



MAJOR SUBDIVISION

FINAL PLAN

WELLINGTON, COLORADO 2008

TOWN OF WELLINGTON

FINAL PLAN APPLICATION AND DECISION RECORD

FOR A MAJOR SUBDIVISION

A. Final Plan Submission Requirements.

1. Applicant's name _____
Address _____
Mailing Address _____
Email Address _____ Telephone Number _____

2. Legal description of the property proposed for the land use change:

3. Existing Zoning District _____
Proposed Zoning District _____

4. All materials required by the Board of Trustees to satisfy conditions of approval, if any, from the final plan.

5. Detailed plans and specifications showing all proposed streets, and public utility installations, with written approval of the Town Engineer. Plans and specifications shall be in conformance with the Standard Design Criteria and Standard Construction Requirements.

6. Give the legal description of all public rights-of-way, streets, park sites, school sites and all other public dedications to be made in connection with the development, and a description of the plan for maintaining such dedications. These dedications shall be shown on the "Final Plat". Give a written description of any "payments in lieu of dedications" that are proposed. [attach maps and other documents as necessary]

7. Provide professionally prepared reports and maps describing the topography and vegetation of the proposed development site, with contour lines at two foot intervals. [attach maps and other documents as necessary]

8. Provide professionally prepared reports and maps describing the drainage, erosion control, revegetation, landscaping and buffer yards of the proposed development site, with contour lines at two foot intervals. [attach maps and other documents as necessary]

9. Provide professionally prepared reports and maps giving proof of the suitability of the types of soil present on the development site for the proposed land use change. [attach maps and other documents as necessary]

10. A recordable "Final Plat" and other documentation showing the layout or plan of development, number and location of all dwelling units and structures. public land dedications, net density per acre and projected population. The "Final Plat" must comply with the "Design and Development Standards" contained in Section 17-3-50 (a)(6&7) of the Municipal Code. and must be approved by the Town Engineer and Town Attorney. [attach maps and other documents as necessary]

11. The maximum number of vehicles that can reasonably be expected to be parked in the area at any one time because of the activity in, or, or related to the proposed and use change, together with the total number of proposed off-street parking spaces. excluding parking spaces associated with single-family residential lots. [attach maps and other documents as necessary]

12. The estimated traffic flow or increase in present flow on connecting and access roads front or related to the proposed land use change. [attach maps and oilier documents as necessary]

13. The internal traffic and circulation systems, off-street parking area, service area, loading areas and major points of access to public rights-of-way. [attach naps and other documents as necessary]

14. The estimated water requirements of the development upon completion, expressed in average and peak gallons per hour, per day, and per year. [attach other documents as necessary]

15. The estimated sewage and other waste products to be produced by the development upon completion, expressed in average and peak gallons per hour, per day, and per year (or in Tons per hour, per day and per year if appropriate). [attach other documents as necessary]

16. To the degree that the development will rely upon the Town for water and/or sewer service, a statement from the Town Engineer that the Town's system of water and/or sewer utilities is capable of handling the increased demand from the proposed development, and that the proposed offset measures will adequately compensate the Town for the capital investment committed to the proposed development. [attach other documents as necessary]

17. Provide an elevation drawing of the proposed structure(s) showing height and describing the exterior materials. [attach drawings as necessary]

18. Security arrangements, including performance bonds, protective covenants, annexation agreements, development agreements and methods chosen for assuring the long term maintenance of dedicated lands, open spaces and public facilities as required by Section 17-3-50 (a)(8). [Attach other documents as necessary]

20. Signature of the Applicant: _____ Date: _____

TOWN OF WELLINGTON

Form D-5

AGREEMENT

FOR PAYMENT OF REVIEW EXPENSES

THIS AGREEMENT, made and entered into this ____ day of _____, AD.20__ by and between the TOWN OF WELLTNCTON, COLORADO, a municipal Corporation, hereinafter referred to as “the Town, and _____ hereinafter referred to as “the Applicant,”

WITNESSETH:

WHEREAS, the Applicant is the owner of certain property situated in the County or Larimer, State of Colorado. and legally described as follows. to-wit:

WHEREAS, the Applicant desires to develop said property and has made application to the Board of Trustees of the Town of Wellington for approval of _____:and

WHEREAS, the Parties hereto recognize that the land use fees as specified by the Municipal Code of the Town of Wellington may not be adequate to fully cover the Town’s expenses in considering the referenced application, including, but not limited to, legal publications, engineering services, attorney fees, consultant fees, reproduction of material and public hearing expenses.

NOW, THEREFORE, in consideration of the premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

1. FULL AND SEPARATE ACCOUNTING OF REVIEW EXPENSES.

The Town will maintain separate accounts of all monies expended as a result of the review of the above referenced application. Statements of expenses incurred will be made available to the Applicant monthly throughout the time the application is being reviewed by the Town. Expenses charged to the applicant’s account shall include, but shall not be limited to legal publications, engineering services, attorney fees, consultant fees, reproduction of material and public hearing expenses.

2. EXPENDITURE OF FEES PAID BY THE APPLICANT.

The Town shall expend the monies collected from the Applicant in the form of land use fees, in the payment of expenses incurred in the review of the Applicants request, including, but not limited to, fees charged to the Town for legal publications, engineering services, attorney services, consultant services, reproduction of material and public hearing expenses. Only after all expenses incurred in the review of the Applicant’s request have been paid, may these monies be used for other purposes as determined by the Town.

3. PAYMENT OF REVIEW COSTS BY THE APPLICANT.

In the event that the Town incurs expenses for the review of the Applicant’s request greater than the monies collected from the Applicant in the form of land use fees, the Applicant shall reimburse the Town for the additional expenses. Said reimbursement shall be made within ten (10) days of the Town submitting an invoice for the expenses. Failure by the Applicant to pay within the specified time shall be cause for the Town to cease processing the application and/or deny approval of the application.

4. APPLICATION TERMINATION.

Except where the law or an agreement with the Town provides otherwise, the Applicant may terminate his application at any time by giving written notice to the Town. The Town shall immediately take all reasonable steps necessary to terminate the accrual of costs to the applicant. e.g. notify newspapers to cancel publications, etc. The Applicant will continue to be liable for all costs reasonably incurred by the Town prior to, and after, submitting a notice of termination.

5. COLLECTION OF FEES AND COSTS.

If the Applicant fails to pay the fees required herein when due, the Town may take those steps necessary and authorized by law to collect the fees due. The Town shall also be entitled to all court and attorneys fees, other costs incurred in collection and interest on the amount due at the rate of 18% per annum.

IN WITNESS WHEREOF, the Town and the Applicant have caused this Agreement to be duly executed on the day and year first above written.

THE APPLICANT

Signature: _____

TOWN OF WELLINGTON

Signature: _____

ATTEST:
Town Clerk

TOWN OF WELLINGTON
2017 SUBMITTLE DEADLINES

Submittle Deadline	Planning Commission Meeting 1st Monday of Each Month 7:00pm	Board of Trustees Meeting 4th Tuesday of each month 7:30pm
November 21, 2016	January 9, 2017	January 24, 2017
December 19, 2016	February 6, 2017	February 28, 2017
January 23, 2017	March 6, 2017	March 28, 2017
February 27, 2017	April 3, 2017	April 25, 2017
March 20, 2017	May 1, 2017	May 23, 2017
April 24, 2017	June 5, 2017	June 27, 2017
May 22, 2017	July 3, 2017	July 25, 2017
June 26, 2017	August 7, 2017	August 22, 2017
July 31, 2017	September 11, 2017	September 26, 2017
August 21, 2017	October 2, 2017	October 24, 2017
September 25, 2017	November 6, 2017	November 28, 2017
October 23, 2017	December 4, 2017	December 12, 2017
November 27, 2017	January 8, 2018	January 27, 2018
December 22, 2017	February 5, 2018	February 27, 2018

Plan must be reviewed and approval recommended by the Planning Commission prior to review
by the Board of Trustees.

(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 the Town, according to the Town's goals. (Ord. 11-2007 §1)

Sec. 17-3-40. Final plat purpose.

The purpose of the final plat is to complete the subdivision of land consistent with the technical standards. (Ord. 11-2007 §1)

Sec. 17-3-50. Final plat application process.

(a) Step 1: Final plat application submittal. The final plat application shall conform with the preliminary plat as approved at the public hearing 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. In addition, the application must be submitted a minimum of sixty (60) days prior to the Board of Trustees meeting at which the application will be reviewed. The applicant shall submit one (1) copy of the complete final plat application package to the Town Administrator/Clerk and shall request that the application be reviewed by the Planning Commission and Board of Trustees. The final plat application shall include:

(1) Land use application form.

(2) Application fee and fee agreement. A nonrefundable fee is collected to cover the

cost of review by the Town staff and notice and publication expenses. In addition, the applicant is liable for review costs by the Town Attorney, Town Engineer and any other expert whom the Town may wish to employ. A signed Form D-5, Agreement for Payment of Review Expenses, shall accompany the application.

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

(4) Surrounding and interested property ownership report. Provide the Town Administrator/Clerk with a current list (not more than thirty [30] days old) of the names and addresses of the surrounding property owners (within three hundred [300] feet of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. The applicant shall certify that the report is complete and accurate.

(5) Final plat. The final plat drawing shall comply with the following standards:

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

b. Parcels not contiguous shall not be included in one (1) plat, 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.

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

d. The perimeter survey description of the proposed subdivision shall include at least one (1) tie to an existing section monument of record and a description of monuments. The survey shown shall not have an error greater than one (1) part in ten thousand (10,000).

e. Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.

f. All signatures shall be made in black drawing ink.

g. The final plat shall be twenty-four (24) inches high by thirty-six (36) inches wide and shall 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. Legal description.
5. Basis for establishing bearing.
6. Names and addresses of owners, applicant, designers, engineers and surveyors.
7. Total acreage of subdivision.
8. Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.
9. Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract.

10. Existing and proposed rights-of-way in and adjacent to subject property (labeled and dimensioned).

11. Existing and proposed street names for all streets on and adjacent to the property.

12. Existing and proposed easements and their type in and adjacent to subject property (labeled and dimensioned).

13. Location and description of monuments.

14. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat).

15. Signature block for registered land surveyor certifying to accuracy of boundary survey and plat.

16. Signature block for certification of approval by the Board of Trustees with a signature for the Mayor and Town Administrator/Clerk.

17. Signature blocks for utility providers.

18. Certification of ownership and dedication of streets, rights-of-way, easements and public sites.

h. As required by the Town Attorney or Town Administrator/Clerk, the following certification language, completed with signature lines, including any amendments required by the Town, shall be included on any final plat or land use approval by the Town:

1. DEDICATION OF PUBLIC PROPERTY.

The owner of the real property described in this Plat has caused the real property to be surveyed, laid out and subdivided under the name of _____, and does hereby sell, grant, dedicate, and convey to the Town of Wellington in fee simple, free and clear of all liens and encumbrances, and set apart all of the streets, roads, alleys, easements, and other public ways and places, and Tracts ____, ____, and ____ as shown on the accompanying plat to the use of the public forever. The owner shall be responsible for construction and maintenance of all improvements of said streets, alleys, easements, public ways and places, until acceptance of maintenance therefor by the Town as provided in the Wellington Municipal Code.

2. CERTIFICATE OF TITLE.

I, _____, an attorney licensed to practice law in the State of Colorado, certify to the Town of Wellington, Colorado, that I have examined the title to the property being subdivided and being dedicated to the Town of Wellington, Colorado, and that all owners and proprietors as defined by CRS §31-23-111 have signed this plat.

The language of this certification may be altered, including allowing certification by a title insurer licensed to do business in the State of Colorado, with approval of the Town Attorney.

3. CERTIFICATE OF OWNERSHIP.

I/We certify that _____ is/are the owners of the property, _____ are all of the mortgagees and holders of liens upon the property, and each and all hereby consent to this plat and join in the conveyance and dedication of all streets, roads,

alleys, easements, public ways, and places shown hereon.

4. SURVEYOR'S CERTIFICATE.

I, _____, PLS # _____, a duly registered land surveyor in the State of Colorado, do hereby certify that this Plat of _____ was performed by me or under my direct supervision, and that this plat has been prepared in compliance with all applicable laws of the State of Colorado at the time of this survey and within my control and is accurate to the best of my knowledge, information and belief.

5. PLANNING COMMISSION CERTIFICATE.

Approved this _____ day of _____, 200_, by the Town Planning and Zoning Commission, Wellington, Colorado.

6. BOARD OF TRUSTEES CERTIFICATE.

Approved this _____ day of _____, 200_, by the Board of Trustees, Wellington, Colorado. This approval is conditioned upon all expenses involving necessary improvements for all utility services, paving, grading, landscaping, curbs, gutters, street lights, street signs and sidewalks shall be financed by others and not the Town.

(All signers, except the Town, Planning Commission and Surveyor must have signatures notarized)

(6) General development information. Provide a written description confirming that the final plat conforms with the preliminary plat. In addition, the description shall address how the proposed development conforms with the Design and Development Standards.

(7) Complete engineering plans and specifications.

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

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

2. Minimum horizontal scale: 1"=100'.

3. Minimum vertical scale: 1"=10'.

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

5. 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 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).

6. The profiles shall include ground lines, grade lines of curb and gutter or centerline of street elevation at 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.

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

b. Structure details. Sufficient data shall be given to construction of major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc; detail shall include orientation line and grade, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc.

c. 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 conform to the Standard Design Criteria and Standard Construction Requirements.

d. 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 preapplication conference. The plan and report must provide:

1. Cross-sections of each water carrier showing high water elevations for one-hundred-year runoff and adjacent features that may be affected thereby.

p. Improvements guarantee. Letter of credit from a bank in Colorado or other acceptable collateral in the amount stipulated to in the MOAPI or other agreements or contracts, posted in favor of the Town in an amount sufficient to assure construction of public improvements.

q. Approved adjudication of water rights and a plan of augmentation (if applicable).

r. Protective covenants, homeowners' association (HOA) documents, articles of incorporation for HOA, and Architectural Design Guidelines 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.

s. FEMA-approved applications (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).

t. Documentation showing who will own and maintain the open space.

u. Documentation for dedication of public sites for open space or other civic purposes.

(9) "Clean" final plat for addressing.

a. Title of project.

b. North arrow, scale (not greater than 1"=100') and date of preparation.

c. Vicinity map.

d. Lot and block numbers, numbered in consecutive order.

e. Rights-of-way and street names.

f. Property boundary.

(10) Public hearing notification envelopes. Provide the Town Administrator/Clerk with two (2) sets of stamped, addressed, certified (return receipt requested) envelopes. The envelopes shall have the Town's address as the mailing address and return address and the envelopes shall be addressed to the surrounding property owners (within three hundred [300] feet of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and the appropriate referral agencies (as discussed in the preapplication conference).

(b) Step 2: Application certification of completion. Within a reasonable period of time, Town 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 the required number of copies of the application to the Town Administrator/Clerk. The original application and all documents requiring a signature shall be signed in blue ink.

(c) Step 3: Refer application to parties of interest. Not less than thirty (30) days before the date scheduled for the initial Planning Commission public hearing, Town staff shall send information about the application by first class mail to: surrounding property owners within three hundred (300) feet, mineral interest owners of record, mineral and oil and gas lessees for the property and other parties of interest. The referral information shall include the time and place of the public hearing, the nature of the hearing, the location of the subject property and the applicant's name.

(d) Step 4: Staff reviews application and prepares comments. Staff will complete a technical review of the final plat based on the Town's final plat review criteria and referral comments received. Staff will then prepare a report identifying any issues of concern that the applicant will need to address and forward this report to the applicant.

(e) Step 5: Applicant addresses staff comments. The applicant shall address all of the staff comments then submit the following to the Town Administrator/Clerk:

- (1) Letter explaining how all of the comments have been addressed; and
- (2) Revised maps and other documents.

(f) Step 6: Final staff review and report to the Planning Commission. Staff will complete a final review of the resubmitted materials and then prepare a report to the Planning Commission explaining how the application is or is not consistent with the final plat review criteria.

(g) Step 7: Schedule final plat public hearing and complete public notification process. The Town Clerk shall schedule a public hearing for the purpose of taking action on the final plat. The Town Administrator/Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than thirty (30) days from the date of advertising.

(h) Step 8: Planning Commission public hearing and recommendation. The Planning Commission shall hold a public hearing to review the final plat based on the Town's final plat review criteria. They shall then make a recommendation to the Board of Trustees to approve, conditionally approve or deny the final plat application.

(i) Step 9: Applicant addresses Planning Commission conditions. The applicant shall

revise the final plat based on the Planning Commission's conditions of approval and submit it to the Town.

(j) Step 10: Notify parties of interest. Not less than thirty (30) days before the date scheduled for the initial Board of Trustees public hearing, Town staff shall notify: surrounding property owners within three hundred (300) feet, mineral interest owners of record, mineral and oil and gas lessees for the property and other parties of interest. The referral information shall include the time and place of the public hearing, the nature of the hearing, the location of the subject property and the applicant's name.

(k) Step 11: Schedule final plat public hearing and complete public notification process. The Board of Trustees shall schedule a public hearing for the purpose of taking action on the final plat. The Town Administrator/Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than thirty (30) days from the date of advertising.

(l) Step 12: Board of Trustees public hearing and action. The finalized final plat shall be presented to the Board of Trustees for its review and action at a public hearing. The Board of Trustees shall review the final plat based on the final plat review criteria. If approved, the Board of Trustees shall adopt the plat by ordinance and the Town Administrator/Clerk shall request two (2) original Mylars of the final plat ready for the Mayor and Town Clerk to sign and then record. The Town will provide the finalized Memorandum of Agreement for Public Improvements (MOAPI) for the applicant to sign.

(m) Step 13: Record final plat. Original Mylars (as required by Larimer County) of the final plat shall be recorded by the Town Administrator/Clerk in the office of the Larimer County Clerk and Recorder. The recording fee shall be paid by the developer.

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

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

4. Erosion control plans, when required, to be submitted as a result of preliminary plan review.

e. 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 (per FHA requirements if FHA insured).

f. Soils reports. The soils reports shall detail special foundation requirements (shall be submitted after overlot grading is complete) and pavement design (may be submitted prior to building permit).

g. Final street lighting plan. A final street lighting plan shall be prepared in conjunction with the electric utility. The plan must specify the number, kind and approximate location of street lights.

h. Final landscape plan.

(8) Special documents (as needed).

a. Special improvement district documents.

b. Maintenance bonds.

c. Special agreements (as may be required by the Town).

d. Work in Right-of-Way permit (from the Town).

e. Floodplain Use permit (from the Town).

f. Grading permit (from the Town).

g. State Highway Utility permit (from Colorado Department of Transportation).

h. State Highway Access permit (from Colorado Department of Transportation).

i. Construction Dewatering permit (from Colorado Department of Public Health and Environment).

j. 404 permit (from Army Corps of Engineers).

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

l. Work in Ditch Right-of-Way permit (from individual ditch companies).

m. Rare Species Occurrence Survey (from U.S. Fish and Wildlife Service).

n. Memorandum of Public Improvements (MOAPI). This agreement assures construction of the required improvements. This document shall be signed by the developer and the Town, the signatures shall be notarized and the document shall be recorded by the Town Administrator/Clerk with the County Clerk and Recorder.

o. General warranty deed. This deed conveys to the Town all public lands other than streets shown on the plat or, in lieu of a deed, a check in an amount to be determined by the Town.

(n) Step 14: Post-approval actions. The applicant shall submit the following documentation to the Town Administrator/ Clerk:

(1) List of contractors. List of all contractors that will be performing the improvements.

(2) Proof of insurance. Proof of workers' comprehensive insurance and liability insurance for each contractor.

(3) Open space deed restriction. 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.

(4) Other certificates, affidavits, enforcements or deductions. As required by the Planning Commission or Board of Trustees. (Ord. 11-2007 §1)

Sec. 17-3-60. Final plat review criteria.

The Town shall use the following criteria to evaluate the applicant's request for approval of a final major subdivision plat:

(1) The final plat conforms with the approved preliminary plat and incorporates recommended changes, modifications and conditions attached to the approval of the preliminary plat unless otherwise approved by the Board of Trustees.

(2) The development will substantially comply with the Design and Development Standards as set forth in Chapter 16, Article 3 of this Code.

(3) All applicable technical standards have been met. (Ord. 11-2007 §1)

ARTICLE 4

Minor Subdivision Plat

Sec. 17-4-10. 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;

(2) The entire tract to be subdivided is five (5) acres or less in size;

(3) The resulting subdivision will produce four (4) or fewer additional lots; and

(4) There will be no exceptions to the Subdivision Design Standards. (Ord. 11-2007 §1)

Sec. 17-4-20. Application process.

All minor subdivisions shall be required to submit to and complete the following process:

(1) Step 1: Preapplication conference. A preapplication conference with a representative from the Town is required before the applicant may submit a minor subdivision plat application. The applicant shall submit a sketch plan on an eleven-by-seventeen-inch sheet indicating the size of the property, number and dimensions of lots and extension of utilities. Topics to be discussed will include:

a. Town regulations and standards.

b. The application and review process.