



Minor Subdivision Requests

Applicant responsibilities are as follows:

- *The applicant must supply a development permit application, a copy of the deed to the property documenting the owners & any encumbrances owed, & a written legal description of the property.*
- *The applicant must supply an subdivision final plat documenting all of the following information:*
 - Name of subdivision.
 - Written & graphic scale.
 - Name and address of owner or owners of record.
 - Name of Town, County, & State.
 - Total acreage of subdivision; total number of lots.
 - Location & description of the subdivision referenced by quarter section, section, township & range; if said description contains references to recorded documents, said information will be indicated on the map
 - Certification Statements, to include:
 - ❖ Certification Of dedication, ownership & maintenance
 - ❖ Certification of approval by the Town Board & by signature of the Mayor
 - ❖ Certification by the clerk & recorder
 - ❖ Certification of survey by a registered professional surveyor which will follow the laws of the State of Colorado
 - ❖ Certification of participating utility companies
 - The exact location & width of all existing or recorded streets, right-of-way and easements adjacent to the boundaries of the subdivided tract will be indicated by a dashed line and adjacent subdivisions and streets identified by official names.
 - Date of preparation, north point, written & graphic scale.
 - The right-of-way lines, widths, locations & names of all proposed or existing streets, alleys, greenways, bikeways, paths, trails & other transportation links dimensioned by lengths, widths, bearings. Centerline data or right-of-way data for all curves will be indicated on the plat or plat.
 - All easements (existing or proposed) and utility right-of-way will be clearly labeled & identified, dimensioned and tied to reference points and will be shown by fine dashed lines. Existing easements will bear notation of dedication or conveyance. If any easement of record cannot be definitely located, a statement of the existence, the nature, and the easement's record reference will be placed in the note section.
 - All lots and blocks will be, to the extent possible, numbered consecutively.
 - Parcels other than lots, streets, or easements will be designated by letter with dispositions indicated in the note section. Location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision will be shown. Public tracts will be dedicated by a statement on the plat or plan; responsibility of maintenance of all other tracts will be noted.
 - Excepted parcels (parcels not a part of the subdivision) will be marked and dimensioned and include the statement "not included".

- Lots which require special studies for development or which present significant hazards to development will be indicated by letter and limitations placed in the note section.
- The 100-year (standard projection) floodplain will be delineated on the plat or plan. No lots will be located in the floodplain except to the extent that the development conforms to the existing Town regulations and lots with limitation identified on the plat or plan.
- Supplemental information to submit with the final plat or plan:
 - ❖ The applicant will supply to the Town evidence of good title vested in the applicant
 - ❖ Construction plans: If any public improvements are required, construction drawings will be prepared by a registered, professional engineer, licensed in the State of Colorado and submitted to the Town for approval by the Town engineer, together with a complete construction schedule prior to commencement of work. Failure to gain approval prior to construction may lead to non-acceptance of the improvements.
 - ❖ Drainage plan: A drainage plan will be submitted at the time construction plans are submitted and will be prepared by a registered professional engineer.
 - ❖ Collateral suitable to guarantee public improvements is required. This may be a cash bond, letter of credit, or an appropriate surety bond.
 - ❖ Subdivision improvements agreement and estimate of guaranteed funds are required.
 - ❖ Covenants (if applicable)
- *The applicant must supply a narrative documenting the plan for the subdivision and addressing all issues concerning the subdivision of the property (water, sewer, access, etc).*
- *The applicant must supply the Town with 21 copies of the subdivision plat & narrative to be sent to agencies for comment (at the time of submittal).*
- *The applicant must send a notice via certified mail to all adjacent property owners within 200 square feet of the proposed minor subdivision address & provide proof of mailing and a mailing list to the Town of Bayfield before the date of the public hearing.*
- *The applicant must supply the Town with an additional 13 copies of the proposed site plan & narrative by the Thursday before the Planning Commission meeting. These will be given to the Planning Commission for consideration at the public hearing.*
- *The applicant must also supply the Town with an additional 13 copies of the proposed site plan & narrative by the Thursday before the Town Board meeting. These will be given to the Town Board for consideration at the public hearing.*

Town of Bayfield responsibilities are as follows:

- *The Town of Bayfield shall notify the applicant that the project has been officially filed.*
- *The Town of Bayfield will send the proposed subdivision request to all pertinent agencies for comments within 5 days of receipt of the application.*
- *The Town of Bayfield will advertise the proposed subdivision 15 days prior to the Public Hearing.*
- *The Town of Bayfield shall provide a written staff report containing an analysis of the request which will be ready for review on the Friday before the scheduled the Planning Commission Meeting & the Town Board Meeting. This staff report will be used by the Planning Commission & The Town Board to make their determination on the project.*

Planning Commission responsibilities are as follows:

- *The Planning Commission will consider the application, the staff report & any materials and public testimony submitted at a public hearing.*
- *The Planning Commission will consider certain criteria set forth in the Bayfield Land Use Code to make their decision.*
- *The Planning Commission shall by motion approve, approve with conditions, continue, or deny the application for subdivision.*

Town Board responsibilities are as follows:

- *The Town Board shall hold a public hearing & consider the physical arrangement of the project, the recommendations of the Planning Commission & any public testimony.*
- *The Town Board shall by motion either approve, conditionally approve, or deny the project and shall include the conditions of conditional approval or the reasons for denial.*

Once approval has been received from the Town Board for the project the Town of Bayfield will send a decision letter to the applicant documenting the decision made by the Town Board, any conditions that must be met, and a copy of the meeting minutes. The subdivision approval is only valid for 90 days from the approval date. The plat must be recorded with the La Plata County Clerk & Recorder before the 90 day expiration date.

The Minor Subdivision process is documented in Section 4-4 under final plat or plan of the Bayfield Land Use Code. (Pages 46 -48)