

Section 7 – Preliminary Plat Process

A. Intent and Purpose

The Preliminary Plat Process was adopted at the inception of the Land Development Regulation in order to comply with State Statute requirements related to subdivisions of land. The process includes a review of preliminary level documents with the ultimate goal of approval of the Preliminary Plat by the Planning Commission. The approval of a Preliminary Plat does not complete the subdivision process, a subsequent Final Plat process must be completed in order to complete the subdivision process. The Preliminary Plat process outlines time frames and expectations, providing the applicant with a clear understanding of the steps involved prior to being scheduled for hearing before the Planning Commission. The Planning Director may waive the time frames included in this process depending on Planning and Zoning staffing levels and the complexity of the proposal. (am. 7-12-05; am. 5-20-08)

B. Application

1. The Preliminary Plat process shall apply to all subdivisions of land, except those that have been exempted from the subdivision process. The applicant may choose go through the Preliminary and Final Plat process in lieu of the separate Preliminary Plat process and Final Plat process. (am. 5-20-08)
2. Concurrent processing of the Preliminary Plat and the Final Plat is permitted at the applicant's option. However, the Board of County Commissioners shall not hear, or take any action on the Final Plat prior to the Preliminary Plat approval by the Planning Commission, or approval of a an appeal by the Board of County Commissioners. (am. 7-12-05; am. 5-20-08)
3. A nonrefundable processing fee in an amount established by the Board of County Commissioners is required for this process. (orig. 5-20-08)
4. Notification is required in accordance with the Notification Section. (orig. 10-13-09)
5. The following procedure and requirements shall apply to Preliminary Plat applications. (orig. 7-12-05)

C. Procedure

If the applicant complies with all given time frames, submits a complete application, and complies with all requirements of this Regulation, the estimated time to reach the public hearing phase of the process is 100 calendar days from the date of the 1st referral. (am. 7-12-05; am. 4-4-06; am. 5-20-08; am. 10-13-09)

Process Steps	Processing Time Frames
Optional Pre-Application Review Process or Meeting with Staff	Prior to Process
Steps prior to 1st Referral	
Sufficiency Review	7 calendar days
Formal Application	3 calendar days
Process from 1st Referral to Public Hearing	
1st Referral	21 calendar days
Forwarding 1 st Referral Comments	5 calendar days
Response 1st Referral	21 calendar days
Submittal of Revised Documents	3 calendar days
2 nd Referral	14 calendar days
Forwarding 2 nd Referral Comments	5 calendar days
Hearing Documents	10 calendar days
Hearing Preparation	21 calendar days
Public Hearing and Post Hearing	
Planning Commission Hearing	Time varies based on PC action and time frame for submittal of Final Plat
Post Hearing	

Prior to submitting an application for this process, it is recommended that the applicant go through the Pre-Application Review Process, as identified in the Pre-Application Review Process Section. The Pre-Application Review Process will help identify the key issues that will need to be addressed during the platting process and will also help to establish the specific submittal requirements. The specific submittal requirements can also be established by obtaining an appointment with Staff to discuss the proposal. (am. 5-20-08; am. 10-13-09)

Steps Prior to 1st Referral

1. Sufficiency Review: The applicant shall submit all documents as identified in the Submittal Requirements Section for review by Staff. (am. 5-20-08; am. 10-13-09)

Staff shall have 7 calendar days to review this submittal. (am. 5-20-08)

Staff will review the sufficiency application to determine if the submittal documents are complete. Following this review, Staff will prepare a letter explaining any deficiencies in the submittal documents. The letter will include a referral matrix that identifies the referral agencies that will require referral documents. The response from Staff will also include a request for the applicant to submit the notification documents that are required to be mailed when the case is sent out on the 1st Referral. The applicant shall revise the submittal information as may be required to comply with County standards and then submit the Formal Application. (am. 5-20-08; am. 10-13-09)

2. Formal Application: The applicant shall submit all documents as identified in the Staff response to the Sufficiency Review. (am. 5-20-08; am. 10-13-09)

The Case Manger shall have 3 calendar days to refer the application and referral fees to County divisions/departments and other agencies. A submittal package that is not complete in terms of the type and quantity of documents required will not be sent out on referral. (am. 5-20-08)

Process from 1st Referral to Public Hearing

3. 1st Referral: The referral agencies shall have 21 calendar days to respond in writing to the application. An extension of no more than 30 calendar days may be agreed to by the applicant. (am. 7-12-05; am. 5-20-08)

Notification is required at the time of the 1st referral in accordance with the Notification Section. (orig. 10-13-09)

The Case Manager will tentatively schedule the Planning Commission Hearing when the application is sent out on the 1st referral. The Planning Commission hearing will be tentatively set to the first available hearing date after 100 calendar days from the date of the 1st referral. (am. 5-20-08)

4. Forwarding 1st Referral Comments: The Case Manager shall have 4 calendar days, after the end of the referral period, to provide the applicant with a Staff response inclusive of other referral responses. If the Case Manager indicates that the application is in substantial conformance with all applicable regulations and that only minor revisions to the documents are required, the application may proceed directly to the Hearing Documents phase of the process. Under this circumstance, the application will be scheduled for a hearing date earlier than that tentatively scheduled at the time of the 1st referral. (am. 5-20-08)
5. Response to 1st Referral: The applicant shall have 21 calendar days to address, in writing, any issues identified by the Case Manager or any referral agency and resubmit revised documents for the 2nd referral. The applicant will be deemed to have consented to a later hearing date, than the tentatively scheduled hearing date, if the resubmittal is not received within the 21 calendar day period. (am. 7-12-05; am. 5-20-08)

The applicant shall have a maximum of 120 calendar days to respond to the referral comments, or the application will be considered withdrawn. The applicant will then have to file a new application with the required fees and documents. The Planning Director may extend this 120 calendar day maximum response deadline for additional 120 calendar day periods if, in his/her opinion, the delay in response is for good cause. (am. 5-20-08)

6. Submittal of Revised Documents: The Case Manager shall have 3 calendar days to refer the revised documents and referral fees to County divisions/departments and other agencies. A submittal package that is not complete in terms of the type and quantity of documents required will not be sent out on referral. (orig. 5-20-08)
7. 2nd Referral: The referral agencies shall have 14 calendar days to respond in writing to the 2nd referral. (am. 5-20-08)
8. Forwarding 2nd Referral Comments: The Case Manager shall have 5 calendar days, after the end of the referral period, to provide the applicant with a Staff response inclusive of referral agency responses. The response from the Case Manager will include an opinion as to whether or not the case should proceed forward to hearing or if revised documents should be submitted for a subsequent referral process. (am. 5-20-08)

If the applicant has not consented to a later hearing date based on the time frames of this regulation and chooses to move forward to the tentatively scheduled hearing, the applicant shall submit the hearing documents as requested by the Case Manager in accordance with the Hearing Documents phase of the process. (am. 5-20-08)

9. Response to 2nd Referral Comments: The applicant shall have a maximum of 120 calendar days to respond to the referral comments, or the application will be considered withdrawn. The applicant will then have to file a new application with the required fees and documents. The Planning Director may extend this 120 calendar day maximum response deadline for additional 120 calendar day periods if, in his/her opinion, the delay in response is for good cause. (orig. 5-20-08)
10. Additional Changes: For the 3rd referral, and for any subsequent referrals thereafter, the Case Manager shall have 3 calendar days to refer the revised documents and referral fees to County divisions/departments and other agencies. A submittal package that is not complete in terms of the type and quantity of documents required will not be sent out on referral. (am. 5-20-08)

The referral agencies shall have 7 calendar days to respond in writing to the 3rd referral, and for any subsequent referrals thereafter. (am. 5-20-08)

The Case Manager shall have 5 calendar days after the end of the 3rd referral, and for any subsequent referrals thereafter, to provide the applicant with a full Staff response inclusive of referral agency responses. The response from the Case Manager will include an opinion as to whether or not the case should proceed forward to hearing or if revised documents should be submitted for a subsequent referral process. (am. 5-20-08)

The applicant shall have a maximum of 120 calendar days to respond to the referral comments, or the application will be considered withdrawn. The applicant will then have to file a new application with the required fees and documents. The Planning Director may extend this 120 calendar day maximum response deadline for additional 120 calendar day periods if, in his/her opinion, the delay in response is for good cause. (am. 5-20-08)

11. Hearing Documents: The hearing documents shall be comprised of the revised Plat Document and other final documents as identified by the Case Manager. (am. 5-20-08)

If the applicant has not consented to a later hearing date based on the time constraints of this process, the applicant shall have 10 calendar days to address, in writing, any issues identified by the Case Manager or any referral agency and submit the hearing documents for the tentatively scheduled hearing. The applicant will be deemed to have consented to a later hearing date if the hearing documents are not received within the 10 calendar day period. (am. 5-20-08)

The applicant shall have a maximum of 120 calendar days to respond to the referral comments or to submit the hearing documents, or the application will be considered withdrawn. The applicant will then have to file a new application with the required fee and documents. The Planning Director may extend this 120 calendar day maximum response deadline for an additional 120 calendar days if in his/her opinion, the delay in response is for good cause. (am. 5-20-08)

12. Hearing Scheduled: If the applicant has consented to a later hearing date based on the time frames of this Regulation, the Planning Commission hearing will be scheduled for the first available hearing date after 21 calendar days from the submittal of the hearing documents. (am. 5-20-08)
13. Hearing Preparation:
 - a. Revisions to Documents Prior to Hearing: To ensure completeness and to allow adequate public review, no substantial revisions or additions, except in response to a Staff request, or those specifically requested by the Planning Commission, may be made to any application or supporting documents within 21 days prior to any hearing. (orig. 5-20-08)
 - b. Notification: Notification of the scheduled hearing is required in accordance with the Notification Section. (am. 5-20-08; am. 10-13-09)

Public Hearing and Post Hearing Review

14. Planning Commission Hearing: The Planning Commission shall review the application and the Staff report, receive testimony and evidence on the application, and shall approve, conditionally approve or deny the application. The Planning Commission may continue the request for no more than 40 calendar days without the consent of the applicant; but in no event shall the case be continued for more than 180 calendar days. The continuance of a request shall be to a date certain. (am. 5-20-08)
15. Post Hearing: Following approval of the Preliminary Plat by the Planning Commission or a successful appeal to the Board of County Commissioners, the applicant shall submit the Final Plat application, in accordance with the requirements and time frames described in the Final Plat process. (am. 5-20-08)
16. Appeal: If the Planning Commission denies the Preliminary Plat, the applicant will have 15 calendar days to appeal the denial to the Board of County Commissioners. (am. 7-12-05; am. 5-20-08)

The appeal shall be in writing and shall state the specific items being appealed and provide reasons and evidence why the Planning Commission's decision regarding the Preliminary Plat should be overturned. The applicant may indicate any revisions to the plat that the applicant is willing to make to respond to Planning Commission and Staff issues. The appeal shall be submitted to the Planning and Zoning case manager. (am. 7-12-05; am. 5-20-08)

Upon receipt of an appeal by the applicant, the Board of County Commissioners shall consider the Preliminary Plat. A hearing for said consideration will be scheduled to occur at the first available Board of County Commissioners' hearing date following 21 calendar days from submittal of the request for appeal. At the hearing, the Board of County Commissioners shall affirm, reverse, or modify the Planning Commission's decision, or return the Preliminary Plat to the Planning Commission for additional review. (am. 7-12-05; am. 5-20-08)

Notification of the Board of County Commissioner's hearing is required in accordance with the Notification Section. (am. 5-20-08; am. 10-13-09)

D. Format

The format of the Preliminary Plat shall comply with the following:

1. A neat and legible drawing of the proposed subdivision on a 24x36 inch sheet showing lots, blocks, parcels, tracts, streets/roads, easements and such other information as is required at a scale of 1 inch to 100 feet or larger except when the plat depicts land exceeding 160 acres in size, and the minimum lot size is 3 1/2 acres, the drawing may be at a scale of 1 inch to 200 feet. Acceptable larger scales are 1 inch to 20 feet, 40 feet, 50 feet or 60 feet. (reloc. 7-12-05)
2. A vicinity map on the first page of the plat showing the general location of the subdivision in relation to nearby primary streets/roads and section lines. The vicinity map shall include: The streets/roads leading to and within the subdivision; the outline of the subdivision shown by a heavy discernable line and labeled with the name of said subdivision; and an acceptable scale at 1 inch to 500 feet, 1 inch to 1,000 feet or 1 inch to 2,000 feet. (am. 7-12-05)
3. The name of the proposed subdivision. The name shall be different from that of any existing subdivision previously recorded in Jefferson County. The plat title shall begin with the title of the approved Official Development Plan (ODP). (am. 7-12-05)
4. The name, address, and phone number of the owner(s) and applicant and state and/or federal subdivider registration numbers, where applicable. (am. 7-12-05)
5. The name, address, and phone number of the person, firm or organization preparing the plat. (reloc. 7-12-05)
6. The date of preparation and subsequent revisions. (reloc. 7-12-05)
7. North arrow and a written and graphic scale for the plat map. (reloc. 7-12-05)
8. A metes and bounds description to define the location and boundaries of the proposed subdivision. (reloc. 7-12-05)
9. The location, widths and approximate grades and curve radii of all streets/roads. Streets/roads shall be identified by proposed street/road names or by temporary designations utilizing letters or numbers. (reloc. 7-12-05)
10. All private streets/roads. (am. 7-12-05)
11. The recordation information, names, locations, rights-of-way, existing widths of adjoining streets/roads and highways, proposed vacations of street/road rights-of-way, and the centerlines of existing streets/roads. (am. 7-12-05)
12. The names and locations of adjoining subdivisions, unsubdivided and public lands. (reloc. 7-12-05)
13. The existing and final contours at 2-foot intervals for subdivisions within the Plains and contours at 5-foot intervals for subdivisions within the Mountains including the method utilized to obtain all contour intervals. Contours shall be accurate to within 0.5 contour and elevations shall be based on United States Geologic Survey (U.S.G.S.) sea level datum. The U.S.G.S. quad maps shall not be accepted as evidence for topographic contours. (reloc. 7-12-05)
14. The approximate 100-year floodplain boundaries (both existing and as modified by the proposed development), and the location of all water courses and all known or proposed surface water areas. (reloc. 7-12-05)
15. The approximate low hazard areas of 100-year floodplains if such areas are proposed to be utilized as park land in accordance with the Floodplain Section. (am. 7-12-05)
16. The footprint of and planned disposition for existing buildings. (reloc. 7-12-05)
17. The location of all major rock outcroppings and wooded areas. (reloc. 7-12-05)
18. The location of mineral resource areas, natural hazard areas, areas containing or having significant impact upon historical, archaeological or paleontological resources. (reloc. 7-12-05)

19. The location of areas around existing or proposed key facilities in which development may have a material effect upon the facility or the surrounding community. (reloc. 7-12-05)
20. Designation, disposition and location of proposed school, park and other public site areas. (reloc. 7-12-05)
21. The approximate widths and locations of all existing or proposed easements. (reloc. 7-12-05)
22. The location and ownership of rights-of-way and other rights of all irrigation ditches and laterals. (reloc. 7-12-05)
23. The approximate lot layout and dimensions of each lot. (reloc. 7-12-05)
24. Non-buildable areas pursuant to the Lot and Tract Standards section. (am. 7-12-05)
25. Delineation of hazardous areas as identified in the appropriate document reports. (am. 7-12-05)
26. All proposed and existing fire hydrant or cistern locations. (reloc. 7-12-05)
27. A statement of the water source, including the well permit number and/or water court decree for any well or surface right to be used, and including an estimate of the total number of gallons per day of water system requirements when a distribution system is proposed. (reloc. 7-12-05)
28. A statement of provisions for sewage disposal, including the estimated total number of gallons per day of sewage to be treated when a central sewage facility is proposed. (reloc. 7-12-05)
29. A table of estimated data tabulating the following, when applicable: (reloc. 7-12-05)
 - a. Number of lots. (reloc. 7-12-05)
 - b. Size of smallest lot. (reloc. 7-12-05)
 - c. Number of dwelling units. (reloc. 7-12-05)
 - d. Population generated as determined by the School and Park Requirements Section. (am. 7-12-05)
 - e. Acreage of area to be subdivided. (reloc. 7-12-05)
 - f. Acreage of public right-of-way. (reloc. 7-12-05)
 - g. Acreage of public areas. (reloc. 7-12-05)
 - h. Acreage of common area tracts. (reloc. 7-12-05)