



# PRELIMINARY PLAT

**Community Development Department  
8101 Ralston Road  
Arvada, Colorado 80002**

# PRELIMINARY PLAT

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## **Preliminary Subdivision Plat**

The Preliminary Subdivision Plat is a preliminary approval for a proposed layout of a subdivision. All applicants are required to schedule and attend a Pre-Application Conference before filing a Preliminary Plat application. A neighborhood meeting is required prior to submitting a formal application.

The community Development Department will review each proposed Preliminary Plat application and distribute the application to other departments and referral agencies for review. Based on the results of those reviews, staff shall provide a report to the Planning Commission. Notice of Planning Commission and City Council public hearings shall be published, mailed, and posted. The Planning Commission shall hold a public hearing on the proposed application and make a recommendation to the City Council based on the established approval criteria.

After receiving the recommendation of the Planning Commission, the City Council shall consider the Preliminary Plat application at a public hearing, and at the close of the public hearing, the City Council shall act to approve, approve with conditions, or deny the proposed Preliminary Plat.

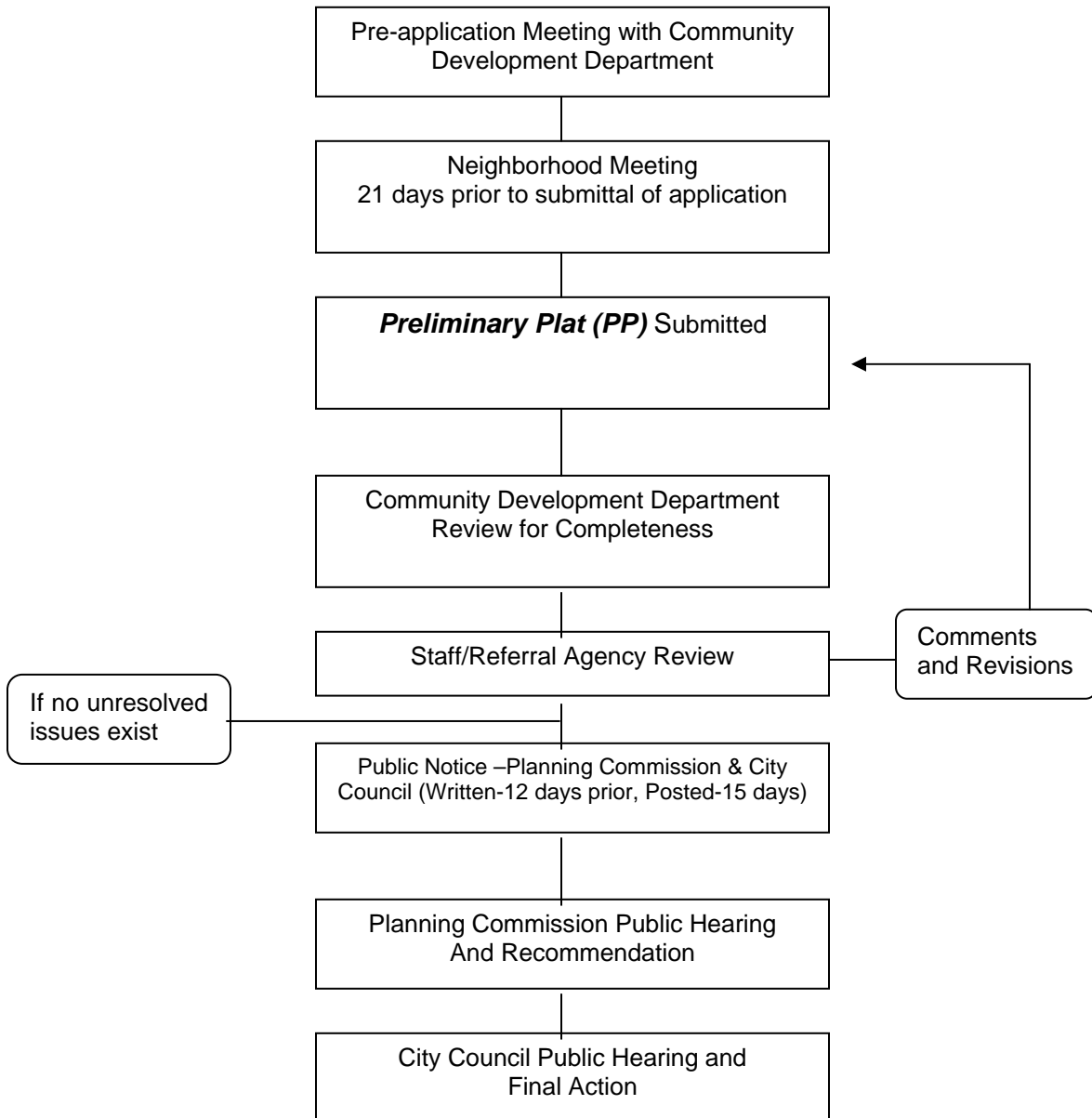
Preliminary plats are required to include the following:

1. Plat title
  - a. The subdivision name must not duplicate another subdivision name within the City of Arvada or within the county it will be recorded.
  - b. Refer to the section, township, range, and principal meridian.
  - c. If the plat is a resubdivision of an existing subdivided parcel, state this in the subtitle.
  - d. If the plat is a minor plat, state "Minor" in the title or subtitle.
2. Legal description
  - a. Provide a written property description; a meets and bounds description is required unless replatting any lot(s) that meet current standards.
  - b. Refer to the section, township, range, principal meridian, county, state and if it is a replat, refer to the subdivision, block and lot.
  - c. Shall tie to section monumentation on record with the State Board of Registration for Professional engineers & Land Surveyors.
  - d. Shall have a minimum closure of 1:10,000.
  - e. Shall contain an area statement.
3. The drawing:
  - a. Shall be to scale (1"=200' minimum) and contain a north arrow, a statement of scale, and a bar type graphical scale.
  - b. Accurate dimensions for the subdivision boundary.
  - c. General dimensions for lots and streets.
  - d. Show adjacent platted land (lots, blocks, and subdivision names) and unplatted land:
    - i. Adjoining is to include land across street right of ways and alleys.

- ii. Show conflicting boundary evidence (fence lines, monuments, other plats and surveys). If there is a conflict with other plats or surveys, provide a note in parenthesis stating the recorded information and the corresponding reception number.
  - e. Easements and right of ways:
    - i. Show recorded and apparent right of ways and easements; note the widths and the reception numbers.
    - ii. State proposed right of way width.
    - iii. State proposed easement type and width.
    - iv. If existing easement is not definitively located, refer to it in the note section.
  - f. Parcels:
    - i. Assign lot and block numbers and tract letters in an orderly system.
    - ii. State the general area of each lot and tract.
    - iii. Note the tract disposition in the note section or a table and, if appropriate, note the use of the tract.
- 4. A vicinity map shall show the site location and streets relative to a large area.

Note: A listing of the applicable sections of the Land Development Code is provided for your review. Please refer to these sections for more details: *Section 3.8, Major Subdivision, 3.7 Planned Unit Development, Section 3.1.6 Neighborhood Meetings, Section 3.3 General Notice & Public Hearing Requirements, and Section 7 Subdivision Regulations.*

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**CITY OF ARVADA  
SUBDIVISION PRELIMINARY PLAT (PP)  
APPLICATION CHECKLIST**

The checklist below is intended to summarize the requirements of Article 3 of the Land Development Code. Please refer to the Code for specific details. Please note that the City's referral policy requires you to provide us with ***pre-packaged referral packets*** as part of your submittal. Prior to officially submitting an application, the Project Planner assigned will prepare a checklist identifying what information is to be provided to each agency. All required materials must be included along with a complete form in order for an application to be processed.

**Application Items:**

- A. Application Form and Processing Fees
- B. Legal Description, Current Proof of Ownership, Title Commitment Policy and Covenants
- C. Project Narrative
- D. Statistical Fact Sheet
- E. Water Rights Questionnaire
- F. Adjacent Property Owner List
- G. Vested Rights Application (if applicable)
- H. Legal description on disk (Word 6.0)
- I. Reports and Studies - For further detail and clarification refer to the City Land Development Code (Note: Additional studies may also be required.)
  - 1. Preliminary Utility Plan – existing and proposed
  - 2. Public Improvement Construction Plan
  - 3. Preliminary Drainage Study/Plan
  - 4. Preliminary Landscape Plan
  - 5. Traffic Study
  - 6. Soils/Geotechnical Study
  - 7. Preliminary Plat

**Review Process Information**

- A. A Neighborhood Meeting will be required before submittal of a formal application is made unless waived by the Community Development Director. You must coordinate the scheduling of this meeting with the Community Development Department. Notice must be given at least 14 days prior to the meeting date.
- B. Revised submittals after initial review. Depending on the nature of the proposed project, one or more sets of revised plans may be required during the review period.
- C. Public Notice Items (required written notice at least 12 days prior and posted notice 15 days prior to the Planning Commission and City Council). Prior to the public hearing, please provide material board, color land plans, and any other presentation materials you may wish to present.