

APPLICATION REQUIREMENTS



Subdivision Waiver - Ordinance or Standard

REVIEW CRITERIA: Subdivision Waivers must meet all of the criteria listed before an application can be approved by Land Use Review.

Procedural Requirements Reviewed by the City Planning Commission

- Specific application of the procedural requirements makes strict enforcement an unreasonable burden upon the property and presents a difficulty unique to the development of that property given its circumstances. An assertion or showing that compliance increases costs of development does not satisfy this test;
- The benefit to the public in waiving the requirement outweighs the harm to the property owner in strictly enforcing the requirement;
- The intent and purpose of the chapter and applicable articles are implemented and waiver from any requirement may be reasonable calculated to substantially secure the objectives of the Ordinance and the Comprehensive Plan as well as the requirement so waived.

Design Standards Reviewed by the City Planning Commission

- The waiver will not be detrimental to the public good or to surrounding properties;
- There are exceptional topographical, soil or other surface conditions particular to the property which are not ordinarily found in the general vicinity.
- The strict application of the requirements of this article when applied to the property with its exceptional conditions prohibits the use of the property or its reasonable physical development when compared to the opportunity to use and develop similar properties in the general vicinity;
- The waiver shall be consistent with the intent and purpose of Article 3, the Comprehensive Plan and Colorado State Law.

SUBMITTAL CHECKLIST: The following items will need to be included in any Subdivision Waiver review submittal.

Applicant

Planner

General Development Application Form

Copies of a **Project Statement** identifying the following (*#TBD by planner*):

1. A **clear description** of the proposed waiver.
2. A **Justification** based on the review criteria addressing why the proposed waiver should be approved; and
3. An Issue List stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the proposal.

1 copy of a **Black Line** of the proposed project, reduced to 11" x 17", or a .pdf

A **legal description** of the proposed project

A copy of the **Pre-Application Form**, or the Pre-Application review letter from the assigned City Planner.

Site Plan folded no larger than 11" x 14" (*# TBD by Planner*)

SITE PLAN CONTENT REQUIREMENTS: The content of the site plan must include the following information.

Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.

Legal Description

Indication of standardized scale, both fractional and bar (i.e. 1" = 20')

North arrow

Date of preparation

Name, address and daytime phone number of applicant

The following information on all existing and proposed buildings:

Location and specific distance from property lines

Dimensions and square footage

Building height

Proposed Use

Location and dimensions of required building setbacks