

Town of Silt Community Development

231 N. 7th Street, Silt Colorado 81652; (970)876-2353 ext. 108



MINOR SUBDIVISION CHECKLIST

The intent of the minor subdivision process is to allow an applicant to subdivide five or fewer lots or units (condominiums) without the engineered design data and specifications required by Chapter 16.04.

Five (5) large format sets of documents (including at least one original with signatures) shall be submitted with the following information:

Minor Subdivision Sketch Plan Map: The scale of the sketch map shall be not less than 1" = 100'. The map shall include the following:

- Vicinity map, drawn at a scale of 1" = 2000', showing the general location of the land for consideration and the surrounding area within a one-mile radius, topography of the land, location of the proposed land uses and approximate location of proposed public or private open space areas;
- The location of existing or proposed water and sewer lines, natural gas, electric, and communication infrastructure to serve each proposed lot;
- The proposed lot or block pattern and street layout;
- A provision for sufficient off-street parking;
- Evidence of legal access to each proposed lot from a Town street, county road or state highway, or in the case of condominiumization, a private street within the condominium project to be considered general common element;
- The subdivision plat comprises and describes no more than five (5) lots or condo units.

Additional Submittal Documents:

- Land use application, Minor Subdivision application and applicable fee;
- Disclosure of ownership – A certificate (no older than ninety days) from a title insurance company or attorney licensed in the state of Colorado, which shall set forth a legal description of the property, the names of all owners of property included in the minor subdivision sketch plan and shall include a list of all mortgages, judgments, liens, contracts or agreements of record in Garfield County regarding such property. If the certificate of title discloses any of the above, the owners or holders of such mortgages, judgments, liens, contracts, or agreements shall be required to consent to the application. If the applicant is not the property owner, then both the applicant and the property owner shall sign the land use application and be subject to all the provisions of the SMC;
- A description of the proposed land use(s);
- A statement of the planning objective(s);
- A description of adjoining land use(s) and zoning;
- Existing and proposed zoning of the subject property;

- An estimate of proposed residential units and/or an estimate of square footage of commercial area;
- The name and address of the individual who prepared the minor subdivision sketch plan;
- The total area of the parcel;
- A statement as to how the development will be served by utilities;
- A general statement describing the geological characteristics of the land, soils types, slope stability and floodplain information.

Sketch Plan Hearing Procedures:

The Planning and Zoning Commission holds a hearing within 40 days after staff deems application complete. The Commission must find the following:

- Conformance with the Town’s Comprehensive Plan, as amended;
- The subject area is suitable for minor subdivision as defined by SMC;
- All public utilities and a public street are in place on or immediately adjacent to the subject property;
- The minor subdivision plat shall comprise and describe not more than five (5) lots;
- No part of the area sought to be subdivided has been previously subdivided pursuant to a minor subdivision or a subdivision exemption;
- The Commission determines that it does not need all engineered design data and specifications required by SMC Chapter 16.04.

Minor Subdivision Final Plat Map: Within ninety (90) days of the Commission’s approval or approval with conditions of the Minor Subdivision Sketch Plan, applicant shall submit the Minor Subdivision Final Plat Map that includes the following:

- Title of the subdivision, clearly stating that the application is a minor subdivision final plat;
- Location and boundaries of all lots, with lots clearly numbered;
- Boundaries of the minor subdivision;
- Statement that the minor subdivision application conforms to all procedural requirements and engineered design data and specification in SMC Chapter 16.10;
- Statement regarding the applicability of homeowners’ declarations, with the Town as a third party beneficiary to the declarations;
- Minor subdivision final plat certificates as follows:
 - o Certificate of dedication and ownership, including all dedications, including utility, access, and drainage easements, and including parkland, open space, trails and drainage facilities, and the terms for which such easements and/or dedication shall occur;
 - o Surveyor’s certificate from the surveyor/engineer that prepared the minor subdivision final plat;
 - o Board of Trustees certificate;
 - o Planning and Zoning Commission certificate;
 - o Utility companies’ certificate;
 - o Title insurance company’s or title attorney’s certificate;
 - o Garfield County Clerk and Recorder’s Certificate.

Additional Submittal Documents:

- Land use application, Minor Subdivision application and applicable fee;
- Disclosure of ownership – A certificate (no older than ninety days) from a title insurance company or attorney licensed in the state of Colorado, which shall set forth a legal description of the property, the names of all owners of property included in the minor subdivision sketch plan and shall include a list of all mortgages, judgments, liens, contracts or agreements of record in Garfield County regarding such property. If the certificate of title discloses any of the above, the owners or holders of such mortgages, judgments, liens, contracts, or agreements shall be required to consent to the application. If the applicant is not the property owner, then both the applicant and the property owner shall sign the land use application and be subject to all the provisions of the SMC;
- A description of the proposed land use(s);
- A statement of the planning objective(s);
- A description of adjoining land use(s) and zoning;
- Existing and proposed zoning of the subject property;
- An estimate of proposed residential units and/or an estimate of square footage of commercial area;
- The name and address of the individual who prepared the minor subdivision sketch plan;
- The total area of the parcel;
- A statement as to how the development will be served by utilities;
- A general statement describing the geological characteristics of the land, soils types, slope stability and floodplain information;
- A statement as to the changes made following the P & Z Commission hearing.

Recordation Items following BOT Approval:

- Two (2) fully executed Mylar copies of the minor subdivision final plat;
- Certified funds for any fees due to the Town for recordation of the major subdivision final plat and associated documents, any fees due to the Town for review of the minor subdivision sketch plan and final plat applications, any fees due to the Town for those items negotiated within an annexation and development agreement (ADA), subdivision improvements agreement (SIA) or other agreement, including but not limited to impact fees, fees in lieu of land dedication, fees in lieu of water rights dedication or any other deposit(s) and/or fee(s) required by SMC or by agreement;
- Letter of credit, subdivision surety bond, disbursement agreement or other acceptable infrastructure construction security, as approved by the Town of Silt in the amount of one hundred and ten percent of the Town approved cost estimates of infrastructure construction of both on-site and off-site improvements, plus engineer's contingency for such improvements, if the subdivision includes public improvements;
- Quit claim deed for any water rights approved for dedication, if any;
- Special warranty deed for any parks, open space and/or trails dedicated to the public, as specified on the final plat, if any;
- Two (2) fully executed copies of the SIA, as finally negotiated and approved by the board, if applicable;

- Two (2) fully executed copies of any easement agreements, access permits and/or other agreements approved by the Town and the applicant as part of the subdivision process, if any;
- Two (2) electronic copies of the minor subdivision final plat.

Checklist conditions based upon Silt Municipal Code Chapter 16.10.