all parties other than the Town Officials, one (1) paper copy of the final plat, payment for the recording fees and all other costs billed by the Town relative to the final plat.

- b. The final plat shall be prepared by a licensed surveyor or engineer. Inaccurate, incomplete or poorly drawn plans shall be rejected. In addition, the petitioner shall submit two (2) copies of an AutoCAD™ drawing file of the final plat in an acceptable electronic transfer format.
- c. Within thirty (30) days of receipt of the final 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 final plat and the ordinance approving the final plat to the County Clerk and Recorder's Office for recordation.
- d. The Town will provide the finalized Subdivision Improvement Agreement (SIA) for signature.
- 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. 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 other uses.

Sec. 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 the required number of copies of the complete application package, by the Planning Director. 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 nonrefundable 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 minor subdivision plat application submittal.
- f. Improvement survey plat. An improvement survey plat as defined by C.R.S. Section 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 (1) 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 ten-point (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 six and one-half (6½) inches in width. If multiple columns are required, separate the columns by one (1) inch. 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.
- 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 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 resubmit the application.
 - (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 distributed, 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 twenty-four-inch × thirty-six-inch 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.

Sec. 16-4-90. - Plot plan.

The plot plan is needed in order to apply for a building permit for any building or structure constructed on a single-family home or duplex lot. The plot plan shows where the proposed building or structure will be located on the lot so that the Town can make sure that the proposed location will be in compliance with all applicable regulations. It is recommended a plot plan be submitted with the building permit to expedite Town review.

- (1) Plot plan process.
 - a. Step 1: Submit plot plan application package.
 - 1. Plot plan map - The plot plan map shall be a minimum of eight and one-half (8½) inches by eleven (11) inches and shall provide the following information:
 - a) Title of project.
 - b) North arrow, scale (1"=20' or as approved by the Town) and date of preparation.
 - c) Name, address and phone number of property owner.
 - d) Lot number, block number and name of subdivision.
 - e) Lot size (square footage).
 - f) Bearings and distances of all lot lines.
 - g) Existing easements on the lot.
 - h) Footprint of the proposed building or structure, dimensioned.
 - i) Square footage of the proposed building and the footprint of the proposed building.
 - j) Distance from the proposed building or structure to all lot lines.
 - k) All existing buildings or structures on the lot.

- l) Driveway.
 - m) Existing and/or proposed water and sewer service lines on the lot.
 - n) Elevations of the finished floor for the house and garage, the ground ten (10) feet away from the house and garage and the lot corners.
 - o) Height of all proposed buildings.
 - p) Street trees (right-of-way landscaping).
2. Drainage information - Provide the Town with information regarding how the lot will drain.
- b. Step 2: Staff reviews plot plan application and prepares comments. Staff will review the plot plan map to make sure it is consistent with the plot plan review criteria. Following the review, staff will prepare a written report outlining any changes that must be made to the plot plan before it can be approved.
 - c. Step 3: Applicant addresses staff comments. Applicant makes all necessary changes to the plot plan and resubmits a revised copy to the Town.
 - d. Step 4: Plot plan approval. Staff completes final review of plot plan to ensure that the Plan is complete. If the Plan is determined completed, it is approved by staff.
- (2) Plot plan review criteria. The plot plan must meet the following review criteria:
- a. All of the information needed on a plot plan is shown.
 - b. The lot size and lot dimensions are consistent with what is shown on the approved final plat.
 - c. No buildings or structures infringe on any easements.
 - d. The proposed site grading is consistent with FHA standards (if insured by FHA) otherwise it shall meet the Town's approval.
 - e. The density and dimensions shown conform with this Code or the approved PUD requirements.
 - f. The applicable provisions of this Code have been adequately addressed.

Sec. 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 the required number of copies of the application package, as determined by the Planning Director. 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 nonrefundable 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. Section 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 (1) 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-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 five hundred (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 ten-point (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 six and one-half (6½) inches in width. If multiple columns are required, separate the columns by one (1) inch. 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.
 - 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.
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 will be provided.
- 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 resubmit the application.
 - (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 distributed, 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 twenty-four-inch × thirty-six-inch 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 one hundred fifteen percent (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 1 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 percent (10%) 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 percent (10%) 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.

Sec. 16-4-110. - Administrative plat.

The purpose of the administrative subdivision plat is to provide a simple administrative subdivision process to:

- (1) Correct a drafting or other technical error on a recorded subdivision plat; or
- (2) Adjust one (1) or more lot lines on a recorded subdivision plat where:
 - a. The boundaries of ten (10) or fewer lots are changed;
 - b. There is no increase in the number of lots;
 - c. No easements or rights-of-way are changed;
 - d. All resulting lots will comply with the requirements of this Code. No lots are created that will result in the need for a zoning variance or an exception to the subdivision design standards;
 - e. All required public improvements are installed and approved;
 - f. There have not been other administrative plats within the same subdivision such that in combination with the proposed administrative plat they would circumvent the intent of this Section;

- g. The approval of the administrative plat will not violate any provisions of this Chapter.
- (3) Administrative plat process.
- a. Preapplication conference and site visit. A preapplication conference with a representative of the Town is required before the applicant may submit an administrative subdivision plat application. Topics to be discussed will include:
 - 1. Town regulations and standards.
 - 2. The application and review process.
 - 3. Submittal requirements.
 - 4. Schedule for processing and tentative hearing dates.
 - b. Administrative plat application submittal. The applicant shall submit the required number of copies of the complete application package, as determined by the Planning Director. The original application and all documents requiring a signature shall be signed in blue ink. The administrative plat application package shall include the following items:
 - 1. Land use application form.
 - 2. Administrative plat application form.
 - 3. Application form and fee agreement. Application fees will be assessed in accordance with the Land Use Code Fee Schedule. Additionally, a nonrefundable fee is collected to cover the cost of review by the Town Attorney, Town Engineer and any other expert who the Town may wish to employ; notice and publication expenses and recording fees. Actual costs may exceed the deposit; in which case, the applicant is liable for costs in excess of the deposit. The Town shall provide applicants with a copy of the fee agreement form.
 - 4. Title commitment. A current title commitment, dated no more than thirty (30) days from the date of administrative plat application submittal.
 - 5. Final administrative plat. The administrative plat drawing shall comply with the same standards as required for a minor subdivision plat, and shall contain certifications as specified by the Town. The plat shall also:
 - a) Have an appropriate, explanatory title that describes the purpose of the plat such as "resubdivision," "replat" or "correction plat"; and
 - b) Contain a statement of the history of the plat being changed, including the date or original approval and the Weld County recording information of the original plat and any amendments thereto.
 - 6. Other information. Any other information as may be desired by the Town.
 - c. Staff reviews application and prepares comments. Staff will complete a review of the administrative plat based on the Town's minor subdivision plat review criteria. Staff will then prepare a report identifying any issues of concern that the applicant shall address and forward it to the applicant.
 - d. Applicant addresses staff comments. The applicant shall address the staff's comments then submit all of the following to the Town Clerk;
 - 1. Letter explaining how all of the comments have been addressed;

2. Other documents that may be required by staff;
 3. Fully executed final administrative plat;
 4. Two (2) Mylar copies and one (1) paper copy of the fully executed administrative plat, with certification blocks as illustrated in the final plat process;
 5. An AutoCAD™ drawing file of the final plat on compact disc or in a format specified by the Town Engineer; and
 6. A check payable to Weld County for the full amount of the recording fee.
- e. Final staff review and decision. Staff will complete a final review of the submitted materials relative to the applicable administrative 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 modifications or further study. The staff shall make a final decision on the administrative plat.
- f. Administrative plat review criteria. In addition to all provisions of the Code, the following criteria may be used to evaluate the applicant's request:
1. The administrative plat represents a functional system of land use and is consistent with the rationale criteria set forth in this Code and the Town Comprehensive Plan.
 2. The development will substantially comply with this Code.
 3. All applicable technical standards have been met.
- g. Board of Trustees action. The administrative plat shall be presented to the Board of Trustees for its adoption by ordinance.
- h. Post approval actions. Prior to the issuance of a building or grading permit, the applicant shall submit the following documentation to the Town Clerk:
1. Upon approval of a administrative plat by the Board of Trustees, the applicant shall have thirty (30) days to submit to the Town Clerk three (3) original twenty-four-inch-by-thirty-six-inch (24"×36") Mylar drawings for recording, signed by all parties other than the Town Officials, one (1) paper copy of the final plat, payment for the recording fees and all other costs billed by the Town relative to the final plat.
 2. The administrative plat shall be prepared by a licensed surveyor or engineer. Inaccurate, incomplete or poorly drawn plans shall be rejected. In addition, the petitioner shall submit two (2) copies of an AutoCAD™ drawing file of the administrative plat in an acceptable electronic transfer format.
 3. Within thirty (30) days of receipt of the administrative 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 administrative plat and the ordinance approving the administrative plat to the County Clerk and Recorder's Office for recordation.
 4. 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.

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

Sec. 16-4-120. - Resubdivision.

Amendments to any lots, tracts or parcels, or the relocation or addition of streets within a previously recorded subdivision, shall be considered a resubdivision (also known as a "replat") and shall be prepared and submitted in compliance with the requirements for subdivision as set forth in this Article. In the event that any dedicated streets are relocated as a result of a resubdivision, it is necessary for the Town to first vacate those existing streets, with said vacation to be effective prior to the approval of the final plat. Vacation of right-of-way shall conform to the requirements of this Code. Sketch plan, preliminary plat and final plat requirements may be waived at the discretion of the Board of Trustees.

Sec. 16-4-130. - Subdivision Improvements Agreement (SIA).

- (a) Subdivision Improvements Agreement. As a condition of approval of the final plat, a Subdivision Improvements Agreement (SIA) shall be signed between the developer and the Town. In the SIA, the developer agrees to construct any required public improvements shown in the final plat documents and to provide collateral that is sufficient to assure the completion of the improvements according to the accepted design and construction plans. No subdivision plat shall be signed by the Town or recorded at the office of the Weld County Clerk, and no building permit shall be issued for development, until the SIA between the Town and the developer has been executed. The agreement shall include a list of all agreed-upon improvements, an estimate of the cost of such improvements, the form of the guaranty to be provided for the improvements and any other provisions or conditions deemed necessary by the Board of Trustees to ensure that all improvements will be completed as scheduled.
- (b) Supplemental agreements and contracts. Other agreements or contracts setting forth the plan, method and parties responsible for the acquisition, construction or maintenance of any required public improvements shown in the final plat documents may be required.
- (c) Conditional acceptance of public improvements. When all improvements within the development or when a phase of the development is completed, the developer shall request, in writing, inspection and conditional acceptance of the public improvements. The Town and representatives of the appropriate special districts will conduct the inspections for conformance with the accepted construction plans.
 - (1) Conditional acceptance. If the public improvements completed by the developer are satisfactory, the Town shall grant conditional acceptance by a resolution of the Board of Trustees. Conditional acceptance marks the beginning of the two (2) year guaranty period.
 - (2) Correction of deficiencies. If improvements constructed by the developer are unsatisfactory, the Town shall provide written notice to the developer of the repairs, replacements, construction or other work required to receive conditional acceptance. The developer shall complete all required work within thirty (30) days of said notice, weather permitting. After the developer completes the required work, the developer shall request the Town to reinspect the work to decide if the Town can grant conditional acceptance as provided in Paragraph (1) above. Failure to correct the deficiencies may result in the suspension of development activities, including but not limited to the issuance of building permits and certificates of occupancy.
 - (3) Minimum public improvements required for building permits. The Town shall issue no building permit for the construction of any structure until all the water lines, fire hydrants, sanitary sewer lines, storm sewer facilities (i.e., storm sewers, catch basins and stormwater detention ponds) and

streets with at least the asphalt base course, serving the structure have been completed and granted conditional acceptance.

- (4) Certified record plan drawings. The developer shall provide the Town Engineer certified Record Plan drawings (as-builts) and other required drawings upon completion of the construction of public improvements. Any drawings or other documents required by the Town shall be provided not later than ninety (90) days after improvements are completed. As-built plans and other required drawings for public improvements shall be submitted as paper documents and as AutoCAD™ drawing files. Failure to provide the required as-built drawings may result in the suspension of development activities, including but not limited to the issuance of building permits and certificates of occupancy.
- (d) Developer maintenance of public improvements following conditional acceptance. For a two-year period (guaranty period) from the date of conditional acceptance of any improvements related to the development, the developer shall, at his or her own expense, take all actions necessary to maintain the public improvements and make needed repairs or replacements that, in the reasonable opinion of the Town, shall become necessary. If within thirty (30) days after the developer's receipt of written notice from the Town requesting replacement or repairs to the public improvements, the developer has not completed such repairs, the Town may exercise its rights to secure performance as provided in the SIA.
- (e) Time for completion. The required time for the completion of all required improvements shall be three (3) years from the recording date of the final plat. However, the Board of Trustees may extend such time for completion upon request from the applicant. Upon completion of such improvements within the required time and approval thereof by the Board of Trustees, the Town shall cause the cash or letter of credit to be released within thirty (30) days of the Town's final acceptance of such improvements and receipt of the required as-built drawings. When such improvements are not completed within the required time, the Town may cause the proceeds of the cash or letter of credit to be used to construct and/or complete the required improvements.
- (f) Improvement guarantee for required improvements. Before final plat consideration by the Board of Trustees, the applicant shall provide to the Town an irrevocable letter of credit or other security acceptable to the Town, in a form approved by the Town Attorney, guaranteeing construction of and payment for all public improvements, landscaping and survey monumentation to be constructed within and necessary for the subdivision, and complete Mylar and electronic as-built drawings for all public improvements in a format as specified by and as required by the Town Engineer. The amount of the guarantee shall be one hundred fifteen percent (115%) of the estimated cost as approved by the Town Engineer of constructing all required improvements, unless otherwise provided in the SIA.
- (g) Time for completion.
 - (1) All required public improvements shall be completed within three (3) years from the recording date of the final plat. However, the Board of Trustees may extend the time for completion upon a written request from the developer. Upon completion of the improvements and their final acceptance, the Town shall cause the improvement guaranty to be released. Release of the improvement guaranty shall be within thirty (30) days of the Town's acceptance of such improvements and receipt of the required as-built drawings, whichever is later.
 - (2) When such improvements are not completed within the required time, the Town may draw on the improvement guaranty and either hold such funds as security for performance of the SIA, or spend such funds to construct or finish the public improvements or correct deficiencies in the public improvements, as the Town deems appropriate.

- (h) Guarantee. All workmanship and materials for all required improvements shall be guaranteed by the applicant for two (2) years as specified in the SIA, the Town's design criteria manual, construction requirements and this Code.
- (i) Partial release of improvement guaranty. During construction of required improvements, the developer may from time to time request the release by the Town of a portion of the guaranty for improvements that have been completed and recommended for release by the Town Engineer. Not less than fifteen percent (15%) of the total cost of the improvements shall be retained by the Town as the guaranty for the two-year guaranty period following the conditional acceptance of the public improvements. Such requests shall be reviewed within fourteen (14) working days of receipt. If a partial release of the guaranty is recommended, the Town Manager shall have twenty (20) days to either authorize the release or refer it to the Board of Trustees for consideration. In the event of a referral to the Board of Trustees, release of the guaranty may be delayed until authorized by the Board of Trustees.
- (j) Default. In the following default events, the Town shall give to the developer written notice of the pending default and the opportunity to cure, not less than thirty (30) days before instigating the remedies provided hereunder.
 - (1) If the developer fails to maintain the improvement guaranty, then the developer is in default of the SIA and the Town may exercise its rights to secure performance as provided in the SIA, including but not limited to drawing on the existing improvement guaranty and either hold such funds as security for performance of the SIA, or spend such funds to construct, finish improvements or correct deficiencies in the public improvements, or it may withhold building permits and certificates of occupancy within the development, as the Town deems appropriate.
 - (2) If an improvement guaranty is to expire within sixty (60) calendar days and the developer has not yet provided a satisfactory replacement, the Town may draw on the improvement guaranty and either hold such funds as security for performance of the SIA, spend such funds to construct or finish improvements or correct deficiencies in the public improvements as the Town deems appropriate.
 - (3) If the improvement guaranty expires or the entity issuing the improvement guaranty becomes nonqualifying, then the Town shall furnish written notice to the developer of the condition, and within sixty (60) days of receipt of such notice the developer shall give the Town a substituted qualifying improvement guaranty, or augment the deficient security as necessary to bring the security into compliance with the requirements of this Section.
 - (4) If the developer refuses or fails to give the Town a substituted qualifying improvement guaranty, or augment the deficient security, the Town may draw on the improvement guaranty and either hold such funds as security for performance of this agreement, or spend such funds to construct, finish improvements or correct deficiencies in the public improvements, or it may withhold building permits and certificates of occupancy within the development, as the Town deems appropriate.
 - (5) If the developer fails or refuses to construct the improvements listed in the SIA, or fails or refuses to finish the construction of the improvements listed in the SIA within the time required by Subsection (g) above, or fails to submit the improvements for the final acceptance inspection and obtain the Town's acceptance of the public improvements within two (2) years of the date of the issuance of conditional acceptance, the Town may draw on the improvement guaranty and either hold such funds as security for performance of this agreement or spend such funds to construct or finish the improvements, or correct deficiencies in the public improvements, as the Town deems appropriate.

Sec. 16-4-140. - Vacation of right-of-way or easement.

The vacation of right-of-way or easement application process is used to vacate unnecessary easements and rights-of-way. The vacation of right-of-way or easement shall be in accordance with Section 43-2-301, et seq., C.R.S.

- (1) Vacation of right-of-way/easement application process.
 - a. Step 1: Preapplication conference. A preapplication conference with a representative from the Town is required before the applicant may submit a vacation of right-of-way/easement application. Topics to be discussed will include:
 1. Town regulations and standards.
 2. The application and review process.
 3. Submittal requirements.
 4. Schedule for processing and tentative hearing dates.
 - b. Step 2: Vacation of right-of-way/easement application submittal. The applicant shall submit the required number of copies of the complete application package, as determined by the Planning Director. The original application and all documents requiring a signature shall be signed in blue ink. The vacation of right-of-way/easement application package shall include the following items:
 1. Land Use Application Form.
 2. Vacation of Right-of-Way Technical Criteria Form.
 3. Application fee and cash deposit. The applicant shall submit the application fee, cash deposit and a signed application fee agreement. Application fees will be assessed in accordance with the Application Fee and Cash Deposit Schedule. The cash deposit is nonrefundable 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 application fee agreement form shall be obtained from the Town Clerk.
 4. Petition for vacation of right-of-way/easement.
 5. 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 right-of-way/easement to be vacated, all mineral estate owners of record and appropriate ditch companies. The property owner list should also be submitted on a CD in an Excel TM spreadsheet. The applicant shall certify that the report is complete and accurate.
 6. Vacation of right-of-way/ easement map. The vacation of right-of-way/easement map shall be a minimum of eight and one-half (8½) inches by eleven (11) inches and provide the following information:
 - a) Title of map.
 - b) North arrow, scale (whatever is appropriate) and date of preparation.
 - c) Vicinity map.

- d) Legal description of right-of-way/easement to be vacated.
 - e) Graphic representation of property to be vacated.
 - f) Acreage of property to be vacated.
 - g) Names and boundaries of adjacent subdivisions and streets.
 - h) Lot and block numbers of adjacent lots and blocks.
 - i) Existing and proposed rights-of-way in and adjacent to subject property.
 - j) Existing and proposed easements in and adjacent to subject property.
 - k) Existing and proposed utility lines and/or facilities in and adjacent to subject property.
 - l) All waterways and ditches in and adjacent to subject property.
 - m) Type and location of existing structures and paved areas on the subject property.
7. Vacation of right-of-way/ easement review criteria statement. Provide a written description of how the vacation request addresses the vacation of right-of-way/easement review criteria.
8. Other Information. Any other information as may be requested by the Town.
- c. Step 3: Certification of completion - vacation of right-of-way/easement application. Within a reasonable period of time, Town staff shall either certify that 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 resubmit the application. The original application and all documents requiring a signature shall be signed in blue ink.
 - d. Step 4: Letters of support from utility providers and other affected agencies. Within thirty (30) days from the date the application is deemed complete, the applicant shall provide to the Town letters from all utility providers, or other agencies affected by the vacation, expressing their support of the vacation request.
 - e. Step 5: Staff reviews application and prepares comments. Staff will complete a review of the vacation of right-of-way/easement based on the vacation of right-of-way/easement review criteria. Staff will then prepare a report identifying any issues of concern that the applicant will need to address and forwards it to the applicant.
 - f. Step 6: Applicant addresses staff comments. The applicant submits the following to the Town Clerk:
 - 1. Letter explaining how all of the comments have been addressed; and
 - 2. Revised maps and other documents.
 - g. Step 7: Final staff review and report to the Board of Trustees. Staff shall complete a final review of the resubmitted materials and prepare a report to the Board of Trustees explaining how the application is or is not consistent with the vacation of right-of-way/easement review criteria.
 - h. Step 8: Public notification of vacation of right-of-way public hearing. Within a reasonable period of time after the final staff review and report, the Board of Trustees shall schedule a public hearing for the purpose of taking action on an ordinance approving the vacation of

right-of-way. The Town shall send notice no less than fifteen (15) days before the Planning Commission and Board of Trustees public hearings using one (1) set of applicant-provided No. 10 envelopes, stamped with first-class postage, with the Town's address as the return address, addressed to: owners of property located within three hundred (300) feet of the right-of-way/easement to be vacated; mineral estate owners of record; the appropriate ditch companies; and other parties of interest as specified by the Town . The Town Clerk shall also publish notice in a newspaper of general circulation no less than fifteen (15) days before the hearing.

- i. Step 9: Board of Trustees action. Following a public hearing, the Board of Trustees may approve, conditionally approve or deny the vacation of right-of-way ordinance based on the vacation of right-of-way/easement review criteria. In the case of a vacation of easement, where no public hearing is required, the Board of Trustees may approve, conditionally approve or deny the vacation of easement ordinance based on the vacation of right-of-way/easement review criteria. All approved ordinances must be recorded with the Weld County Clerk and Recorder. If the ordinance is conditionally approved, all conditions of approval must be satisfied by the applicant and certified by the Town Clerk within a time specified by the Board of Trustees before the ordinance can be recorded. The Town provides a quit claim deed to the adjacent property owners for all vacated street rights-of-way.
- (2) Vacation of right-of-way/easement review criteria.
- a. The right-of-way or easement being vacated is not needed in the short or long term.
 - b. If necessary, the right-of-way or easement will be replaced. To replace the right-of-way or easement, the vacation application shall be accompanied by a development application which proposes a new right-of-way or easement.
 - c. The applicant is relocating all public facilities or utilities within the right-of-way or easement.
 - d. The public and surrounding properties will not be negatively impacted by the vacation.

Section 2. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 3. Remaining provisions. Except as specifically amended hereby, all other provisions of the Mead Municipal Code shall continue in full force and effect.

Section 4. Codification Amendments. The codifier of Mead's Municipal Code is hereby authorized to make such numerical, technical and formatting changes as may be necessary to incorporate the provisions of this Ordinance within the Mead Municipal Code.


Section 5. 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 part, section, subsection, sentence, clause or phrase is declared invalid.


Section 6. 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 7. 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 8TH DAY OF APRIL, 2019.

ATTEST:

By: 
Mary E. Strutt, Town Clerk



TOWN OF MEAD:

By: 
Colleen G. Whitlow, Mayor