

**APPENDIX 1:
CONDITIONAL USE PERMIT SUBMISSION REQUIREMENTS**

- A1.** An application for a conditional use permit shall include the following items.
- A1.1.** The name, address, and phone number of the applicant on a completed application form supplied by the Town.
 - A1.2.** Narrative description of the proposal.
 - A1.3.** Names and addresses of all property owners within 300 feet of the subject property, disregarding any intervening public right-of-way. The source of such list shall be the records of the Lincoln County Assessor, or an ownership update from a title or abstract company or attorney, derived from such records, or from the records of the Lincoln County Clerk and Recorder.
 - A1.4.** Legal description of the property affected.
 - A1.5.** Vicinity map.
 - A1.6.** Site development plan drawing, 24" x 36" with 2-foot contours, as applicable.
 - A1.7.** Any other information deemed appropriate by the Manager for complete review of the application.



**APPENDIX 2:
SPECIAL USE PERMIT SUBMISSION REQUIREMENTS**

A2. An application for a special use permit shall include the following items.

A2.1. The name, address, and phone number of the applicant on a completed application form supplied by the Town.

A2.2. Narrative description of the proposal.

A2.3. Names and addresses of all property owners within 300 feet of the subject property, disregarding any intervening public right-of-way. The source of such list shall be the records of the Lincoln County Assessor, or an ownership update from a title or abstract company or attorney, derived from such records, or from the records of the Lincoln County Clerk and Recorder.

A2.4. Legal description of the property affected.

A2.5. Vicinity map.

A2.6. Site development plan drawing, 24" x 36" with 2-foot contours, as applicable.

A2.7. Certified boundary survey, monumented with legal descriptions.

A2.8. Performance guarantee (as applicable).

A2.9. A written discussion explaining conformance with special use criteria, water and sewer system contemplated, and the street and circulation system contemplated and connections to off-site streets.

A2.10. Any other information deemed appropriate by the Manager for complete review of the application.



**APPENDIX 3:
TEMPORARY USE PERMIT SUBMISSION REQUIREMENTS**

A3. The following information shall be required to accompany an application for a temporary permit.

A3.1. The name, address, and phone number of the applicant on a completed application form supplied by the Town.

A3.2. A description of the proposal, including a discussion of hours of operation, potential noise impacts, parking accommodation, impacts on adjacent property, any associated signs or lighting, and provision for temporary utility services, as applicable.

A3.3. Appropriate filing fee amount.

A3.4. Any other information deemed appropriate by the Manager for complete review of the application.



**APPENDIX 4:
SUBMITTAL REQUIREMENTS FOR
PLANNED DEVELOPMENT DISTRICT AMENDMENTS**

A4.1. The applicant shall submit twenty (20) copies of graphic documents similar in format for PD Plans with specific approval signature blocks for ownership of the PD amendment area, Planning Commission approval, Board of Trustees approval and Clerk and Recorders Certificate, *plus* the legal description of the amendment area and the dates when the original Preliminary PD Plans or ODPs were recorded and the particular file, map, and recording page numbers. The word "amendment" shall appear under the PD title at the top of the page. The staff will indicate the level of detail necessary for the graphic and narrative submittals.

A4.2. The proposed amendment(s) shall be clearly indicated on a site plan and a written narrative explaining in detail the changes from the original Preliminary or ODP approval must accompany the site plan.

A4.3. A list of property owners both within and external to the PD amendment area and up to three hundred (300) feet from the boundary of the PD amendment area. The applicant shall notice these owners within fifteen (15) days of the hearings before the Planning Commission and the Board of Trustees by mail, return receipt requested. The Planning Director will determine which properties within the entire or original planned unit development would be affected by the proposed change, and all owners of such property shall also receive notice.

A4.4. A land use chart showing all originally approved residential densities, numbers of units, nonresidential densities or Floor Area Ratios (FARs), and nonresidential square footage compared to the new densities, unit numbers, FARs and square footages.

A4.5. Development Plan Sheet showing:

- A4.5.1.** use list for all planning areas and maximum heights of uses;
- A4.5.2.** major circulation system;
- A4.5.3.** planning area acreages and densities;
- A4.5.4.** open space areas/trails/parks/ recreation facilities;
- A4.5.5.** utility facilities (water, sewer, drainage, etc., on a generalized engineering level);
- A4.5.6.** public facilities locations and proposed dedication areas.

A4.6. Initial Development Phasing Timetable.

A4.7. Legal descriptions of amendment area tied to original boundary survey.

A4.8. Title insurance commitment or policy dated a maximum of 15 days prior to the date of application.



**APPENDIX 5:
FINAL PLANNED DEVELOPMENT
PLAN SUBMITTAL REQUIREMENTS**

A5. The submission requirements for a Final PD Plan shall contain the following material:

A5.1. An application for approval of a Final PD Plan must be filed by a person having an interest in the property to be included in the planned development and must include a consent by the owners of all property to be included in the planned development.

A5.2. A complete site plan showing the major details of the proposed planned development prepared at a scale of not less than 1" = 100' shall be submitted in sufficient detail to evaluate the land planning, building design, and other features of the final planned development. The site plan and supporting documents shall also indicate:

A5.2.1. A listing of all permitted uses within the PD and/or each separate planning area.

A5.2.2. The location of all existing and proposed buildings, structures, and improvements, separated into planning areas, if applicable.

A5.2.3. The maximum height of all buildings.

A5.2.4. The density and type of dwellings. Gross square footages and ground coverage of all nonresidential structures (Floor Area Ratio).

A5.2.5. The internal traffic and circulation systems, off-street parking areas, service areas, loading areas, and major points of access to public rights-of-way.

A5.2.6. The location, height, and size of proposed signs, lighting and advertising devices.

A5.2.7. The areas which are to be conveyed, dedicated or reserved as general open space, common park areas, including public parks and recreational areas, and as sites for schools or other public buildings.

A5.2.8. The proportion of land to be left in a natural condition as major open space, stated in terms of acreage or square footage, as well as the ratio of open space in areas to be developed stated on a square feet per unit basis.

A5.2.9. An explanation of the objectives to be achieved by the planned development, including building descriptions, sketches or elevations as may be required to describe the objectives.

A5.2.10. A refined development phasing schedule indicating the approximate date when construction of the planned development or stages of the planned development can be expected to begin and be completed.

A5.2.11. A description of snow removal methods or techniques to be utilized, as appropriate.

A5.2.12. A description of the proposed method of providing ongoing (permanent) maintenance of all commonly owned or publicly dedicated buildings, facilities, areas and thoroughfares.

A5.2.13. Copies of any special agreements, conveyances, restrictions, or covenants, which will govern the use, maintenance, and continued protection of the planned development and any of its common areas. Such documents shall be in conformance with the requirements of 24-67-101, et. seq. C.R.S. 1963, as amended and commonly referred to as the Planned Unit Development Act of 1972.

A5.2.14. Sections (A5.2.1.), (A5.2.3.), (A5.2.4.), and (A5.2.8.) should be combined into a chart/table.



**APPENDIX 6:
REZONING (ZONING AMENDMENT) SUBMISSION REQUIREMENTS**

A6. A petition for rezoning shall include copies of the following items:

A6.1. The name, address and phone number of the petitioner on a completed application form supplied by the Town.

A6.2. A general description of all land affected if the amendment is to the zoning district map and a vicinity map.

A6.3. Appropriate filing fee amount.

A6.4. A description of the proposed change and a narrative describing the reasons or logic necessitating the proposed change.

A6.5. Legal description of the property affected.

A6.6. Proof of ownership in the form of a Title Policy or Title Commitment, including a schedule of exceptions to title, dated within 60 days of the application, showing that the applicant is the fee title owner of all subject property.

A6.7. A list of all property owners (names and addresses) within 300 feet of the subject property, disregarding any intervening public right-of-way. The source of such a list shall be the records of the Lincoln County Assessor, or an ownership update from a title or abstract company or attorney, derived from such records, or from the records of the Lincoln County Clerk and Recorder.

A6.8. Evidence that the property can be served by public sewer and water services. Such evidence shall be in the form of a written commitment by the appropriate provider stating that such service will be available to the property ("commitment to serve" letter).

A6.9. A map showing the location of the property at an appropriate scale.

A6.10. Documented proof of legal access if the property does not have direct contiguous access to a public street or road.

A6.11. Any other information deemed appropriate by the Manager for complete review of the application. Such information may include, but is not limited to, a certified boundary survey and/or a site plan.



APPENDIX 7: SITE DEVELOPMENT PLAN (SDP) SUBMISSION REQUIREMENTS

A7.1. SDP Sketch Plans

A7.1.1. A brief narrative of the project's purpose and general intent concerning land uses, circulation, open space, design concepts of buildings, proposed heights, densities, utility connections, drainage concept plan, and any other relevant information deemed important by the applicant to explain the project.

A7.1.2. Sketch map of the proposed site layout at a scale of 1" = 50' or larger; a bar scale shall also be included.

A7.1.2.1. The date, a bar scale, a north arrow, site topography lines (2 foot contours preferred), major physical features, and existing vegetation should be noted.

A7.1.2.2. The zoning and general landscaping schemes for all property within 300 feet.

A7.1.2.3. The general planning theme as well as general architectural and signage standards and materials for the project.

A7.1.2.4. An illustration of the general location, character, square footage, height and use of all proposed structures.

A7.1.2.5. The location and function of adjacent streets as well as vehicle circulation, parking areas, pedestrian and transit facilities, drainage facilities, and landscaping for the site.

A7.2. Site Development Plans/Formal Submittal

The following information shall be required on all drawings of SDPs, landscape plans and grading and drainage plans.

A7.2.1. General Requirements

A7.2.1.1. The name of the proposed development and submittal phase (centered at the top of the sheet).

A7.2.1.2. A north arrow and a scale of 1" = 50' or larger.

A7.2.1.3. Sheet size of 24" x 36" with the long dimension horizontal; the title block located in the lower portion of the sheet with the date of preparation.

A7.2.1.4. Development phasing lines.

A7.2.1.5. Topography at two (2) foot intervals.

A7.2.1.6. The name, address and telephone number of the individual or firm who prepared the plans.

A7.2.1.7. Approved plans shall be black line mylar. No sepia, ink or pencil drawings will be accepted. No sticky backs, stick-ons, or press-type letters or symbols will be allowed on the final mylars that are to be recorded. All signatures are to be in black, permanent ink. Mylars shall be in duplicate for the county and town permanent files.

A7.2.2. Site Development Plan Submittal Requirements

A7.2.2.1. The site development plan will contain a narrative including a general description of:

A7.2.2.1.1. The scope of the project and its principal features and attributes;

A7.2.2.1.2. Overall impacts of the proposed development on the adjoining properties;

A7.2.2.1.3. Relationship to the Limon Comprehensive Plan;

A7.2.2.1.4. Zoning of property;

A7.2.2.1.5. Name and address of the property owner, the developer if different than the property owner and the person(s) preparing the site plan;

A7.2.2.1.6. Proof of ownership (deed, current title policy or endorsement up to 120 days old);

A7.2.2.1.7. Legal description or lot and block number, subdivision name, name of project, and address of site, when applicable.

A7.2.2.1.8. Description of the proposed development schedule and phases of development when construction will not be in one phase;

A7.2.2.1.9. Include any other pertinent descriptive information relevant to the project.

A7.2.2.1.10. In addition to the above, a traffic study by a professional traffic engineer which describes the impacts of the proposed development on the existing or proposed street system and measures and means for dealing with these impacts. This requirement may be waived by the Manager based on the size and scope of the project.

A7.2.2.1.11. A drainage plan and study prepared by a professional engineer detailing the analysis and method for directing and containing the run-off over and above the historical flow from the site. This requirements may be waived by the Manager based on the size and scope of the project.

A7.2.2.1.12. A soils report and geological and subsidence investigation report prepared by a professional engineer must be submitted for the site.

A7.2.2.1.13. A fiscal impact report may be required.

A7.2.2.1.14. Accompanying the narrative exhibit will be a graphic map that shows existing site characteristics including:

A7.2.2.1.14.1. The zoning, easements of record, existing structures, other improvements, and vegetation on the site as well as view corridors to and from the site. Structures to be removed should be indicated as such.

A7.2.2.1.14.2. For all surrounding property within 300 feet, this study shall indicate as-built density and name of subdivision(s). It shall also include the existing structures, parking areas, public and private streets (including dimensions and median and curb cuts), pedestrian and transit facilities, drainage facilities and landscaping, and fire hydrant locations.

A7.2.2.1.14.3. The names and addresses of the property owners, developers, and adjacent property owners, including those across transportation rights-of-way, alleys, and waterways or bodies.

A7.2.3. Site Development Plan Drawings

A7.2.3.1. The plan drawings are suggested to be on at least four (4) separate sheets. Sheet information may be combined depending on the scope and scale of the project with the concurrence of the Manager. Certain drawing requirements may be waived by the Manager depending on the scope and scale of the project.

A7.2.3.1.1. Sheet #1 shall be a Cover Sheet including:

A7.2.3.1.1.1. Name of the development at the top of the sheet.

A7.2.3.1.1.2. A general vicinity map at an appropriate scale and including all existing or proposed freeways, arterials and major collector streets within one mile of the site.

A7.2.3.1.1.3. Legal description of the property being planned including section, ¼ section, township and range.

A7.2.3.1.1.4. Any special notes listed by the plan sheet they refer to.

A7.2.3.1.1.5. Signature blocks for the Town Board, Planning Commission, and Owners or their representatives.

A7.2.3.1.1.6. Names and addresses of Plan Sheet preparers.

A7.2.3.1.2. Sheet #2 shall be a Site Plan showing all proposed improvements, in detail, including:

A7.2.3.1.2.1. Property dimensions, including lot lines and lot design.

A7.2.3.1.2.2. Dimensions and location of all proposed structures, their footprints and height, the number of floors, number of dwelling units, all overhangs or protrusions into the public or private access routes, location of entrances and loading points. All structures must be dimensioned and their locations must be tied out, meaning sufficient information to determine the coordinates of any corner of any structure. Any structure within 10 feet of an easement must show the distance between the closest point of the structure to the nearest point of the easement. Note total building coverage -- percent and square footage. Include setback dimensions from property lines.

A7.2.3.1.2.3. Name and dimension of all public and private road rights-of-way, points of access on or adjacent to the proposed site and surface materials.

A7.2.3.1.2.4. Location, dimension and surface materials of required off-street parking and loading areas. (Note total number of parking spaces provided, the percentages of small car spaces and lighting arrangements).

A7.2.3.1.2.5. The structure's use (for parking calculations), the gross floor area, and the number of vehicle trips generated by the various uses on the site. Vehicle trip generation charts by use may be included in the traffic study.

A7.2.3.1.2.6. Dimensions and locations for all curb cuts, driving lanes, bicycle lanes, pedestrian ways, garages, carports, public transportation pick-up points, and mail box kiosks. All public improvements should be labeled, with dimensions, and tied out to property lines.

A7.2.3.1.2.7. Various notes, as necessary, shall be included.

A7.2.3.1.2.8. Dimensions and location of all walls, fences, and screen plantings adjacent to public rights-of-ways and on the site, particularly around recreational vehicle and equipment storage areas and trash disposal facilities.

A7.2.3.1.2.9. Location and dimensions of all existing and proposed drainage, utility, and other easements, water and sewer lines, water meters, and fire lanes and hydrants. Location and size of drainage facilities, and the direction of flow.

A7.2.3.1.3. Sheet #3 shall be a Landscape Plan showing all landscaping and buffering details.

A7.2.3.1.3.1. Dimensions, square footage, percent of site and location of open space and common areas shall be shown on the plan.

A7.2.3.1.3.2. Open space as required for an zone district as specified in this ordinance. Percentage calculations for open space shall be shown.

A7.2.3.1.3.3. Note all building entrances, pedestrian walks or paths, pedestrian oriented areas, and vehicular drives and exterior parking areas (including dimensions, materials, and type of surface finish). All recreation areas, use and general equipment locations, as well as all fences, garden structures, and plazas shall be shown. Construction details showing methods of construction, materials, finishes, colors, and the type and location of the irrigation system shall be included.

A7.2.3.1.3.4. All slopes and mound areas within the site shall be called out.

A7.2.3.1.3.5. The plan shall identify and locate plant masses and type of plants.

A7.2.3.1.3.6. All lawn areas and ground cover areas shall be identified including the square footage of the area and the living and non-living plant materials to be used.

A7.2.3.1.3.7. Various notes, symbols, and general information shall be placed on all landscape plans as necessary. The following conditions shall apply:

A7.2.3.1.3.7.1. Landscape installation shall be completed prior to issuance of Certificate of Occupancy.

A7.2.3.1.3.7.2. A statement or note concerning quantity and method of application of suitable soil preparation as determined by soil type. Soil type shall be stated in the note.

A7.2.3.1.3.7.3. General description of the automatic landscape irrigation system. If the type of system varies on the site it shall be so stated.

A7.2.3.1.4. Sheet #4 shall show architectural elevations for all structures. It shall be 24" x 36" and be drawn at a scale of 1/8" - 1' or larger. All sides of the structures shall be shown. Descriptions of all materials and colors shall be included. Depending on the scale of the project, elevations may or may not be required at the discretion of the Manager.



**APPENDIX 8:
SUBMISSION REQUIREMENTS FOR SUBDIVISIONS**

A8.1. MINOR SUBDIVISION SUBMITTAL REQUIREMENTS

A8.1.1. Applicants should submit three (3) copies of the following preliminary plan materials to the Manager:

A8.1.1.1. A title insurance commitment or policy including a schedule of exceptions to title, or an attorney's title opinion addressed to the Town, dated or endorsed to a date no more than fifteen (15) days prior to the date of application, showing that the applicant is the fee title owner of all subject property. If such property is encumbered, it shall be required that such lien holder join in the dedication. It is the responsibility of the applicant to keep title policies current.

A8.1.1.2. Documented proof of availability of central sewer and potable water utility services.

A8.1.1.3. Documented proof of legal access if the subject property does not have direct contiguous access to a public road or street.

A8.1.1.4. Any other special reports required by Staff or the Planning Commission.

A8.1.1.5. Any proposed Subdivision Improvements Agreement.

A8.1.1.6. Legal documents pertaining to the organization of any homeowners association for the maintenance of private roads, open space, etc., and other documents as required.

A8.1.1.7. Label the current zoning on the subject and adjoining properties.

A8.1.1.8. Location of trash pick-up area, if required by the Commission.

A8.1.2. The Plat shall contain the following information:

A8.1.2.1. Title of plat and the phrase: "Minor Subdivision - Final Plat" underneath.

A8.1.2.2. Legal descriptions of property location by subdivision.

A8.1.2.3. Prior reception number of previous property transfer; original subdivision name, if any, and book/page reference in Lincoln County records.

A8.1.2.4. Basis of bearing and description and location of primary control points of monuments both found and set and ties to such control points to which all dimensions, angles, bearings and similar data on plat shall be referred.

A8.1.2.5. A scale drawing of tract boundary lines, right-of-way lines of streets, easements and other rights-of-ways and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves with long chord bearings and distances.

A8.1.2.6. Names and right-of-way width of each street or other rights-of-way together with block and lot numbers.

A8.1.2.7. Location, dimensions and purpose of any easement, including reference by book and page to any preexisting recorded easements.

A8.1.2.8. All dimensions necessary to establish the boundaries in the field.

A8.1.2.9. Planned locations (with dimensions) of all improvements (building footprints, parking, etc.) on the site for airspace subdivision plats (condos, townhomes, etc.)

A8.1.2.10. Dimensions of improvements.

A8.1.2.11. Notation of scale of drawing or representative fraction of the drawing(s), a bar-type graphical scale, north arrow (north is to point to the top of the plat sheet) and date of drawing.

A8.1.2.12. Notation of which areas, other than residential lots, are dedicated or reserved, such as for open space.

A8.1.2.13. Dedications and certifications by the owner and lien holder platting the property dedicating the streets, rights-of-way, easements and any sites for the Town of Limon's public uses or open spaces.

A8.1.2.14. Certification by a surveyor insuring the accuracy of the survey and plat and certifying compliance with the requirements of C.R.S. Title 38, Article 51, and the requirements of these Regulations in the preparation of the final plat.

A8.1.2.15. Certificate of approval by the Planning Commission and Town Board.

A8.1.2.16. A general vicinity map showing the location of the subdivision being platted and the name of any underlying subdivision.

A8.1.2.17. Location of sewer and water service lines and mains.

A8.1.2.18. Contour lines at two foot (2') intervals after any grading is completed.

A8.1.2.19. Statements describing improvements to the site such as revegetation measures, means of defining parking, surface material of parking and drives, etc.

A8.1.2.20. Show by the use of dashed lines the required front, rear and side setbacks on typical lots or state setbacks by use type in a chart.

A8.1.2.21. Ownership title description reference.

A8.1.2.22. Planned drainage areas for accommodating historic flows plus any increased runoff on the property resulting from development.

A8.2. MAJOR SUBDIVISION SUBMITTAL REQUIREMENTS

A8.2.1. Sketch Plan Submittal Requirements

Developers should submit 3 copies of the sketch plan to the Manager. The sketch plan should include the following items:

A8.2.1.1. A map showing the general location of the proposed subdivision, its property boundaries, and the direction of True North.

A8.2.1.2. The name and address of the developer,

A8.2.1.3. The proposed name and location of the subdivision,

A8.2.1.4. The approximate total acreage of the proposed subdivision,

A8.2.1.5. The tentative street and lot arrangement,

A8.2.1.6. Topographic contours from available data, such as United States Geological Survey topographic maps.

A8.2.1.7. A lot and street layout indicating general scaled dimensions of lots to the nearest foot.

A8.2.1.8. Evidence that prior to the subdivision of any unsubdivided land or the resubdivision of any land within the corporate limits of the Town of Limon or prior to the annexation of any land to the Town for the purpose of subdividing, the developer shall be able to convey, transfer or assign to the Town adjudicated water rights of sufficient priority that the rights will yield annually to the Town a quantity of water equal to 1.5 times the water required to serve the proposed development.

A8.2.1.8.1. In lieu of the conveyance of such water to the Town of Limon, the developer, with the consent of the Board of Trustees, shall be prepared to pay to the Town the money equivalent of such water. The money equivalent shall be that amount determined by the Board of Trustees as being equal in value to the water required herein.

A8.2.1.8.2. This evidence shall be provided by the developer to the Planning Commission at the sketch plan stage to prove that the water rights described above are available for conveyance and sufficient in terms of quality, quantity, and dependability to satisfy the requirements of this Ordinance. Such evidence may include, but shall not necessarily be limited to:

A8.2.1.8.2.1. evidence of ownership or rights of acquisition of or use of existing or proposed water rights.

A8.2.1.8.2.2. historic use and estimated yield of claimed water rights.

A8.2.1.8.2.3. amenability of existing rights to a change in use.

A8.2.1.8.2.4. evidence concerning the potability of the claimed water rights.

A8.2.1.9. The sketch plan shall contain a description of the water distribution system contemplated for the proposed development.

A8.2.1.10. The sketch plan shall contain a description of the sewer collection system contemplated for the proposed development.

A8.2.1.11. A report and map showing all the significant natural and man-made features on the site and within one-half mile of any portion of the site. This report will include streams, canals, lakes, vegetation and geologic characteristics of the area significantly affecting the land use and determining the impact of such characteristics on the proposed subdivision. Specific emphasis should be placed on those portions of the site located in designated floodplain or undermined areas.

A8.2.1.12. A map showing soil types and their boundaries, as shown on Soil Survey Maps prepared by the U.S. Department of Agriculture, Soil Conservation Service, and also a table of all interpretations for the soil types shown on the soil map prepared by the Soil Conservation Service. (Requests for these maps and tables are made to the local Soil Conservation District; the subdivision does not need to be in a soil conservation district to obtain the map and table or have them prepared).

A8.2.1.13. The scale of the Sketch Plan shall be not less than one inch (1") equals two hundred feet (200'). Some variation from this will be acceptable in the case of large subdivisions provided the plans and design are clearly legible. The sketch plan shall include the name of the subdivision, and block and lot numbers. In the case of large subdivisions requiring more than two sheets at such a scale, an area plan showing the total area on a single sheet and an appropriate scale shall also be submitted.

A8.2.1.14. Any other information the developer believes necessary to obtain the informal opinion of the planning staff as to the proposed subdivision's compliance with the requirements of this chapter.

A8.2.2. Preliminary Plat Submission Requirements

The Preliminary Plat application shall contain the following:

A8.2.2.1. One copy of an Application for Approval of a Preliminary Plat and all required supporting documents.

A8.2.2.2. Certified check payable to the Town for filing fees as established by the Town Clerk.

A8.2.2.3. A minimum of ten (10) black on white or blue on white prints of the Preliminary Plat and required supporting documents.

A8.2.2.4. One additional set of materials is required when the property being subdivided abuts a State highway.

A8.2.2.5. Summary Statement of Proposal including the following:

A8.2.2.5.1. Total acres to be subdivided.

A8.2.2.5.2. Total number of proposed dwelling units.

A8.2.2.5.3. Total number of square feet of non-residential floor space.

A8.2.2.5.4. Total number of off-street parking spaces, including those associated with single family residential use.

A8.2.2.5.5. Estimated total number of gallons of water per day required.

A8.2.2.5.6. Estimated total number of gallons per day of sewage to be treated.

A8.2.2.5.7. Estimated construction cost and proposed method of financing of the streets and related facilities, water distribution system, sewage collection system, storm drainage facilities, and such other facilities as may be necessary to complete the development plan.

A8.2.2.6. List prepared by a licensed title or abstract company of all owners of record of property adjacent to and within 300 feet of the area of the proposed subdivision, including their addresses. This information will be utilized for notification of meeting time and date.

A8.2.2.7. Such other preliminary information as may be required by the Planning Commission in order to adequately review the plat. Preliminary data should be prepared in graphic form avoiding time consuming final drafting procedures and detailed calculations.

A8.2.2.7.1. The minimum data required for preliminary review are as follows:

A8.2.2.7.1.1. Location Map - Select a scale from 1" = 500' to 1" = 1000', sufficient to show the proposed internal and the existing external road systems. Significant topographic features should be shown.

A8.2.2.7.1.2. Preliminary Street Plans - 1" = 50' with two (2) foot contours with alignment, graphic dimensions of right-of-way widths, curve radii, and tangent lengths. The proposed typical structural and geometric cross sections, location, type and approximate size of appurtenant structures, such as bridges, culverts, traffic control devices, lot lines and other design features should all be shown.

A8.2.2.7.1.3. Preliminary Street Profiles - Preliminary profiles based upon the contours and the sketched alignments should be provided showing graphic grades, proposed lengths of vertical curves, limits of horizontal curves, and locations of bridges and major culverts. Where streets are to be temporarily stubbed at site or plat

boundaries, the profiles should extend sufficiently beyond the boundary to assure the feasibility of a future extension that can conform to standards.

A8.2.2.7.1.4. Preliminary Drainage Plan and Report - The preliminary plan and report should contain the following minimum data. A basin contour map defining the drainage basins and illustrating the existing drainage patterns and concentration points with rough estimates of contributory acreage and runoff amounts. A sketch of the proposed land development showing the consequent changes in the drainage patterns, concentration points and flooding limits with estimates of acreage, runoff coefficients and runoff amounts for the areas to be developed both now and in the future within each basin. A narrative of the proposed handling of the increased drainage at the concentration points or of internal pattern changes.

A8.2.2.7.1.5. Preliminary Design of Utilities - Preliminary plans and profiles of the proposed water and sewer facilities should be provided showing the location of all existing and/or proposed water and sewer and other utilities relative to the development. Indicate the size, type and other pertinent data for all existing and proposed utility improvements.

A8.2.2.7.1.6. Preliminary Landscaping Plan - A preliminary landscaping plan shall be submitted which shall show the approximate size and types of proposed planting and the location of the planting and its spacing. The plan shall also show the approximate location, type, height, spacing, and physical health of existing vegetation. A statement will be required explaining the intent of the preliminary landscaping plan, as for screening purposes and specimen tree plantings.

A8.2.2.7.1.7. Letter from the fire district concerning fire protection and fire flow requirements for the proposed subdivision.

A8.2.3. Preliminary Plat Drawing Requirements

The accuracy and location of alignments, boundaries, and monuments shall be certified by a registered land surveyor licensed to practice in the State of Colorado. A poorly drawn or illegible plat is sufficient cause for its rejection. The following data shall be included as part of the Preliminary Plat submission:

A8.2.3.1. Name of proposed subdivision.

A8.2.3.2. Location of subdivision as a part of some larger subdivision or tract of land and by reference to permanent survey monuments with a tie to a section corner or a quarter-section corner.

A8.2.3.3. Names and addresses of the subdivider, the designer of the subdivision, and the engineer and surveyor both of whom shall be licensed by the State of Colorado Board of Registration for Professional Engineers and Land Surveyors.

A8.2.3.4. Date of preparation, map scale, and north sign.

A8.2.3.5. Location by survey of streams, washes, canals, irrigation laterals, private ditches, culverts, lakes, or other water features, including direction of flow, water level elevations, and typical depths and location and extent of areas subject to inundation by a 100 year storm.

A8.2.3.6. A traverse map of the monumented perimeter of the proposed subdivision along with all survey notes of subdivision perimeter and copies of all monument records. The traverse shall have an error of closure of not greater than one part in 10,000. A survey tie to the State coordinate system or other permanent marker established by the Town is required if practical.

A8.2.3.7. The existing topography of the proposed development site shall be shown. A two foot contour interval shall be used in areas where the predominant ground slope is less than five (5) percent. A five foot contour interval shall be used in areas where the predominant ground slope exceeds five (5) percent. In cases where predominately level topography occurs throughout a subdivision a one foot contour interval may be required. Elevation data shall be referenced to U.S.G.S. datum. The mapping accuracy shall be as specified by the American Society of Photogrammetry.

A8.2.3.8. Lot and street layout.

A8.2.3.9. Scaled dimensions of all lots to nearest foot and the area of each lot to the nearest square foot.

A8.2.3.10. Total acreage of entire proposed subdivision.

A8.2.3.11. Lots and blocks numbered consecutively.

A8.2.3.12. Location and principal dimensions and identification of all existing and proposed public and private easements and rights-of-way.

A8.2.3.13. Existing and proposed street names.

A8.2.3.14. The plat shall be drawn to a scale of one inch (1") equals one hundred feet (100'), and shall indicate the basis of bearings, true north point, name of the subdivision, name of municipality, township, range, section and quarter section, block and lot number (of the property under consideration).

A8.2.3.15. An affidavit or valid title commitment that the applicant is the owner or equitable owner or authorized by the owner, in writing, to make application for the land proposed to be subdivided.

A8.2.3.16. Location of sites to be reserved or dedicated for parks, playgrounds, schools, or other public uses except streets and utility easements. The Planning Commission, upon consideration of Town circulation and facilities and the future requirements of the subdivision, shall require the dedication of areas or sites of a character extent and location suitable for public use for schools and parks.

A8.2.3.16.1. At the time of submission of the preliminary plan, the developer shall submit an agreement for the dedication of land for public parks and school sites according to one of the following alternatives. Said proposal shall outline the conveyance of said lands or the payment of monies in lieu of land subject to the following guidelines:

A8.2.3.16.1.1. Six (6) percent of the gross land area shall be dedicated to the Town for schools, parks, open space, police and fire stations, or other public uses.

A8.2.3.16.1.2. At the option of the Board of Trustees, the developer shall, in lieu of such conveyance of land, pay to the Town in cash or terms acceptable to the Board of Trustees, an amount equal to six (6) percent of the fair market value of the land as determined by appraisal on the date of the approval of the subdivision. If the Town of Limon and the developer fail to agree on the fair market value of the land, the fair market value shall be fixed and established by a qualified appraiser selected by the Town and the developer.

A8.2.3.16.1.3. At the discretion of the Board of Trustees, the subdivider may provide a combination of (A8.2.3.16.1.1.) and (A8.2.3.16.1.2.) above to satisfy the public site requirements.

A8.2.3.17. Sites, if any, for multifamily dwellings, shopping centers, community facilities, industrial or other uses, exclusive of single-family dwellings.

A8.2.3.18. Location, function, ownership and manner of maintenance of common open space not otherwise reserved or dedicated for public use. Information other than location of these areas is to be provided in a separate document.

A8.2.3.19. A separate location and vicinity map showing the following information within a one-half (1/2) mile distance of the perimeter of the proposed plat.

A8.2.3.19.1. Names and outlines of abutting subdivisions.

A8.2.3.19.2. Related existing and planned streets and highway systems.

A8.2.3.19.3. Subdivision boundary lines.

A8.2.3.19.4. Zoning districts, taxing districts and other special districts, if any.

A8.2.3.19.5. Water courses.

A8.2.3.19.6. Significant vegetation patterns.

A8.2.3.20. The subdivision street layout showing the following:

A8.2.3.20.1. Proposed future street layout in dashed lines for any portion or parcel of the plat which is not being subdivided at the present time.

A8.2.4. Final Plat Submission Requirements

The Final Plat shall conform to and include the following:

A8.2.4.1. The Final Plat submission shall conform in all major respects to the Preliminary Plat as previously reviewed and approved by the Planning Commission and shall incorporate all modifications required in its review. The Planning Commission, however, may approve a Final Plat which has been modified to reflect improvements in design or changes which have occurred in its natural surroundings and environment since the time of the Preliminary Plat review and approval.

A8.2.4.2. A Final Plat may be submitted in sections or filings covering representative and reasonable portions of the subdivision tract. In such cases submission shall include a map, indicating the sections designated for the entire tract, and each sheet numbered accordingly, including title, legend, matchlines, and other appropriate information. Where an entire parcel is not subdivided, the subdivider must indicate his intended plans for disposition of the remainder of the parcel.

A8.2.4.3. One (1) copy of the application form for review of a Final Plat.

A8.2.4.4. Three (3) black on white or blue on white prints of the Final Plat.

A8.2.4.5. Three (3) copies of the engineering plans and all required supplemental material.

A8.2.4.6. The original reproducible drawing of the Final Plat prepared in accordance with the requirements of this Ordinance. Submit after final approval of Town Board within 7 days.

A8.2.4.7. A certified check payable to the Town of Limon review and filing fees for a final plat as established by the Town.

A8.2.4.8. All dedications, reservations, or agreements concerning parks, school sites, and access roads are subject to Limon Town Board approval. Where such action involves another public agency, a letter of clearance from that agency shall accompany the Final Plat application.

A8.2.4.9. A signed warranty deed conveying six (6) percent of such land designated for public use or, at the discretion of the Board of Trustees, a certified check for an amount as may have been agreed to at the time the Preliminary Plat was approved. The deed shall be accompanied by a title insurance policy or other evidence that the land is free and clear of all taxes, liens, or other encumbrances.

A8.2.4.10. In the case of a planned unit development an official signed deed dedicating or reserving certain tracts or the development rights to such tracts for local use as may have been agreed to at the time the Preliminary Plat was approved. The deed shall be accompanied by a title insurance policy or other evidence that the land is free and clear of all taxes, liens or other encumbrances.

A8.2.4.11. An official signed document conveying the water rights required by this Ordinance to the Town, or, at the discretion of the Board of Trustees, a certified check for an amount as may have been agreed to at

the time the Preliminary Plat was approved. The document shall be accompanied by a title insurance policy or other evidence that the water is free and clear of all taxes, liens, or other encumbrances.

A8.2.4.12. A bond acceptable to the Town of Limon, or in the alternative, a letter of credit, or a certified or suitable check equal to the total estimated construction cost of all required subdivision improvements not yet completed at the time of application for final plat approval. Such improvements shall include but not necessarily be limited to streets, roads, paving, curb and gutter, sidewalks, storm sewers, sanitary sewers including collectors and outfall lines, water distribution and transmission lines, fire hydrants, street lights, street signs, traffic control devices, survey monuments, culverts, bridges and landscaping features. Bonds or letters of credit may be negotiated based on development phases of the subdivision.

A8.2.4.13. An executed copy of the Subdivision Improvements agreement.

A8.2.4.14. An exact copy of a certificate of a title insurance company or abstract of title suitably certified or certificate of title or title opinion submitted by an attorney which shall set forth the names of all owners of property included in the plat and shall include a list of all mortgages, judgments, liens, easements, contracts and agreements of record, which shall affect the property covered by such plats. If the title opinion or commitment discloses any of the above, then at the option of the Planning Commission, the holders or owners of such mortgages, judgments, liens, easements, contracts, or agreements shall be required to join in and approve the application before the plat shall be acted upon by the Planning Commission.

A8.2.4.15. Where a homeowners association or other entity is to be used for the administration and maintenance of private roads or open space and recreational facilities, a binding and perpetual agreement in regard to maintenance and access control shall be submitted with the Final Plat. Such agreement shall be in a form acceptable to the Town Attorney and the Planning Commission and shall include provisions for:

A8.2.4.15.1. Adequate funding and self-enforcement by the homeowners association of the terms contained in the agreement.

A8.2.4.15.2. Continuous safety inspections and immediate follow-up maintenance to correct unsafe conditions.

A8.2.4.15.3. Receiving and processing complaints by authorized users of the private roads or open space and recreational facilities.

A8.2.4.15.4. Requiring written permission from the Board of Trustees before the association can be dissolved.

A8.2.4.16. Where a portion of an existing easement is contiguous to a proposed easement for right-of-way of a new subdivision, proof of the dedication of the existing easement or right-of-way acceptable to the Town Planning Commission must be submitted.

A8.2.4.17. When a new street will intersect with a State Highway, a copy of the State Highway permit shall be submitted

A8.2.4.18. If a plat is revised, a copy of the old plat shall be provided for comparison purposes.

A8.2.4.19. A summary statement shall be submitted which shall include the following:

A8.2.4.19.1. Total development area.

A8.2.4.19.2. Total number of proposed dwelling units.

A8.2.4.19.3. Estimated total number of gallons per day of water system requirements.

A8.2.4.19.4. Estimated total number of gallons per day of sewage to be treated.

A8.2.4.19.5. Estimated construction cost and proposed method of financing of the streets and related facilities, water distribution system, sewage collection system, flood plain protection, storm drainage facilities, and such other facilities as may be necessary. If improvements are not to be completed prior to approval of the Final Plat, the cost estimates included in this statement shall be identical to those included in the improvement agreement.

A8.2.4.20. Certification of inclusion of the land represented by the Final Plat in any municipal or quasi-municipal district(s) formed for the purpose of providing sanitary sewer service and which has jurisdiction in the area platted.

A8.2.4.21. Certification from any special district having jurisdiction that all applicable fees have been paid relative to the Final Plat including sewer connection fees and/or plant investment fees or that an agreement has been executed acceptable to the District for such payment.

A8.2.4.22. A certified or suitable check payable to the Town of Limon for the applicable water tap fees and/or plant investment fees represented by the area being platted. In the alternative, the developer shall submit a contract for payment of said fees in a manner and form acceptable to the Town.

A8.2.4.23. No subdivision shall be approved until such data, surveys, analyses, studies, plans and designs have been submitted, reviewed, and found to meet all sound planning and engineering requirements of the Town and the conditions contained in these subdivision regulations and all other applicable Ordinances of the Town. The minimum data required for Final Plat review are as follows:

A8.2.4.23.1. Street Construction Plans and Profiles.

A8.2.4.23.1.1. The typical street geometric and structural cross section is to be shown on each plan sheet. The plan must show right-of-way lines and widths, street name, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths, intersections, structures, skew 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. Scale 1" = 50'.

A8.2.4.23.1.2. The profiles are to include ground lines, grade lines, vertical curves, curve lengths, calculated grades, elevations, intersections and other critical points, structures, and all other features required to enable construction in accordance with approved standards. The scale to be 1" = 50" horizontal and 1" = 1' to 1" = 5' vertical in flat and rolling terrain. The horizontal to vertical distortion is to be chosen to best depict the critical elevation aspects of the design. Where centerline grades at intersections are steep, curb return profiles are to be submitted showing necessary modifications to eliminate unsightly bumps or water retaining depressions that many times result.

A8.2.4.23.1.3. Sufficient data should be given to construct major structures and road appurtenances, such as bridges, large culverts, curbs, drives, walks, cross pans, etc. Detail should include orientation, line and grade, cross sections, dimensions, reinforcement schedules, materials, quality, specifications, etc.

A8.2.4.23.1.4. A structural section design report shall be submitted if a section other than the Town standard structure section is to be used. The design criteria set forth in the Street Standards and Specifications Ordinance of the Town of Limon provided such ordinance exists, shall be used in the preparation of the final street construction plans and profiles.

A8.2.4.23.2. Final Drainage Plans and Reports.

A8.2.4.23.2.1. Plans and specifications based upon the approved Preliminary Plat and associated reports are to be submitted detailing design of the final storm drainage system, including construction details and alignment of storm sewers, catch basins, manholes, ditches, slope protection, dams, energy dissipators, etc.

A8.2.4.23.2.2. Flow line profiles and layout elevations shall be at minimum 100 foot stations, and natural ground elevations shown to indicate any significant irregularities for all proposed conduits, channels, structures, etc.

A8.2.4.23.2.3. Cross-sections of each water carrier shall be shown showing high water elevations and adjacent features which may be affected thereby.

A8.2.4.23.2.4. Construction details of curb, curb and gutter, valley gutter, driveway apron and ditch culvert, shall be included. Written approvals as may be required from other agencies or parties that may be affected by the drainage proposal shall also be submitted.

A8.2.4.23.2.5. The drainage report shall include the supporting calculations for runoffs, times of concentration and flow capacity with all assumptions clearly stated and with proper justification when needed or requested.

A8.2.4.23.2.6. The final drainage plan shall be prepared in conformance with the design criteria set forth in the Street Standards and Specifications Ordinance of the Town of Limon, provided such exists.

A8.2.4.23.3. Final utility plans and profiles.

A8.2.4.23.3.1. Plans and specifications based upon the approved Preliminary Plat and associated reports are to be submitted detailing the design of final water, sanitary sewer, natural gas, telephone, electric and cable television facilities to be installed in the area included in the final plat. In addition, final design is required of any off-site facilities related to the above described utilities which may be considered an integral part of the utilities plan for the subdivision.

A8.2.4.23.3.2. Water utility facilities design shall conform to the criteria set forth in the Water System Design and Construction Standards Ordinance of the Town of Limon, provided such Ordinance exists.

A8.2.4.23.3.3. Sewer utility facilities design shall conform to the criteria set forth in the Sewer System Design and Construction Standards adopted by the Town or any special district of competent jurisdiction.

A8.2.5. Final Plat Drawing Requirements

The Final Plat shall be prepared and certification made as to its accuracy by a registered land surveyor licensed to practice in the State of Colorado. A poorly drawn or illegible plat is sufficient cause for its rejection.

A8.2.5.1. The following will be required of final plats:

A8.2.5.1.1. Said plat shall be in the form of a black india inked mylar that is suitable for recording in Lincoln County and capable of reproducing clear and sharp reproductions of all details, signatures, and notary seals.

A8.2.5.1.2. No plats using sepia ink or pencil or containing stick-ons will be accepted.

A8.2.5.1.3. All signatures on the plat are to be in black permanent ink.

A8.2.5.1.4. The plat sheet shall have outer dimensions of 24" by 36". The plat drawing will be contained within a space defined by a one and one-half inch (1-½") margin from the left sheet edge and a one-half inch (½") margin from the other three sheet edges.

A8.2.5.1.5. Applicants are encouraged to use more than one sheet to avoid the crowding of information on one sheet. Sheets are to be designated as sheet x of y sheets.

A8.2.5.1.6. The scale of the plat drawing shall be one hundred feet equal to one inch (100' = 1"). Other scales may be approved by the Manager.

A8.2.5.2. Good draftsmanship shall be required in order for all of the following information to be shown accurately and legibly. It shall contain the following:

A8.2.5.2.1. Title, scale, north sign, and date.

A8.2.5.2.2. Primary survey control points, monuments, descriptions and ties, dimensions, angles, bearings, and similar data shall be shown on the Plat as may be needed to determine boundary and lot closures. Primary control points and monuments shall be as specified by State law and shall actually exist in the field before Final Plat approval. Road intersections and ends shall be suitably monumented and ties filed with the Town Clerk for engineering review prior to acceptance for maintenance.

A8.2.5.2.3. Tract boundary lines, rights-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings or angles, and radii, arcs or chords, and central angles of all curves.

A8.2.5.2.4. Name and right-of-way width of each street or other rights-of-way.

A8.2.5.2.5. Location, dimensions, and purpose of any easements.

A8.2.5.2.6. Number to identify each lot or site and each block.

A8.2.5.2.7. Location and description of monuments.

A8.2.5.2.8. Certificate of Acceptance, as outlined below.

NOTICE

Public Notice is hereby given that acceptance of this platted subdivision by the Town of Limon does not constitute an acceptance of the roads and rights-of-way reflected hereon for maintenance by said Town.

Until such roads and rights-of-way meet Town Road Specifications and are specifically accepted by this Town by recording with the Clerk of this Town an official "acceptance", the maintenance, construction, and all other matters pertaining to or affecting said roads and rights-of-way are the sole responsibility of the owners of the land embraced within this subdivision. Town "acceptance" of the roads and rights-of-way of this platted subdivision shall not be given unless all utilities proposed to be installed in such roads have been constructed and the roads and rights-of-way completed thereafter to Town standards.

Notice is further given that no more than ten percent (10%) of the building occupancy certificates will be issued by officials of this Town for improvements of any nature on any property reflected on this platted subdivision until such time as the "acceptance" as hereinabove described has been filed for record with the Clerk of this Town.

A8.2.5.2.9. Excepted parcels shall be marked "Not included in this subdivision" and the boundary completely indicated by bearings and distances. A tie shall be provided to indicate the relationship of such a parcel to the area platted.

A8.2.5.2.10. All land within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys or excepted parcels.

A8.2.5.2.11. Parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one plat, provided that all owners join in the dedication and acknowledgement.

A8.2.5.2.12. Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.

A8.2.5.2.13. Block and lot permanent reference points shall be set.

A8.2.5.2.14. The surveyor preparing the plat shall certify on the plat that it conforms to these regulations and to all applicable State laws and that the monuments described in it have been placed as described. He shall affix his name and seal.



**APPENDIX 9:
SITE PLAN SUBMITTAL REQUIREMENTS**

A9. The site plan shall include a plan drawn to scale with the following information:

A9.1. Topography of the land to be developed with a minimum 5 foot contour interval, but 2 foot intervals are encouraged.

A9.2. Proposed access to the existing street system and proposed improvements to the street system including driveway access points and widths.

A9.3. Existing development on the property and improvements to be made to the property including new buildings, landscaping, parking and proposed sign locations.

A9.4. The location of any known natural hazard such as flood plains which may effect the property.

A9.5. Detailed architectural drawings showing the color, exterior materials, screening of outside storage areas, lighting fixtures and buffering or screening of mechanical equipment.

