

# ARAPAHOE COUNTY, COLORADO Development Application Manual

July 23, 2025



- Common Requirements and Procedures for All Development Applications
- Submittal Requirements by Type of Application
- Requirements for Applications in Natural Resource and Geologic Hazard Areas
- Standard Notes and Certifications
- Mylar Standards
- Requirements for Parking, Landscape and Lighting Plans
- Public Notice Signs and Mailings



ARAPAHOE COUNTY  
COLORADO'S FIRST

Public Works and Development



# Development Application Manual

A Supplement to the Arapahoe County Land Development Code

November 12, 2024



**ARAPAHOE COUNTY**  

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**COLORADO'S FIRST**



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## Table of Revisions to this Manual

Case #	Description	Resolution	Hearing Date
LDC18-004	Adoption of Development Application Manual (DAM)	190390	07-30-2019 (effective 08-15-2019)
n/a	Corrected grammar/typos throughout DAM	n/a	November 2024 -June 2025
n/a	Changed the term mylar to final document throughout manual due to procedure change from Mylar to electronic documents and deleted reference to Address Plats. Added clarification to final document instruction throughout Part 2: Submittal Requirements for all application types and Part 8: Final Document Standards.	n/a	March-June 2025
LDC21-001	Amendment concerning LDC Section 4-1.3 Landscaping and Screening, and Chapter 7 Definitions. Resulting in changes to the DAM	24-315	11-12-2024
LDC21-001	Corrected numbering errors throughout the DAM that occurred after inserting Landcape and Screening language to impacted case types.	n/a	March-June 2025
LDC21-001	Added Parts 5 – 7: to assist applicants in meeting necessary Landscaping and Screening application requirements.	n/a	March-June 2025

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## Introduction

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This Development Application Manual contains information for submitting land development applications to Arapahoe County Public Works and Development. This Development Application Manual has been adopted by the Board of County Commissioners as a supplemental manual to the Land Development Code. The Manual contains the required plans, exhibits, reports, and documents to be submitted for the various land development applications described in Chapter 5 of the Land Development Code and Part 2 of this Manual, as well as standards for plans to be submitted. The Development Application Manual is incorporated into and made a part of the Land Development Code and may be amended and revised from time to time by the Board of County Commissioners, following recommendation of the PWD Director or Planning Commission.

This Manual is intended to be a guide to assist applicants in preparing a complete application to submit to the County, including detailed information to include on plans and other required drawings, required engineering submittals, and other documentation. Complete applications reduce the time it takes for staff to process an application.

Information in the Manual is organized under Nine Parts as follows:

- Part 1: Common Requirements and Procedures for All Development Applications
- Part 2: Submittal Requirements by Type of Development Application
- Part 3: Requirements for Applications in Natural Resource and Geologic Hazard Areas
- Part 4: Standard Notes and Certificates
- Part 5: Charts
- Part 6: Forms and Agreements
- Part 9: Plants
- Part 8: Final Document Standards
- Part 9: Public Notice Signs and Mailings

Part 1 describes the requirements and procedures that are common to all development applications processed by the County. Part 2 establishes the submittal materials and exhibit requirements for all of the development applications processed by the County. Part 3 establishes the information to be provided if a proposed development is located in a Natural Resource or Geologic Hazard Area. This information must be used in conjunction with the application processing steps described in the LDC for each of the various development applications. The Submittal Materials lists in this Manual are guidelines for the information to be submitted for each application type. Other information may be required, or information in the list may be waived, depending upon the scale, location and particular circumstances of the development proposal. The Planning Case Manager will provide an application checklist at the required Presubmittal Meeting.

Part 4 establishes graphic and format standards, Part 5 contains charts that are to be added to plan sets, and Part 6 includes forms for the review processes. Part 7 references the required plant list and Part 8 contains standards for final documents. Part 9 provides templates for public notice signs and mailings that are required for the various applications included in Part 2. Required hearings and notices are established in Table 5-1.1.1 and Table 5-2.2.1 of the LDC.

The LDC should be consulted for information about any particular development application review process, process timelines, required hearings and required public notifications.

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## Part 1: Common Procedures and Requirements for All Applications

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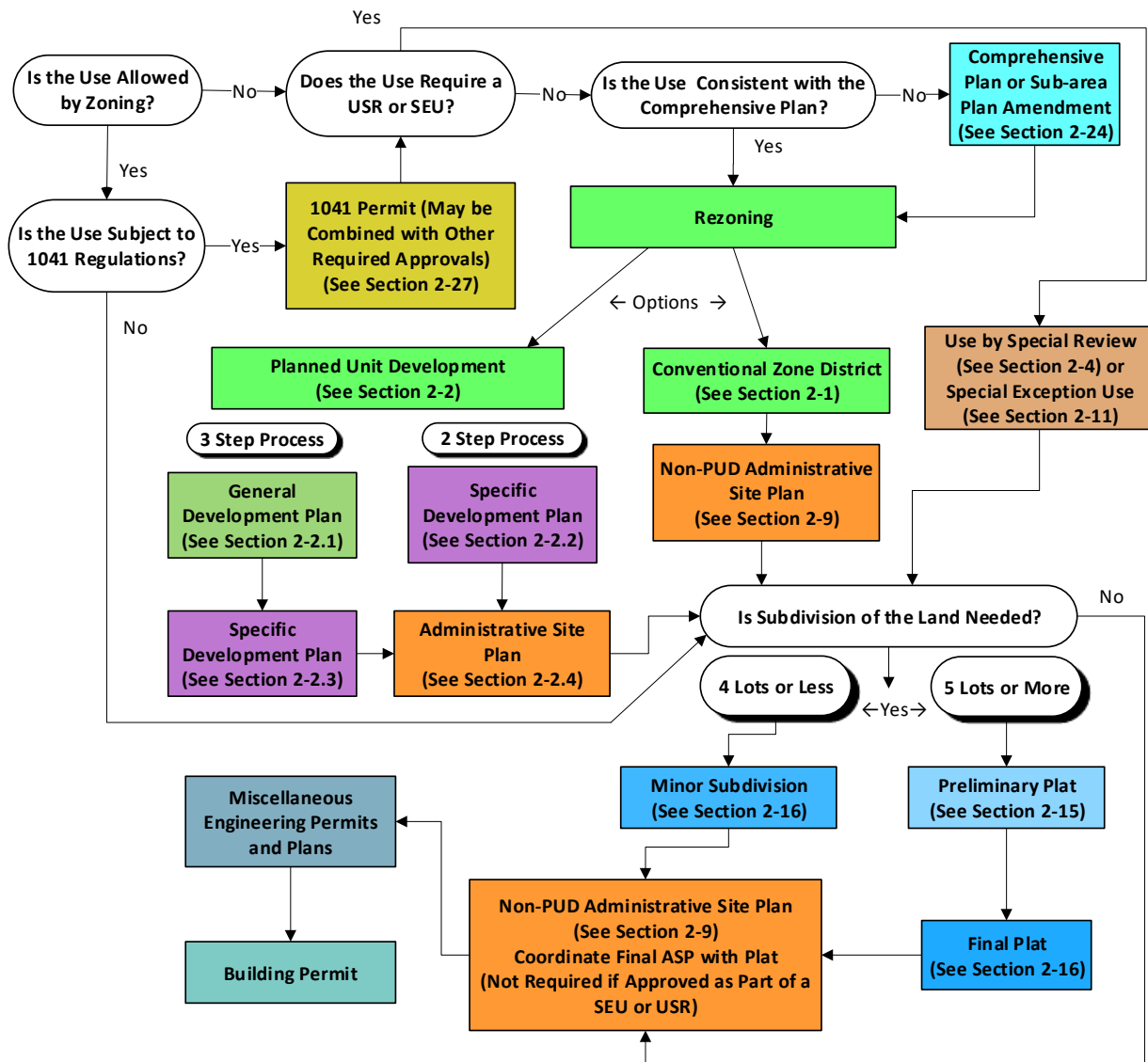
The Arapahoe County Public Works and Development Department processes approximately 40 different types of applications that deal with land development in some manner. While the applications differ in scope and complexity, there are many procedures and requirements common to all applications. This Section of the Development Application Manual describes these common requirements and procedures. Requirements that deviate from these common requirements are identified in **Part 2:** under the heading of the particular land use application type (Use by Special Review, Special Exception Use, Preliminary Plat, etc.). Procedures that deviate from these common procedures (for example, referral agency review times) are noted in the section of the Land Development Code outlining the review and approval process of the particular land development application.

### 1-1 Overview of Land Development Process

In some areas of the County the process of developing a new office building may involve a few steps: approval of an administrative site plan and associated engineering plans followed by approval of the building permit. In other areas of the County the zoning may not allow the office use and the property must be rezoned. Oftentimes the land has not been subdivided into lots as required by the County's subdivision regulations. Depending upon the location of the proposed development, several more steps prior to a building permit may be needed to bring a development proposal to completion. If a development proposal involves a rezoning, then generally the rezoning or PUD approval will be followed by subdivision approval, followed in most cases by Administrative Site Plan (ASP) approval. The following flowchart provides a general overview of the development process.

Following the flowchart is a description of the steps involved in processing a land development application, from the initial presubmittal meeting to approval and submittal of final documents. Links are provided throughout the Manual to assist applicants in obtaining application forms, estimating fees, and submitting presubmittal meeting information.

## Land Development Review Process



### 1-2 Step 1 - Presubmittal Meeting

Presubmittal meetings are intended for landowners or applicants who have a specific or general idea of the development they wish to build. General development questions can be answered outside of presubmittal meetings by contacting the Planning Division at 720-874-6500.

Presubmittal meetings are a no-cost meeting between County staff and landowners/developers to prepare an applicant for a formal submittal. Staff will provide an initial review of a development proposal in order to determine the land use procedures necessary to approve the project, identify any issues early in the process, and establish submittal requirements and fees for the application. All land

development approval processes require a pre-submittal meeting with County Public Works and Development staff and other external agencies, as needed.

### **1-2.1 PRESUBMITTAL APPLICATION REQUIREMENTS**

1. Presubmittal application form.
2. Letter of Intent explaining the proposed land use or development with details of the use or development.
3. Sketch Plan.

Within seven (7) business days following the presubmittal meeting, in most cases, the Planning Case Manager will provide pre-submittal meeting notes, along with the appropriate application submittal requirements and checklist(s) and applicable fee(s) to the applicant. An application for the land development proposal discussed at the presubmittal meeting must be submitted within six (6) months of the pre-submittal meeting, otherwise a new presubmittal meeting must be scheduled.

A pre-submittal meeting information packet with instructions for scheduling a presubmittal meeting can be found on the County's website at:

[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Presubmittal%20Application%20Packet.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Presubmittal%20Application%20Packet.pdf)

**Presubmittal applications are submitted by emailing the applications to:**

[presubmittals@arapahoegov.com](mailto:presubmittals@arapahoegov.com)

## **1-3 Step 2 - Land Development Application Submittal**

### **1-3.1 APPLICATION INTAKE MEETING**

Public Works and Development strives to process all land development applications in an efficient and expeditious manner. Achieving this goal requires the submittal of complete applications, including all required application documents and fees identified in the presubmittal meeting notes. In order to ensure application submittals are complete, the County requires an application intake meeting. Applicants are required to schedule an application intake meeting by emailing [landuseubmittals@arpaphoegov.com](mailto:landuseubmittals@arpaphoegov.com). Prior to scheduling an application intake meeting, an applicant should have all required documents and fees per the application checklist provided at the presubmittal meeting.

At the intake meeting, Planning and Engineering staff assigned to the case along with administrative support staff will review the application submittal materials for completeness in accordance with the submittal checklist(s) included in the pre-submittal meeting notes. If the application is deemed complete, the application will be accepted for processing. If any part of the application fees or documents are missing, the application will be deemed incomplete and the application will not be accepted. The missing documents or fees will be identified. The County will not retain incomplete applications until the missing information is provided. If the application is not accepted, the applicant will need to incorporate the missing information into the submittal and schedule another application intake meeting.

Applications are initially submitted electronically via the [landusesubmittals@arapahoegov.com](mailto:landusesubmittals@arapahoegov.com) email box. Review comments and subsequent applicant re-submittals are handled through the County's online project management system, the Accela Customer Access portal.

Intake meetings can be scheduled by emailing: [landusesubmittals@arapahoegov.com](mailto:landusesubmittals@arapahoegov.com). Intake meetings are scheduled based on staff availability, but every effort is made to schedule the meeting within a few days of the County receiving the email.

### **1-3.2 APPLICATION FEES**

All applications require the submission of application fees at the time of application submittal acceptance when an invoice is generated and sent. Missing or incorrect fees will result in an application being determined to be incomplete and a new intake meeting will need to be scheduled. Fees are estimated in the presubmittal meeting notes. The current fee schedule can be found at:

[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Planning%20Fees.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Planning%20Fees.pdf)

Fees are also required for review by the Engineering Services Division. These fees are included in the presubmittal meeting notes. The current Engineering fee schedule can be found at:

[https://files.arapahoeco.gov/Public%20Works\\_Development/engineering/ESD\\_Review\\_Fees\\_201307161238279431.pdf](https://files.arapahoeco.gov/Public%20Works_Development/engineering/ESD_Review_Fees_201307161238279431.pdf)

The Southeast Metro Stormwater Authority (SEMSWA) charges review fees for development applications within their jurisdiction. SEMSWA's review fees are paid directly to SEMSWA and can be found at:

<https://www.semswa.org/semswa-fee-schedule>

Certain applications require review by the Colorado Geological Survey. The Geological Survey charges for this service separately and their fees can be found at:



<https://coloradogeologicalsurvey.org/hazards/lur/>

Other outside agencies may require review fees and those agencies should be contacted concerning their fees schedules. Any fees should be paid directly to that outside agency.

Please note: County Planning and Engineering fees can be combined on one check. All other fees must be submitted directly to that agency.

## 1-4 Step 3 - Staff Review and Referrals

### **1-4.1 STAFF AND REFERRAL AGENCY REVIEW**

Once a complete application is submitted, staff will distribute the application to various County departments/divisions for review and comment. Other departments/divisions will review the applications for conformance with that department's or division's standards, policies and requirements and provide comments to the Planning Case Manager. Applications are typically reviewed by the following County departments/divisions:

1. Arapahoe County Engineering Services Division
2. Arapahoe County Transportation Division
3. Arapahoe County Mapping Division
4. Arapahoe County Building Division
5. Arapahoe County Zoning Staff
6. Arapahoe County Open Spaces Department
7. Arapahoe County Health Department
8. Sheriff's Department

Although the County employs professionals with diverse backgrounds and varying skills, the County does not provide services such as fire protection, water supply and sanitary sewage treatment, health inspections or schools. Development proposals can impact the agencies providing these services and the County relies on professionals working for these other agencies to identify development requirements and provide comments during the referral process. In addition, manuals, plans, publications, and maps provided by these agencies are commonly referenced during the review process. Still other agencies provide expertise or regulate matters under State statutes. Outside agencies that may review and comment on land development applications according to the Land Development Code may include:

1. Fire Districts
2. Water and Sanitation Districts
3. Metropolitan Districts

4. Special Districts
5. Recreation Districts
6. Home Owners Associations
7. Urban Drainage and Flood Control District
8. Southeast Metro Stormwater Authority
9. Architectural Review Committees
10. Federal Emergency Management Agency
11. U.S. Army Corps of Engineers
12. The State Engineer's Office
13. Colorado Geological Survey (CGS)
14. Colorado Department of Transportation
15. Colorado Parks and Wildlife
16. School Districts
17. Airports
18. Nearby Jurisdictions (Counties/Municipalities)
19. Any other agency or group that may be impacted by the Development or deemed necessary by Arapahoe County staff.

The Public Works and Development Department can provide contact information for these outside agencies should an applicant wish to contact an agency in advance of submitting an application or pre-submittal application to determine any requirements or issues.

#### **1-4.2 RESUBMITTAL AND REVIEW**

Initial reviews by staff and outside referral agencies may result in issues being raised and the need for revisions to the application. This could entail meetings with County staff or outside agency personnel to clarify requirements or discuss alternative solutions to the identified issues. If revisions are necessary, applicants will need to resubmit plans or documents that have been revised to respond to each comment provided by staff and referral agencies. Applicants are strongly encouraged to provide comments directly on the redlined plans for resubmittal. The revised documents will again be reviewed by staff and referral agencies to determine if the application is ready for hearing or approval, as applicable. Failure to respond to all comments may result in the need for an additional re-submittal and review.

#### **1-4.3 CASE FILE INACTIVITY**

If an application has not yet received final approval and has been inactive for a period of 6 months, staff may contact the applicant to request a resubmittal or requested materials within 30 days. If a resubmittal is not possible within 30 days, staff will work with the applicant to establish a schedule for completion. If no agreement is reached, staff will initiate case closure procedures.

## 1-5 Step 4 - Notification of Surface Development to Mineral Estate Owners

Certain applications for development require the notification of mineral estate owners, if different from the surface owners, under C.R.S. 24-65.5-101, et seq. Under State statute, not less than 30 days prior to the initial hearing date on the application, notice shall be provided to mineral estate owners, by certified mail, return receipt requested, containing the time and place of the hearing, the nature of the hearing (type of application being considered), name of the applicant, and a legal description of the property which is subject of the development application. Prior to scheduling an initial public hearing on a qualifying application for development, the County requires the applicant to certify either that the applicant has complied with the notification requirements in accordance with state statutes or, following a search of the public records specified in statute, that no mineral owners have been identified and therefore notification is not required. In addition, the statute requires the applicant to provide the County the names and addresses of the mineral estate owners who were sent notices of the hearing. Determining a hearing date for an application must include the minimum 30 days' notice of the hearing to be mailed to mineral estate owners.

This notification requirement applies to any development application for new surface development that could infringe upon or affect subsurface mineral rights, including but not limited to the following development applications:

1. A preliminary or final plat for a subdivision.
2. Minor subdivision.
3. Rural cluster subdivision.
4. Rezoning to a conventional zone district when subdivision of land into two or more lots is anticipated or proposed.
5. A Planned Unit Development under a General Development Plan (3 Step Process), or a Specific Development Plan (2 Step Process) if the GDP or SDP involves subdivision of the land that will change or create lot lines in anticipation of new surface development.
6. Use by Special Review as determined by Planning Division staff (Excluding Use by Special Review for extraction of construction materials).
7. Any similar land use application.

Applications not subject to this requirement are:

1. Development applications for zoning or rezoning that will not or are not anticipated to change or create lot lines, per C.R.S. 24-65.5-102.
2. Use by Special Review Permits for the extraction of construction materials, as defined by C.R.S. 34-32.5-103.
3. Building permit applications.
4. Applications involving a change of use for an existing structure.
5. Applications for platting of an additional single lot.

6. Administrative site plans.
7. Applications involving electric lines, oil or natural gas pipelines, water pipelines, or appurtenances to such lines or pipelines.
8. Subdivision Exemption applications for a boundary line adjustment.

Finally, in accordance with the State statutes for notification of surface development, as a condition of final approval of a qualifying application for surface development, the applicant will be required to provide the certification specified in C.R.S. 24-65.5-103. The certification and list of owners notified must be submitted to the Planning Case Manager immediately after notices have been sent, or immediately after a determination by the applicant that notification is not required.

## 1-6 Step 5 - Public Notification

Many, but not all, land development applications will require some form of public notification at various points in the approval process. The Land Development Code provides a summary of required notifications in Table 5-1.1.1. Applicants should check that Table and confer with the Planning Case Manager to determine the notification requirements for a particular application. Public notification requirements are found in Section 5-2.2 and Table 5-2.2.1 of the Land Development Code. Information concerning public notice signs and mailings is found in **Section 9-1** and **Section 9-2** of this Manual.

Once hearing dates for an application are established, staff will provide to the applicant instructions for the mailing and sign posting or other notifications for the development application as required under the Land Development Code. If an application requires hearing before both the Planning Commission and Board of County Commissioners, both hearings must be noticed. Failure to provide notification of hearings according to the requirements of the Land Development Code and/or the instructions provided by staff will result in rescheduling of hearing dates in order to meet the notification requirements for the proposed development.

Applicants should note that the 15 day notification period for the posting of signs and mailing notifications does not include the day of the hearing. The notification period is in calendar days, not business days, and includes holidays. If your hearing is on a Tuesday, the sign must be posted and the mailings postmarked by the Monday two weeks prior. For example, if your hearing is on Tuesday, March 5th, the sign must be posted and the mailing must be postmarked by Monday, February 18th. The 15-day notification period is a minimum requirement.

## 1-7 Step 6 - Decision by Decision-Making Body

After staff determines an application is ready for consideration by the decision-making body (staff, Planning Commission, Board of County Commissioners, or Board of Adjustment), it will be presented to the decision-making body for a decision. Staff will prepare a staff report summarizing the request, referral comments, conformance with the County's plans, requirements, standards and policies, and provide a recommendation, including any conditions of approval. Unless the application is one that is approved administratively by the Planning or Engineering Division Manager, the application will be scheduled for review and action by the Board of County Commissioners, Planning Commission or Board of Adjustment at a public meeting or public hearing. Certain applications decided by the Board of County Commissioners also require review and a recommendation by the Planning Commission at a public hearing. Public notice of all the required hearings must be provided according to the requirements of Section 5-2.2 of the Land Development Code.

The decision-making body will consider the staff recommendation, referral and public comments, and the approval criteria for the type of application before it, and make a decision to:

1. Approve the request.
2. Approve the request with conditions.
3. Request more or additional information and continue the hearing on the application to a date certain for a decision (subject to any statutory time limits).
4. Take the request under advisement and continue to a date certain for a decision (subject to any statutory time limits).
5. Deny the request.

## 1-8 Step 7 - Post Decision Procedures

### **1-8.1 DENIAL OR WITHDRAWAL AND REAPPLICATION**

Denial or withdrawal of an application shall be subject to the provisions of Section 5-2.1.F of the Land Development Code as follows:

- A. The Planning Division Manager may allow an application to be withdrawn, without prejudice, at any time during the process.
- B. If an application is denied, the resubmittal of an application for the same or substantially same request, as determined by the Planning Division Manager or designee, shall not be accepted for a one year period from the date of such denial. This limitation applies ONLY to Conventional Rezoning, General Development Plans, Specific Development Plans, Final Plats, Minor Subdivisions,

Full Replats, Rural Cluster Subdivision Plats, Subdivision Exemptions, Uses by Special Review, and Right-of-Way Vacations.

- C. If denied by the decision-making body, the submittal of a new application and development review fee shall be required in order to pursue the proposed development.

### **1-8.2 FINAL REVIEW**

- A. All land development applications shall be considered approved only after all final documents have been submitted and signed by the appropriate representative of the decision-making body. All plans and plats submitted for final approval shall be prepared in accordance with the standards established within the section of this Manual corresponding to the application being submitted.
- B. PWD staff will work with applicants to finalize all plans and plats until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the decision-making body. Once all revisions are finalized, the Planning Case Manager will direct the applicant to prepare final documents.

### **1-8.3 SUBMITTAL OF FINAL DOCUMENTS**

1. Final approval of the approved plan or plat and any associated exhibits and documents shall occur within 90 days after approval by the decision-making body or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6**, Extensions, of this Manual.
2. Final documents must be submitted within 60 days of approval of the plan or plat, unless stated otherwise in such approval. Final documents shall be prepared in accordance with the standards in **Part 8**: this Manual, ready for approval except for the signatures of County officials.
3. Within 30 days of receipt of the plan or plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
4. Additional Submittal Requirements
5. Prior to the County signing any plan or plat, in addition to any other information, payment, or other detail required under the Land Development Code for the particular application, the Applicant shall provide ownership information, current within 30 days of the final document submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
  - f. The ownership information must include all land to be dedicated to the County.
6. The Applicant shall provide proof to the Public Works and Development Department that adequate security has been provided to cover the improvement costs (if applicable) in

accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards, or letter of credit as required.

7. The Applicant shall provide a warranty deed for on-site and off-site County land dedication required as a condition of approval of the plan or plat (if applicable).
8. Applicants must also submit a complete final document consisting of a hard copy of the signature page signed by the applicant, and a scanned copy of the remaining pages of this document. The signature page shall be delivered to the Planning Division and the scanned copy shall be submitted via ACA portal.

#### **1-8.4 RECORDING REQUIREMENTS AND PROCEDURES**

- A. Applications which require the recording of exhibits and/or documents with the Arapahoe County Clerk and Recorder are:
  1. Final plat
  2. Minor subdivision
  3. Rural cluster subdivision plat
  4. Administrative or full replat (A full replat is equivalent to a final plat.)
  5. Affidavit of correction
  6. Correction plat
  7. Easement vacation
  8. Right-of-way vacation
  9. Plat vacation
  10. Development Agreement
- B. Prior to the County's mapping or recognition of any of these applications, the approved plat, exhibit or other required documents will be recorded in the Office of the Arapahoe County Clerk and Recorder. The recording of the approved plat and any associated exhibits and documents shall follow the procedures and requirements outlined in **Section 1-8.3**, Submittal of Final Documents, above.
- C. In addition to the final planning document or equivalent, the applicant shall submit all other required documentation.
- D. No plat shall be recorded until the Board of County Commissioners has approved a Subdivision Improvement Agreement (SIA) as necessary.
- E. No plat (final plat, minor subdivision, rural cluster subdivision, administrative or full replat, or subdivision exemption) shall be recorded on subdivided or replatted property unless all delinquent taxes and special assessments thereon have been paid. Applicants shall provide a Treasurer's certificate of taxes due at the time the plat is submitted for recordation.
- F. Once the Planning Case Manager has obtained all required County signatures within the timeframe established in **Section 1-8.3**, Submittal of Final Documents, the Planning Case Manager will record the plat and associated documents, if any.

### **1-8.5 LAPSE OF APPROVAL THROUGH INACTION**

- A. If a land use application process requires a plan set or plat, that final document must be submitted within 60 days of the approval of the application or it will be considered inactive. The applicant will be sent a 30 day notice to submit the plan set or plat or the case file will be closed and the application approval voided. Restarting the application will require a new application and fees.
- B. Resubmittals are subject to all development review fees, submittal requirements, and review standards in effect at the time the resubmittal is accepted by the Planning Division.

### **1-8.6 EXTENSIONS**

- A. The Planning Division Manager or designee may grant extensions of time to comply with specific deadlines in accordance with Section 5-2.1.H of the Land Development Code and **Sections 1-8.3**, Submittal of Final Documents, and **1-8.4**, Recording Requirements and Procedures, of this Manual for up to 12 months, upon a written request by the applicant or staff for good cause shown. Good cause may include but not be limited to: signatories are out of state or country, or a major change was requested by the Board of County Commissioners.
- B. An extension request shall include the required extension fee. Requests for an extension may result in delays in completing the County's portion of the application referral, review and approval process. Additional review of the development plan may occur based on changes in the application or administrative or regulatory procedures, resulting in additional conditions being recommended or included in any approval.
- C. The denial of an extension by the Planning Division Manager may be appealed to the original approving body in writing within 10 working days of the decision by the Planning Division Manager.

## **1-9 Step 8 - Engineering and Building Permit Requirements**

Approval of a land development application does not give the applicant authority to build or commence site improvements. Other required approvals and permits from the County and outside agencies must be obtained by the applicant prior to development of the site. The additional permits and approvals are listed below.

### **1-9.1 ENGINEERING PERMITS**

The County requires the approval of several permits as applicable to related land development. These permits include the following:

- A. Public Improvements Construction Permit



All public improvements constructed in the County require an Arapahoe County Public Improvements Construction Permit. This will include all public stormwater facilities, any improvements within County Right of Way and construction within dedicated easements.

**B. Floodplain Development Permit**

Projects that include work within designated 100-year floodplain limits of major drainageways require a Floodplain Development Permit. Additional information on the floodplain permit can be found in Chapter 5 of the County's Stormwater Management Manual.

**C. Street Cut and Right-of-Way Use Permit**

Projects that include work within and/or use of the County right-of-way must obtain an Arapahoe County Street Cut/Right-of-Way Use permit. Information on the Arapahoe County Street Cut/Right-of-Way Use permit can be found in the County's Infrastructure Design and Construction Standards.

**D. Grading Erosion and Sediment Control (GESC) Permit**

Arapahoe County requires that a GESC (Grading, Erosion, and Sedimentation Control) Permit be obtained prior to the start of land disturbing activities within the unincorporated areas of the County. SEMSWA will issue GESC permits within SEMSWA jurisdictional boundaries.

**E. Oversize/Overweight Vehicle Permit**

This permit governs the use of Arapahoe County Roadways where vehicles exceeds size or weight limitations as established by the State of Colorado or by Arapahoe County.

**F. Traffic, Signing, Striping and Signalization Permit**

Arapahoe County requires that a Traffic, Signing, Striping and Signalization Permit be obtained prior to the placement, removal or modification to any traffic signs, striping or signals maintained by Arapahoe County or placed within designated Fire Lanes.

Chapter 9 of the County's Infrastructure Design and Construction Standards contains additional information concerning the various types of permits required by the Engineering Services Division. This additional information is available at:

[https://files.arapahoeco.gov/Public%20Works\\_Development/Infrastructure%20Design%20and%20Construction%20Standards/IDCS%202024%20Reso%2025-085%20Adopted%2020250311.pdf](https://files.arapahoeco.gov/Public%20Works_Development/Infrastructure%20Design%20and%20Construction%20Standards/IDCS%202024%20Reso%2025-085%20Adopted%2020250311.pdf)

County Engineering Services fees are available at:

[https://files.arapahoeco.gov/Public%20Works\\_Development/engineering/2022%20ENG%20Permit%20Fee%20Schedule\\_202201030930565270.pdf](https://files.arapahoeco.gov/Public%20Works_Development/engineering/2022%20ENG%20Permit%20Fee%20Schedule_202201030930565270.pdf)

## **1-9.2 BUILDING PERMITS**

Building and Fire Codes adopted by the County and fire districts frequently place requirements or restrictions on particular land uses beyond the requirements of the Land Development Code. Requirements or limitations pertaining to items such as egress, bathrooms, occupancy or fire suppression may impact certain uses, especially if a new use is contemplated in an existing structure that was not originally designed for that use. While a particular use may conform to the zoning

classification for a particular area (e.g., R-1-A or B-1), the occupancy class as defined by the building code (e.g., assembly or mercantile), will determine any additional requirements for that particular use.

Applicants are strongly encouraged to contact the Building Division in advance of purchasing a property or signing a lease in order to determine if there are any requirements for their proposed use or business that may make their proposal financially or otherwise unfeasible. Building Division staff attend pre-submittal meetings if it is known in advance that certain land uses or businesses with potentially unique requirements are proposed. The Building Division can be contacted at 720-874-6600 to set up an appointment. Building permit applications and fees are available at: <http://www.arapahoegov.com/549/Building-Permit-Application-and-Fees>.

Building Permit Plans may be submitted to County Building Department for review concurrent with the land development case(s); however, the site must first have a legal address and permits are not released until all land development documents are approved.

Other structures for which separate building permits are required include:

1. Fences over 6 ft. in height, structural fences and retaining walls will be included with the building permit. Fences under 6 ft. require a permit issued through the Zoning Division.
2. Signs

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## Part 2: Submittal Requirements

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### Zoning Applications

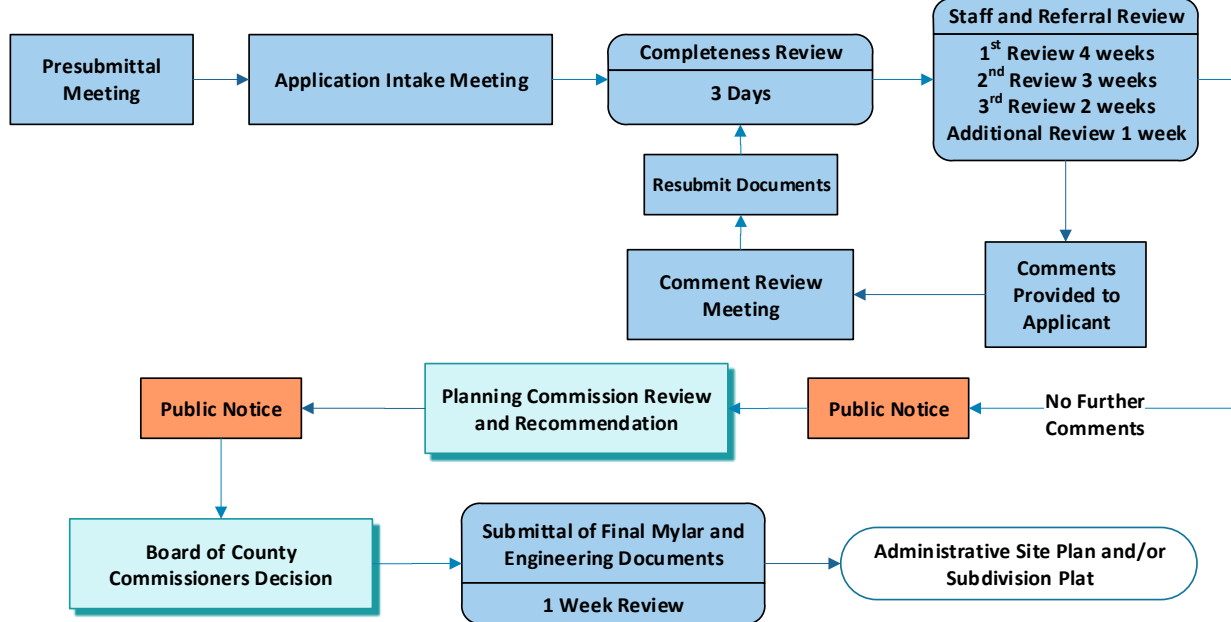
#### Applications included in this section:

- 2-1: Rezoning (Zoning Map Amendment / Conventional Zone District)
- 2-2: Planned Unit Development (PUD)
  - 2-2.1 General Development Plan
  - 2-2.2 Specific Development Plan
  - 2-2.3 Administrative Site Plan
- 2-3: Small Lot Development
- 2-4: Use by Special Review
- 2-5: Use by Special Review – Energy Facilities
  - 2-5.1 Administrative Use by Special Review – Energy Facilities
  - 2-5.2 Non-Administrative Use by Special Review – Energy Facilities
- 2-6: Use by Special Review – Mining, Quarry, Earth Extraction
- 2-7: Type B Group Homes
- 2-8: Commercial Mobile Radio Service (CMRS) Facilities
  - 2-8.1 CMRS on Private Property
  - 2-8.2 CMRS in Public Right-of-Way

#### 2-1 Rezoning (Zoning Map Amendment / Conventional Zone District)

An Amendment to the County Official Zoning Map is required when a proposed use is not permitted in an existing zone district. In such situation, the land in question must be rezoned to a zone district that permits the proposed use. In some cases, the rezoning request must be preceded by a Comprehensive Plan or Sub-area Plan Amendment. (See Chapter 6 of the Arapahoe County Comprehensive Plan.) The rezoning process requires hearings in front of both the Planning Commission and Board of County Commissioners. The rezoning process is summarized in the accompanying flowchart and is described in more detail in Section 5-3.2 of the Land Development Code.

## Rezoning Conventional Zone District



### A. APPLICATION MATERIALS

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Section 5-3.2.B of the LDC.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current with 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
7. Notification of surface development to mineral estate owners in accordance with **Section 1-5** (Notification of Surface Development to Mineral Estate Owners) of this Manual and C.R.S. 24-65.5-103, if the rezoning involves subdivision of the land that will change or create lot lines in anticipation of new surface development.

8. Technical Reports as required by the Engineering Services Division:
  - a. Phase I Drainage Report as defined in the Stormwater Management Manual.
  - b. A Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
9. Evidence that required infrastructure and drainage will be provided by and is within the infrastructure and capacity of the applicable service provider(s), which evidence may be in the form of “will-serve” letters from service provider(s). This information shall include:
  - a. Proof of public water supply. (A completed Office of State Engineer Form GWS-76 form will meet this requirement.)
  - b. Proof of availability of public sewage disposal.
10. Geotechnical Report providing evidence that all areas of the proposed development which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified and that the proposed uses are compatible with such conditions.
11. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Rezoning based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designee, if it is deemed to be immaterial to the request.
12. Plan Set exhibit(s) per Section B below.

## **B. REZONING PLAN SET**

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.

- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

## **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Rezoning Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

## **3. COVER SHEET**

- a. The title block shall contain the following:     (Name of Project)     REZONING PLAN.
- b. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- c. A rezoning request statement, indicating the current zoning classification of the subject property, and the zoning classification requested.
- d. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in Part 4: Standard Notes and Certificates, of this Manual.
- e. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- f. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- g. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- h. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

## **4. SITE PLAN SHEET**

- a. Land Area for Each Type of Use, shown as bubbles (label on drawing and provide table).
- b. Allowed Uses (uses must be listed in Land Development Code).

- c. General Layout/Location/Area of Land Uses, Including Maximum Allowed Development (e.g., residential areas and number of units, commercial areas and square footage, open space areas, etc. summarized in a Land Use Table.)
- d. The maximum building heights on different portions of the site.
- e. Existing adjacent land uses and zoning.
- f. Existing adjacent arterial and collector streets.
- g. Existing Topography/Contours at 5' intervals or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- h. Drainageways and Floodplains (include source of floodplain information).
- i. General methods for buffering and screening of dissimilar uses within and adjacent to the rezoning site (label, show minimum dimensions, and describe character through written and graphic means, as appropriate).
- j. Circulation System:
  - i. Connections to Surrounding Street Network/Conceptual Access Points to Right-of-Way.
  - ii. General Layout of internal Collector/Arterial Streets.
- k. Design standards or guidelines accompanied by diagrams or illustrations intended to establish the character and architectural and planning concepts to be implemented in the development.
- l. Other items that deviate from adopted County standards or requirements, e.g., road sections, sign requirements, etc.
- m. A Land Use Chart showing proposed land use(s), acreage, proposed density, number of units, square footage(s) by area, floor area, maximum building heights, floor area ratios, and open space, with acreages and percentage of site.
- n. Other information that may be required by the Planning Division or Engineering Services Division or Mapping Section in order to fully evaluate the Rezoning Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designee, if it is deemed to be immaterial to the request.

## C. POST DECISION PROCEDURES

1. Denial or Withdrawal of a Rezoning application shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section Part 1:** of this Manual.
2. Final Review
  - a. All Rezoning Plans shall be considered approved only after all final documents have been submitted and signed by the BOCC Chair. All Rezoning Plans submitted for final approval shall be prepared in accordance with the standards established in this Manual.

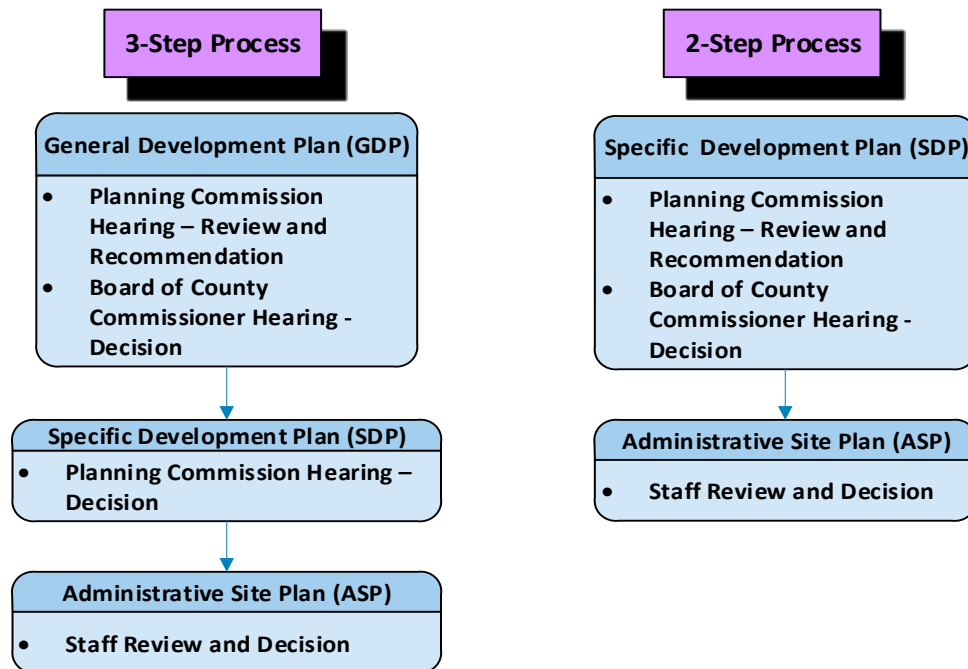
- b. PWD staff will work with applicants to finalize all Rezoning Plans until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the Board of County Commissioners. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final documents.
- 3. Submittal of Final Documents and Engineering Reports
  - a. Approval of the final plans and engineering reports for the approved Rezoning Plan and any associated exhibits and documents shall occur within 90 days after approval by the Board of County Commissioners or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3 and 1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
  - b. Final plans and final engineering reports must be submitted within 60 days of approval of the Rezoning Plan by the Board of County Commissioners, unless stated otherwise in such approval. Final plans shall be prepared in accordance with the standards of Error! Reference source not found. of this Manual, ready for approval except for the signatures of County officials.
  - c. Within 30 days of receipt of the plan or plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
  - d. Prior to the County signing the Rezoning Plan, the Applicant shall provide ownership information, current within 30 days of the final plans submittal, that includes the following:
    - i. Owner information.
    - ii. Property legal description.
    - iii. Effective date of document (to confirm it meets the 30-day requirement).
    - iv. Encumbrances/Schedule B items.
    - v. Hyperlinked connections to documents referenced in the report.
    - vi. The ownership information must include all land to be dedicated to the County.
  - e. Applicants must also submit a complete, scanned copy of the signed final plans and final engineering reports along with a hard copy of the signature pages. The scanned copy shall be submitted via ACA portal and hard copies delivered to the Planning Division.

## 2-2 Planned Unit Development

The Planned Unit Development (PUD) zone district allows greater flexibility in development standards and the ability to incorporate new design concepts for land development that could not be achieved by strict adherence to the standards of conventional zone districts. The PUD is used to create high quality residential, mixed-use or commercial developments and employment centers. PUDs may be established through a 3-Step or 2-Step process, as summarized in the following flowcharts and as outlined in Section 5-3.3 of the Land Development Code.

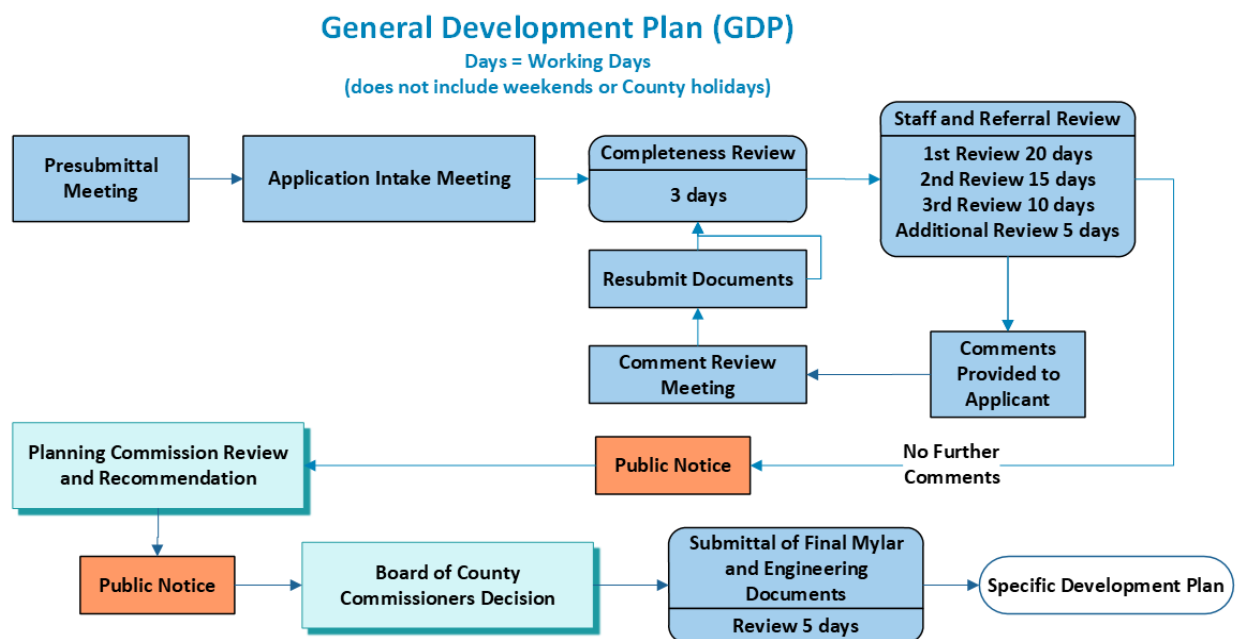


## Planned Unit Development (PUD)



### 2-2.1 GENERAL DEVELOPMENT PLAN (GDP)

The GDP approval process is summarized in the accompanying flowchart and is described in more detail in Section 5-3.3.E.4.b of the Land Development Code.



## A. SUBMITTAL MATERIALS

1. Completed Land Development Application:
2. [https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
3. Presubmittal Meeting notes with Submittal Checklist.
4. Submittal fee(s).
5. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Sections 5-3.3.F.1 and 5-3.3.F.2 of the LDC.
6. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
7. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
8. Notification of surface development to mineral estate owners in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103, if the General Development Plan involves subdivision of the land that will change or create lot lines in anticipation of new surface development.
9. Technical Reports as required by the Engineering Services Division:
  - a. Phase I Drainage Report as defined in the Stormwater Management Manual.
  - b. A Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
10. Evidence that required infrastructure and drainage will be provided by and is within the infrastructure and capacity of the applicable service provider(s), which evidence may be in the form of “will-serve” letters from service provider(s) (civil construction engineering not required). This information shall include:
  - a. Proof of public water supply. (Office of State Engineer Form GWS-76 will meet this requirement.)
  - b. Proof of availability of public sewage disposal.
11. Geotechnical Report to include evidence showing that all areas proposed for development which may involve soil or topographic conditions presenting hazards or requiring special precautions have been identified and that the proposed uses are compatible with such conditions.
12. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the General Development Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the

application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designee, if it is deemed to be immaterial to the request.

13. Plan Set exhibit(s) per Section B below.

## **B. GENERAL DEVELOPMENT PLAN SET**

A General Development Plan (GDP) plan set shall be prepared in accordance with the standards established below with the information indicated:

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

### **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project General Development Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.

- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

### **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Recommendation, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

### **4. SITE PLAN SHEET(S)**

- a. Land Area for Each Type of Use, shown as bubbles (label on drawing and provide table).
- b. Allowed Uses (uses must be listed in Land Development Code).
- c. General Layout/Location/Area of Land Uses, Including Maximum Allowed Development (Label residential areas and number of units, density, commercial areas and square footage, open space areas, maximum building heights, etc. Summarize uses and maximum allowed development in a Land Use Table, indicating acreage and percentage of site of each use.)
- d. The maximum building heights on different portions of the site.
- e. Existing adjacent land uses and zoning.
- f. Existing adjacent arterial and collector streets.
- g. Existing Topography/Contours at 2' intervals or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- h. Drainageways and Floodplains (include source of floodplain information).
- i. General methods for buffering and screening of dissimilar uses within and adjacent to the GDP site (label, show minimum dimensions, and describe character through written and graphic means, as appropriate).
- j. Circulation System:
  - i. Connections to Surrounding Street Network/Conceptual Access Points to Right-of-Way.

- ii. General Layout of internal Collector/Arterial Streets.
- k. Design standards or guidelines accompanied by diagrams or illustrations intended to establish the character and architectural and planning concepts to be implemented in the development.
- l. Other items that deviate from adopted County standards or requirements, e.g., road sections, sign requirements, etc.

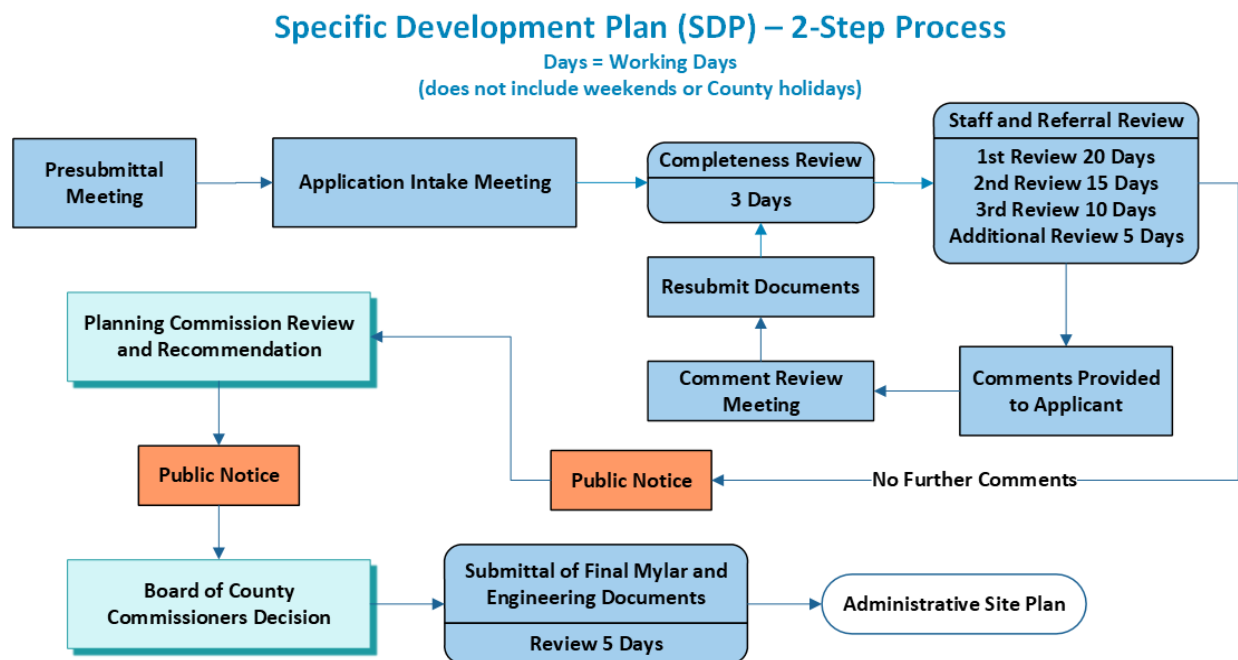
## C. POST DECISION PROCEDURES

1. Denial or Withdrawal of a GDP shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
2. Final Review
  - a. All General Development Plans (GDPs) shall be considered approved only after all final documents have been submitted and signed by the Chair of the Board of County Commissioners. All GDPs submitted for final approval shall be prepared in accordance with the standards established in this Manual.
  - b. PWD staff will work with applicants to finalize all GDPs and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the Board of County Commissioners. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final plans.
3. Submittal of Final Plans and Engineering Reports
  - a. Approval of the final plan set and engineering reports for the approved GDP and any associated exhibits and documents shall occur within 90 days after approval by the Board of County Commissioners or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
  - b. Final plans must be submitted by the applicant within 60 days of approval of the GDP, unless stated otherwise in such approval. Final plans shall be prepared in accordance with the standards of **Part 8:** of this Manual, ready for approval except for the signatures of County officials.
  - c. Within 30 days of receipt of the plan and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
  - d. Prior to the County signing the GDP, the Applicant shall provide ownership information, current within 30 days of the final plans submittal, that includes the following:
    - i. Owner information.
    - ii. Property legal description.
    - iii. Effective date of document (to confirm it meets the 30-day requirement).
    - iv. Encumbrances/Schedule B items.
    - v. Hyperlinked connections to documents referenced in the report.

- vi. The ownership information must include all land to be dedicated to the County.
- e. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

## **2-2.2 SPECIFIC DEVELOPMENT PLAN (SDP) – 2 STEP PROCESS**

The approval process for a 2-Step SDP is summarized in the accompanying flowchart and is described in more detail in Section 5-3.3.E.3.b of the Land Development Code.



### **A. APPLICATION MATERIALS**

1. Completed Land Development Application:
2. [https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
3. Presubmittal Meeting notes with Application Checklist.
4. Submittal fees.
5. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Sections 5-3.3.F.1 and 5-3.3.F.3 of the LDC.
6. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
7. Ownership information, current within 30 days of the application submittal, that includes the following:

- a. Owner information.
- b. Property legal description.
- c. Effective date of document (to confirm it meets the 30-day requirement).
- d. Encumbrances/Schedule B items.
- e. Hyperlinked connections to documents referenced in the report.
- 8. Notification to mineral estate owners in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103, if the Specific Development Plan involves subdivision of the land that will change or create lot lines in anticipation of new surface development.
- 9. Subdivision Plat (if new lots are being created or existing lots are being reconfigured or combined).
- 10. Preliminary technical reports as required by the Engineering Services Division (civil construction engineering not required):
  - a. Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
  - b. Phase II Drainage Report as defined in the Stormwater Management Manual.
- 11. Preliminary technical reports at conceptual level (civil construction engineering not required):
  - a. Water source and service capacity.
  - b. Sewage treatment and service capacity.
  - c. Other utility and public safety provider district requirements.
  - d. Backbone Infrastructure (Location, layout, system connections for water, wastewater, and stormwater).
- 12. Natural hazard mitigation and resource protection report.
- 13. Copies of any special covenants, conditions and restrictions.
- 14. Development agreement, if applicable.
- 15. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Specific Development Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designee, if it is deemed to be immaterial to the request.
- 16. Plan Set exhibit(s) per Section B below.

## **B. SPECIFIC DEVELOPMENT PLAN SET**

The Specific Development Plan (SDP) plan set shall be prepared in accordance with the requirements established below with the information as indicated:

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.

- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

## **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Specific Development Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

## **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.



- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

#### **4. SITE PLAN SHEET(S)**

- a. Land Area for Each Type of Use (label on drawing and provide a Table of Uses comparing the GDP-approved uses, acreages, units, square footages and other pertinent information with those proposed with the SDP).
- b. Proposed Uses.
- c. Specific Location for Each Use:
  - i. Density (maximum du/ac) and Unit Type(s) for Residential.
  - ii. Size, Floor Area, and Building Type for Non-Residential.
- d. Location, size and access for parking areas for non-residential and multi-family residential uses.
- e. Location, Size, and Type of Dedicated or Common Open Space and Public Use Areas (e.g., schools, parks, plazas, playgrounds).
- f. Circulation System:
  - i. Internal Roadways and Access Points.
  - ii. Conceptual Pedestrian System (e.g., sidewalks, bike paths, trails, and pedestrian ways).
- g. Snow Storage Areas. Areas without trees, shrubs, ornamental grasses, and perennials.
- h. Development phasing plan, if applicable.
- i. Electric Vehicle Charging Stations and/or Chargers, if applicable.

#### **5. -**

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

#### **6. LANDSCAPE SHEET**

- a. Location of Buffer Areas.

- b. Conceptual Planting Plan:
  - i. Location of Existing Vegetation (and which areas will be preserved).
  - ii. General location and Type of Proposed Planting Areas (evergreen trees, deciduous trees, shrubs).
  - iii. Special/Additional Planting Requirements or Landscape Features.
  - iv. General note indicating irrigated and non-irrigated areas.

**7. DEVELOPMENT STANDARDS/CHARACTER SHEET(S)**

- a. Development standards for all uses and development areas contained within the SDP, including:
  - i. A table indicating:
    - 1) Maximum densities, number of units, square footages
    - 2) Setbacks and other dimensional standards.
    - 3) Landscaping requirements.
    - 4) Parking ratios to be used if different from LDC.
  - ii. Illustrations, typicals and notes that establish or indicate standards for the following:
    - 1) Signs (type, location, conceptual elevations, note indicating compliance with or deviations from the Land Development Code).
    - 2) Fences and walls (location, height, materials, etc.).
    - 3) Architectural Design Guidelines.
    - 4) Site planning and building orientation guidelines or requirements.
    - 5) Noise attenuation methods, if any.
    - 6) Historic preservation requirements, if any.
    - 7) General character of the development and all proposed uses:
      - (i) Materials Palette.
      - (ii) Building Design Features.
      - (iii) Conceptual Building Elevations.
    - 8) Lighting (location, conceptual elevations, note indicating compliance with or deviations from the Land Development Code).
    - 9) Other applicable standards.
- b. A note indicating all design details to be further defined with the Administrative Site Plan.

**C. POST DECISION PROCEDURES**

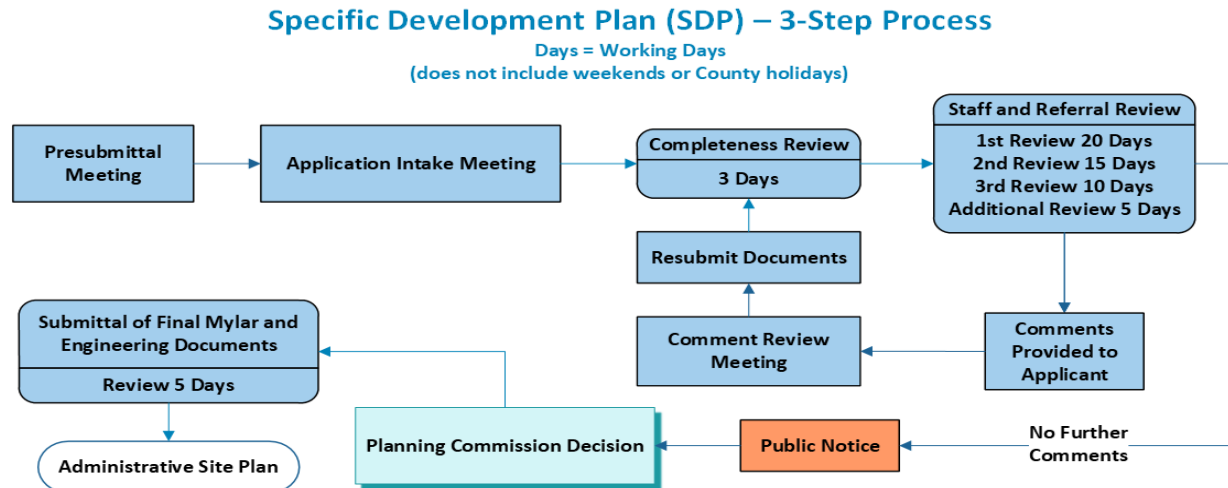
- 1. Denial or Withdrawal of an SDP shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
- 2. Final Review
  - a. All SDPs (2 Step) shall be considered approved only after all final documents have been submitted and signed by the Chair of the Board of County Commissioners. All SDPs

submitted for final approval shall be prepared in accordance with the standards established in this Manual.

- b. PWD staff will work with applicants to finalize all SDPs and engineering reports until all revisions, modifications, and additions (if any) are finalized in accordance with any conditions or stipulations required by the Board of County Commissioners. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final plans.
3. Submittal of Final Plans and Engineering Reports
- a. Approval of the final plans and engineering reports for the approved SDP and any associated exhibits and documents shall occur within 90 days after approval by the Board of County Commissioners or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
  - b. Final plans must be submitted by the applicant within 60 days of approval of the SDP, unless stated otherwise in such approval. Final plans shall be prepared in accordance with the standards of **Part 8**: of this Manual, ready for approval except for the signatures of County officials.
  - c. Within 30 days of receipt of the SDP and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
  - d. Prior to the County signing the SDP, the Applicant shall provide ownership information, current within 30 days of the final plan submittal, that includes the following:
    - i. Owner information.
    - ii. Property legal description.
    - iii. Effective date of document (to confirm it meets the 30-day requirement).
    - iv. Encumbrances/Schedule B items.
    - v. Hyperlinked connections to documents referenced in the report.
    - vi. The ownership information must include all land to be dedicated to the County.
  - e. Applicants must also submit a complete, scanned copy of the signed final plan and engineering reports along with hard copies. The scanned copy can be submitted via ACA portal or by delivery of a disc/USB drive.

### 2-2.3 SPECIFIC DEVELOPMENT PLAN (SDP) – 3 STEP PROCESS

The approval process for a 3-Step SDP is summarized in the accompanying flowchart and is described in more detail in Section 5-3.3.E.4.c of the Land Development Code.



#### A. APPLICATION MATERIALS

1. Completed Land Development Application:
2. [https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
3. Presubmittal Meeting notes with Application Checklist.
4. Submittal fees.
5. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Sections 5-3.3.F.1 and 5-3.3.F.3 of the LDC.
6. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
7. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
8. Subdivision Plat (if new lots are being created or existing lots are being reconfigured or combined).
9. All other materials required of a SDP under the 2-Step Process (See **Section 2-2.2** of this Manual), with the following exceptions:

- a. If the SDP application is made within one year of the date of approval of the GDP, any information and exhibits submitted for the General Development Plan do not need to be re-submitted unless there has been a change in condition on the PUD site.
- b. Letters from all off-site service providers stating that there has been no change in the service provider's ability to serve the site and proposed development.
- 10. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Specific Development Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
- 11. Plan Set exhibit(s) per Section B below.

## **B. SPECIFIC DEVELOPMENT PLAN SET**

The Specific Development Plan (SDP) plan set shall be prepared in accordance with the requirements established below with the information as indicated:

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

### **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Specific Development Plan), and

amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.

- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

### **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

### **4. SITE PLAN SHEET(S)**

- a. Land Area for Each Type of Use (label on drawing and provide a Table of Uses comparing the GDP-approved uses, acreages, units, square footages and other pertinent information with those proposed with the SDP).
- b. Proposed Uses.
- c. Specific Location for Each Use:
  - i. Density (maximum du/ac) and Unit Type(s) for Residential.
  - ii. Size, Floor Area, and Building Type for Non-Residential.
- d. Location, size and access for parking areas for non-residential and multi-family residential uses.
- e. Location, Size, and Type of Dedicated or Common Open Space and Public Use Areas (e.g., schools, parks, plazas, playgrounds).

- f. Circulation System:
  - i. Internal Roadways and Access Points.
  - ii. Conceptual Pedestrian System (e.g., sidewalks, bike paths, trails, and pedestrian ways).
- g. Snow Storage Areas. Areas without trees, shrubs, ornamental grasses, and perennials.
- h. Development phasing plan, if applicable.
- i. Electric Vehicle Charging Stations and/or Chargers, if applicable.

**5. TREE SURVEY SHEET**

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

**6. LANDSCAPE SHEET (THIS INFORMATION MAY BE INCLUDED ON THE SITE PLAN SHEET.)**

- a. Location of Buffer Areas.
- b. Conceptual Planting Plan.
  - i. Location of Existing Vegetation (and which areas will be preserved).
  - ii. General location and Type of Proposed Planting Areas (evergreen trees, deciduous trees, shrubs).
  - iii. Special/Additional Planting Requirements or Landscape Features.
  - iv. General note indicating irrigated and non-irrigated areas.

**7. DEVELOPMENT STANDARDS/CHARACTER SHEET(S)**

- a. Development standards for all uses and development areas contained within the SDP, including:
  - i. A table indicating:
    - 1) Maximum densities, number of units, square footages
    - 2) Setbacks and other dimensional standards.
    - 3) Landscaping requirements.
    - 4) Parking ratios to be used if different from LDC.
  - ii. Illustrations, typicals and notes that establish or indicate standards for the following:

- 1) Signs (type, location, conceptual elevations, note indicating compliance with or deviations from the Land Development Code).
  - 2) Fences and walls (location, height, materials, etc.).
  - 3) Architectural Design Guidelines.
  - 4) Site planning and building orientation guidelines or requirements.
  - 5) Noise attenuation methods, if any.
  - 6) Historic preservation requirements, if any.
  - 7) General character of the development and all proposed uses:
    - (i) Materials Palette.
    - (ii) Building Design Features.
    - (iii) Conceptual Building Elevations.
  - 8) Lighting (location, conceptual elevations, note indicating compliance with or deviations from the Land Development Code).
  - 9) Other applicable standards.
- b. A note indicating all design details to be further defined with the Administrative Site Plan.

## C. POST DECISION PROCEDURES

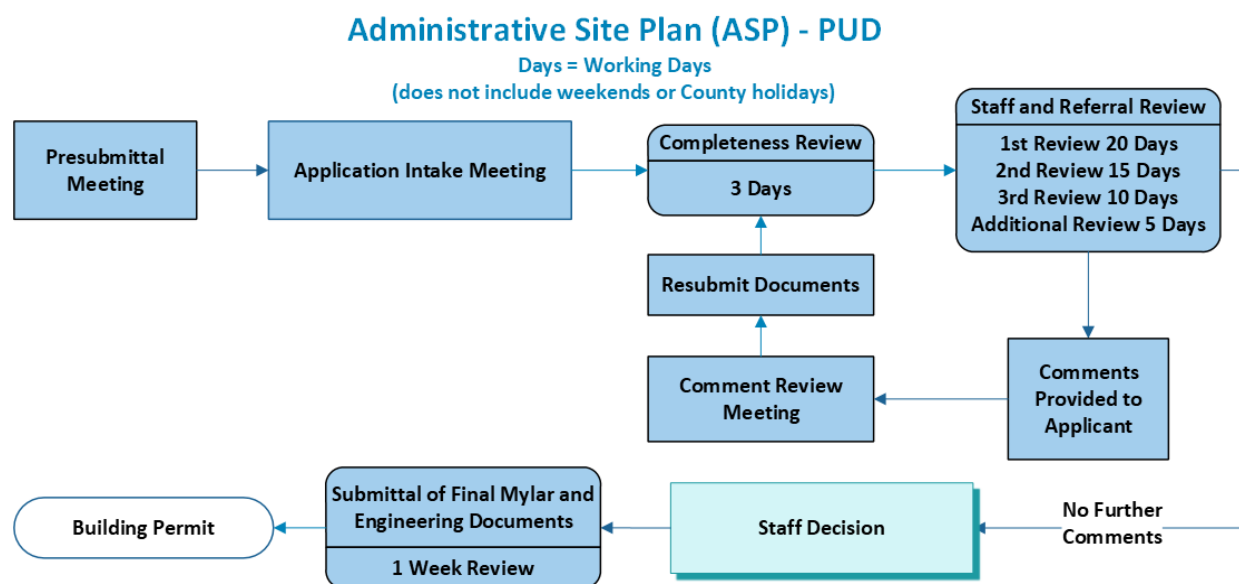
1. Denial or Withdrawal of an SDP shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
2. Final Review
  - a. All SDPs (3-Step) shall be considered approved only after all final documents have been submitted and signed by the Chair of the Planning Commission. All SDPs submitted for final approval shall be prepared in accordance with the requirements established in this Manual.
  - b. PWD staff will work with applicants to finalize all SDPs and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the Planning Commission. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final plans.
3. Submittal of Final Plans and Engineering Reports
  - a. Approval of the final plans and engineering reports of the approved SDP and any associated exhibits and documents shall occur within 90 days after approval by the Planning Commission or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
  - b. Final plans must be submitted by the applicant within 60 days of approval of the SDP, unless stated otherwise in such approval. Final plans shall be prepared in accordance with the standards of Error! Reference source not found. of this Manual, ready for approval except for the signatures of County officials.



- c. Within 30 days of receipt of the plan and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
- d. Prior to the County signing the SDP, the Applicant shall provide ownership information, current within 30 days of the final plan submittal, that includes the following:
  - i. Owner information.
  - ii. Property legal description.
  - iii. Effective date of document (to confirm it meets the 30-day requirement).
  - iv. Encumbrances/Schedule B items.
  - v. Hyperlinked connections to documents referenced in the report.
  - vi. The ownership information must include all land to be dedicated to the County.
- e. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

## **2-2.4 ADMINISTRATIVE SITE PLAN (ASP) - PUD**

An Administrative Site Plan (ASP) is required in order to specify site development on vacant land governed by PUD zoning. However, administrative site plans are not required for single-family detached development on individual lots, single-family lots within a minor subdivision, any single family detached development where lots are greater than or equal to 40,000 square feet, or for lots containing 2-family residential structures. The approval process for an ASP is the same in both the 2-Step and 3-Step PUD Processes. The process is summarized in the accompanying flowchart and is described in more detail in Section 5-3.3.E.3.c of the Land Development Code for a 2-Step ASP and in Section 5-3.3.E.4.d for a 3-Step ASP.



## A. APPLICATION MATERIALS

1. Completed Land Development Application Form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Copies of the Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. Address all approval criteria in Section 5-4.1.B of the LDC. State all facts relied upon and provide documentation where possible.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
7. Technical Reports as required by the Engineering Services Division:
  - a. Phase III Drainage Report conforming to the Stormwater Management Manual.
  - b. Grading, Erosion and Sediment Control (GESC) Report/Plans.
  - c. Construction Plans for the proposed development's public improvements included within County easements and right-of-way (street plan and profile sheets, storm drainage improvements plans and other improvements).
  - d. Operation and Maintenance Site Plan for stormwater facilities.
  - e. Preliminary Pavement Design Report prepared in accordance with the Infrastructure Design and Construction Standards, if roadways or private drives are proposed.
  - f. A Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
8. Other information as required by the Engineering Services Division:
  - a. Cost Estimate for GESC.
  - b. Cost estimate for public improvements.
  - c. Collateral letter of intent for GESC and public improvements.
  - d. Legal descriptions and exhibits for all proposed County easements.
9. Geotechnical Report to include evidence showing that all areas proposed for development which may involve soil or topographic conditions presenting hazards or requiring special precautions have been identified and that the proposed uses are compatible with such conditions.

10. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Administrative Site Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager, or designees, if it is deemed to be immaterial to the request.
11. Plan Set exhibit per Section B below.

## **B. ADMINISTRATIVE SITE PLAN SET**

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

### **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Administrative Site Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.

- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

### **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

### **4. SITE PLAN SHEET(S)**

- a. Geographic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within and location of entrances and loading points/service areas.
- b. Land Use Table comparing the regulations and requirements of the approved underlying uses and zoning approved in the SDP to the improvements proposed in the ASP. The Table should include:
  - i. Allowed uses;
  - ii. Maximum building heights;
  - iii. Density (maximum du/ac) and Unit Type(s) for residential;
  - iv. Size, floor area, and building type for non-residential;
  - v. Setbacks; and,
  - vi. Open space.
- c. Site Yield data chart/table showing land uses and expected traffic generation compared to maximums approved and projected with the GDP or SDP traffic study.
- d. Show and label or dimension the following:
  - i. Any existing and proposed public and/or private roadways;
  - ii. All proposed points of access to adjacent and/or external roadways;
  - iii. All existing access points on adjacent properties and across adjacent roadways;

- iv. All proposed curb cuts;
- v. All off-street parking areas;
- vi. All proposed and existing surface materials (i.e., asphalt, concrete, gravel, etc.);
- vii. Pedestrian systems (sidewalks, trails);
- viii. Location of outdoor trash receptacle systems;
- ix. Provision of emergency access;
- x. All existing and proposed easements; and
- xi. Location of project signage (i.e., monument signs).
- e. Information pertaining to drainage easements, including:
  - i. Location;
  - ii. Dimensions; and
  - iii. Reception number or recording information for easements.
- f. Provide a parking utilization table that compares the total number of proposed parking spaces or areas to the parking required by the SDP or Land Development Code, as applicable. Specify the type of and intended use of all parking spaces indicated (full size, accessible, loading areas, etc.)
- g. **Electric Vehicle Charging Stations and/or Chargers, if applicable.**
- h. All walks, open space and recreation areas with a description of these improvements.
- 5. SNOW STORAGE AREAS. AREAS WITHOUT TREES, SHRUBS, ORNAMENTAL GRASSES, AND PERENNIALS***TREE SURVEY SHEET*
  - a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
  - b. Species, size (caliper and height), and condition or health shall be noted.
  - c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
  - d. Tree Inventory Chart. See **Section 5-1** of this Manual.
  - e. Tree Survey Certification. See **Section 4-6** of this Manual.
  - f. Total caliper of trees removed and replaced.
- 6. UTILITIES PLAN SHEET (THIS INFORMATION MAY BE PROVIDED ON THE GRADING PLAN SHEET PROVIDED IT IS LEGIBLE.)**
  - a. All public and private utility service lines and/or main lines with appurtenances and location(s) and dimension(s) of all existing and proposed easements.
- 7. GRADING PLAN SHEET**
  - a. Existing and proposed finished grade topography at 2-foot contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
  - b. Information pertaining to stormwater and water quality facilities, including (This information may be placed on the Site Plan Sheet):

- i. Location;
- ii. Dimensions;
- iii. Water surface elevation at each storm event;
- iv. Surface treatment;
- v. Volume capacity; and
- vi. Size of the outlet restrictor.

**8. BUILDING ELEVATIONS SHEET(S)**

Representative architectural elevations of all sides of proposed structures which show building heights, colors, and general textures of materials to be used on the exterior of the proposed buildings. Building mounted lighting and signage location and size must be shown. No interior improvements to be shown.

**9. LANDSCAPE PLAN SHEET(S)**

See Section 4.14 of the Land Development Code for Landscaping and Screening requirements.

- a. Show and dimension all easements, pedestrian walkways, pedestrian-oriented areas (existing and proposed), and types of surface materials.
- b. Delineate existing and proposed grades with one-foot contours on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- c. Delineate the total gross square footage of all planting areas, including those areas to be maintained in a natural state (undeveloped) and/or established with native seed.
- d. Plant species should be drawn at three-fourths of mature size.
- e. Show and label the following landscape features:
  - i. All proposed landscape plantings.
  - ii. The location, type, and size of existing plants to be retained.
  - iii. The type of mulch or other surface materials proposed.
  - iv. The location and dimensions of all landscape elements including fences, walls, border edge treatments, berms, water features, bike racks, trash enclosures, street furniture and recreational facilities, as applicable.
  - v. Details of landscape features or structures may be required on the landscape plan as determined by the Planning Division.
- f. Include Plant Schedule chart. See Section 5-2 of this Manual.
- g. Include Plant Requirement chart. See Section 5-3 of this Manual.
- h. Include Plant Diversity chart. See Section 5-4 of this Manual.
- i. Include Landscape Architect Certificate. See Section 4-7.
- j. In order to preserve significant natural vegetative areas, trees, wildlife habitat, and landscape features, the landscape plan shall locate and identify and when necessary, dimension these natural features in accordance with Planning Division requirements. A tree preservation plan with specific construction limits and protective fencing and mulching may be required.

- k. Show planting details, including typical methods of planting.
- l. Landscaping shall comply with the requirements for sight distance triangles in accordance with Arapahoe County Streetscape Guidelines, Section 4-2.9.B of the Land Development Code.
- m. All landscaping within the County rights-of-way or landscaping shall comply with the Arapahoe County Roadway Design and Construction Standards and the Arapahoe County Storm Drainage Design and Technical Criteria Manual.

**10. IRRIGATION PLAN SHEET(S)**

- a. Show existing and proposed structures, sidewalks, paving, and landscape areas.
- b. Show and label locations or proposed (low, moderate, high) hydrozones.
- c. Show and label locations to be irrigated with potable and non-potable water.
- d. Identify head layout, drip layout, service line locations and size, irrigation meter location and size, backflow prevention assembly location and size, master shut off valve, irrigation time clock controller location, and automatic rain shutoff device.
- e. Legend detailing the type and size of all components used in the irrigation system.
- f. Irrigation Design Certification. See Section 4-8 of this Manual.)

**11. LIGHTING PLAN SHEET(S)**

Include photometric and lighting fixture details. (See Section 4-1.5 of the Land Development Code for lighting requirements)

**12. DETAILS SHEET(S)**

- a. Signage Plan or Sign Detail describing and illustrating the appearance, size, location, type, color, material, and illumination of all non-regulatory signs. Proposed signs must be designed in accordance with Section 4-1.6, Signs, of the Land Development Code.
- b. Additional details:
  - i. Fencing;
  - ii. Community facilities to include benches, trash receptacles, mail kiosks, picnic shelters, etc.
  - iii. Trash enclosures; and
  - iv. Other site details as necessary.

**C. POST DECISION PROCEDURES**

- 1. Denial or Withdrawal of an SDP shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
- 2. Final Review
  - a. All ASPs shall be considered approved only after all final documents have been submitted and approved by staff and signed by the Planning Division Manager. All ASPs submitted for final approval shall be prepared in accordance with the standards established in this Manual.

- b. PWD staff will work with applicants to finalize all ASPs and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by staff. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final plans.
3. Submittal of Final Plans and Engineering Reports
- a. Approval of the final plans and Engineering Reports of the approved ASP and any associated exhibits and documents shall occur within 90 days after the Planning Case Manager determines the ASP is approvable, or the ASP shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
  - b. Final plans must be submitted by the applicant within 60 days of staff determining the ASP is approvable, unless otherwise agreed to by the Planning Division Manager. Final plans shall be prepared in accordance with the standards of **Part 8:** this Manual.
  - c. Within 30 days of receipt of the plan or plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
  - d. Prior to the County signing the ASP, the Applicant shall provide ownership information, current within 30 days of the final documents submittal, that includes the following:
    - i. Owner information.
    - ii. Property legal description.
    - iii. Effective date of document (to confirm it meets the 30-day requirement).
    - iv. Encumbrances/Schedule B items.
    - v. Hyperlinked connections to documents referenced in the report.
    - vi. The ownership information must include all land to be dedicated to the County.
  - e. The Applicant shall provide proof to the Public Works and Development Department that adequate security has been provided to cover the improvement costs (if applicable) in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards, or letter of credit as required.
  - f. The Applicant shall provide a warranty deed for on-site and off-site County land dedication required as a condition of approval of the ASP (if applicable).
  - g. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

## 2-3 Small Lot Residential Development Supplemental Information

The following information is required in addition to the submittal information and plan exhibits required for a General or Specific Development Plan or a Conventional Rezoning as applicable. Small lots are those with lot sizes less than 5,000 square feet.



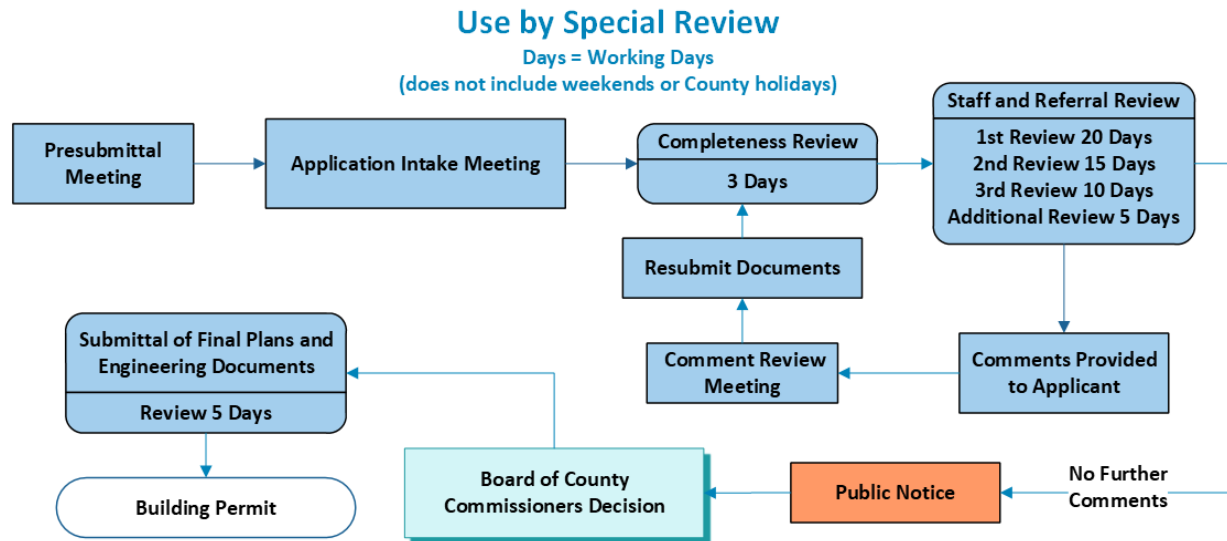
## A. SUPPLEMENTAL MATERIALS

A typical plan for developer/builder installed front yard landscaping.

1. Documentation of the number of lots of this size in the overall development; if application is an in-fill site, documentation of the lot size mix within the surrounding neighborhood. Small lot developments may be a departure from the surrounding densities. The overall design shall be considered in a determination of compatibility, not just density.
2. Documentation of variation in garage placement, demonstrating how this variety has been achieved.
3. A narrative description of the proposed project including overall design concept and target market.
4. An enlarged and fully dimensioned illustration of a typical cluster, car court, or area of lots that clearly delineates:
  - a. Lot configuration;
  - b. Building footprints;
  - c. House-to-house relationships;
  - d. Outdoor living and landscape areas; and
  - e. Pedestrian and vehicular access including walks, driveways, streets, and proposed open or greenbelt area.
5. Architectural elevations illustrating:
  - a. Character;
  - b. Colors;
  - c. Materials;
  - d. Street scene; and
  - e. A conceptual landscape plan for developer/builder installed landscaping.
6. An overall land plan showing location and relationship of proposed project to adjacent land uses and/or existing surrounding neighborhoods.
7. Graphically illustrate the relationship between the street, parking, sidewalk placement, front porch/ front entrance and the garage placement.
8. Other items as determined necessary by the Planning Division.

## 2-4 Use by Special Review

Uses by Special Review (USR) are uses permitted in a zone district or Planned Unit Development (PUD), but only after approval by the Board of County Commissioners. The Land Development Code enables the County to approve the use with conditions that are intended to mitigate the impacts such uses may have on surrounding areas and roadways. The process is summarized in the flowchart below and is explained in more detail in Section 5-3.4 of the Land Development Code.



## A. SUBMITTAL MATERIALS

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Submittal fees.
3. Presubmittal Meeting notes with Submittal Checklist.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Section 5-3.4.B of the LDC. The Letter of Intent must also include the following language:
 

“I / (We) hereby affirm that this application meets the requirements of the Arapahoe County Land Development Code or includes proper requests for variance, waiver or exception from provisions that it does not meet. I understand that if it does not meet these Regulation’s requirements or if proper requests for variance, waiver or exception are not included, this application may be rejected and the Board of County Commissioner’s hearing dates may be postponed.”
5. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
6. Notarized Letter of Authorization. (Letter from landowner if the landowner is not the applicant, authorizing a representative to process the application.)

7. Notification of surface development to mineral estate owners in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103, if the Use by Special Review involves subdivision of the land that will change or create lot lines in anticipation of new surface development.
8. Technical Reports as required by the Engineering Services Division:
  - a. Phase III Drainage Report conforming to the Stormwater Management Manual, if required.
  - b. Traffic Impact Study conforming to the requirements of the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering services Division.
  - c. Cost estimate of public improvements such as sidewalks, roadway and/or drainage improvements, etc., if required.
9. Letter from the appropriate water and sanitation districts stating the ability to serve the proposal.
10. Letter from the appropriate fire district stating the ability to serve the proposal.
11. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Use by Special Review based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
12. Plan Set exhibit(s) per Section B below.

## **B. USE BY SPECIAL REVIEW PLAN SET**

The Use by Special Review Plan shall be prepared in accordance with the standards established below with the information indicated:

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.

- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

## **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Use by Special Review), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

## **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

## **4. SITE PLAN SHEET(S)**

- a. The existing zoning of the property, as well as the zoning and residential density of all adjacent properties.

- b. The graphic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within, and the location of entrances and loading points.
- c. Chart comparing all of the regulations and requirements of the proposed Use By Special Review Plan with those of the zoning district criteria regarding the proposed use(s), building heights, minimum lot area, gross floor area, gross floor area ratios, setbacks, open space, etc.
- d. Existing and proposed finished grade topography at two foot (2') contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- e. All proposed curb cut and driveway locations and dimensions, off-street parking locations, dimensions and total numbers by type (full size, compact, handicap, etc.), and types of surfacing, such as asphalt paving, gravel, etc.
- f. Public and private utility service lines and/or main lines with appurtenances.
- g. All walks, open and recreation areas, with a description of these improvements.
- h. Location of outdoor trash receptacle systems.
- i. Provision for access by emergency vehicles.
- j. Location and dimensions of all existing access points on immediately adjacent properties.
- k. Other information as may be required by the Planning Division, Engineering Services Division or Mapping Section.
- l. Location and dimension and surface treatment of drainage easements, volume capacity of all drainage ponds, and the size of the outlet restrictor(s).
- m. Snow Storage Areas. Areas without trees, shrubs, ornamental grasses, and perennials.
- n. **Electric Vehicle Charging Stations and/or Chargers, if applicable.**

**5. TREE SURVEY SHEET**

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

**6. OTHER REQUIRED SHEETS**

- a. The Planning Division Manager will determine whether conceptual or detailed landscape and irrigation plans will be required.
- b. If a conceptual landscape plan is required, the plan will need to show the locations and general types of all proposed landscaping materials, including fences, walls, planters, and any other landscaping features.

- c. If detailed landscape and irrigation plans are required, follow Sections 2-2.4.B.9 and 2-2.4.B.10 of this Manual to create these plans.
- d. A Signage Plan describing and illustrating the size, location, type and material of all signs.
- e. Location, type and height of lighting devices.
- f. Representative architectural elevation plans of all sides of proposed structures which show building heights, colors and general textures of materials to be used on the exterior of the proposed buildings.

#### **C. MAJOR ELECTRICAL, NATURAL GAS, AND PETROLEUM-DERIVATIVE FACILITIES OF A PRIVATE COMPANY**

In addition to the above submittal requirements for a Use By Special Review application, the applicant for a Use by Special Review for a Major Electrical, Natural Gas, and Petroleum-Derivative Facilities of a Private Company shall comply with all of the submittal requirements for a 1041 Permit for “Major Electrical, Natural Gas, and Petroleum-Derivative Facilities of a Public Utility” as set forth in the Regulations Governing Areas and Activities of State Interest in Arapahoe County (1041 Regulations).

#### **D. AFTER APPROVAL**

1. Approval of a Use by Special Review (USR) request shall be, and may be, subject to stipulations and/or conditions precedent which the applicant is deemed to accept by preparing reproducible final plan for signature by the Chairman of the Board of County Commissioners within sixty (60) days from the date of approval. If no final plan is submitted, the Planning Division will recommend the Board of County Commissioners rescind approval of the request. An extension may be granted in writing by the Planning Division Manager.
2. Denial or Withdrawal of a USR shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.

#### **E. AMENDMENTS**

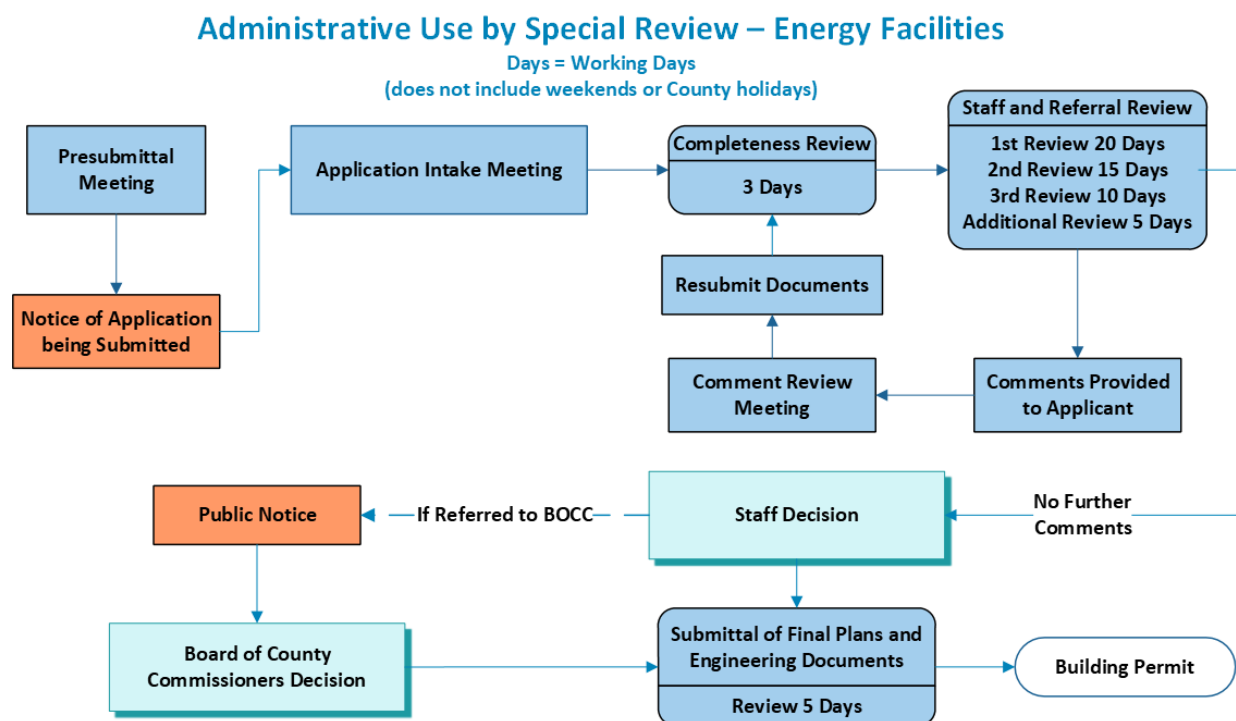
1. Approved Uses by Special Review may be amended in accordance with the criteria in Section 5-2.3.B of the Land Development Code for determining if amendments are administrative or major. Submittal requirements are found in **Section 2-23.1**, Administrative Amendment, or **Section 2-23.2**, Major Amendment, of this Manual.
2. An amended Use by Special Review Plan shall contain all the original information, plus the items which are being changed. When possible, the development standards should appear in a chart format comparing the approved and proposed standards. An Amendment History also must be added to the document. (See Amendment History Certification in **Section 4-3**.)

## 2-5 Use by Special Review (USR) – Energy Facilities

The County has adopted a procedure to permit Energy Facilities through an administrative review process. To be eligible for the administrative process, Oil and Gas Facilities must enter into a Memorandum of Understanding (MOU) which places requirements on the operator, and Solar Facilities must meet certain size criteria. These requirements are found in Section 5-3.5 of the Land Development Code. Oil and Gas operators can choose to opt out of the administrative process and submit an application for a non-administrative Use by Special Review. (See **Section 2-5.2** of this Manual.)

### 2-5.1 ADMINISTRATIVE USE BY SPECIAL REVIEW – ENERGY FACILITIES

The Administrative Use by Special Review process is summarized in the accompanying flowchart and is described in more detail in Section 5-3.5 of the Land Development Code. Note that the PWD Director has discretion to refer the Administrative USR to the Board of County Commissioners for consideration at a public hearing.



#### A. SUBMITTAL REQUIREMENTS

The following information is required for a Use by Special Review for an Energy Facility:

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Submittal fees.

3. Presubmittal Notes or Waiver. Notes from the pre-submittal meeting pertaining to the application, or signed waiver of pre-submittal meeting form.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Section 5-3.4.C of the LDC.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current within 30 days, that includes the following (typically included in a title commitment or title report):
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.

OR

Proof of Lease together with a Surface Use Agreement.
7. A commitment to serve (“will serve”) letter from the authority having jurisdiction for providing emergency services (fire protection and emergency medical services) for that facility, or, where no authority has jurisdiction, from an emergency services provider with the ability to provide such emergency services.
8. List of adjacent property owners, including mailing addresses, parcel numbers and a parcel map for those notified.
9. Proof of mailing to adjacent property owners.
10. Sign Posting Form A:  
**See Section 9-1.3A**
11. Engineering Documents. The following Technical Engineering documents are required by the Engineering Services Division of the PWD unless otherwise waived by the Engineering Services Division staff:
  - a. Construction Plans  
If applicable, Construction Plans for the proposed Energy Facility public improvements including road plan and profile sheets, storm drainage improvements plans and other public improvements, prepared in accordance with the latest version of the Arapahoe County Infrastructure Design and Construction Standards and Stormwater Management Manual.
  - b. Pavement Design Report  
If applicable, a Pavement Design Report prepared in accordance with the latest version of the Arapahoe County Infrastructure Design and Construction Standards.
  - c. Grading Erosion and Sediment Control  
If applicable, a Grading, Erosion, Sediment Control Report and Plan as defined in the latest version of the Arapahoe County Grading, Erosion, and Sediment Control (“GESCC”) Manual.
  - d. Truck Traffic Impact Study



A Truck Traffic Report prepared in accordance with the latest version of the Arapahoe County Guidelines for Traffic Impact Studies. Such report shall also identify the source and location of any water to be used by the Energy Facility.

e. Drainage Study/Technical Drainage Letter/Plan

If applicable, a Phase III Drainage Report/Technical Drainage Letter/Plan prepared in accordance with the latest version of the Arapahoe County Stormwater Management Manual.

f. Floodplain Modification Study

A Floodplain Modification Study prepared in accordance with the latest version of the Arapahoe County Stormwater Management Manual, if the proposed Energy Facility construction disturbance, operation or access encroaches into a 100-year floodplain or major drainageway as defined by the latest version of the Arapahoe County Stormwater Management Manual.

12. Surface Owner Documentation

Documentation, if any, as to whether the surface owner has authorized the proposed Energy Facility. Applicants for a Solar Facility or Facilities where the owner of the proposed facility or facilities is not the owner of the underlying real estate shall provide a copy of the lease or other legal documentation from the owner authorizing the Facility or Facilities on the property.

13. Additional Information

Additional information may be requested by the PWD Department as deemed appropriate to process the application and the PWD Director may also waive the submittal of any information required above as deemed appropriate.

14. Facility and Operation Plan exhibit(s) per Section B below.

## **B. ENERGY FACILITY AND OPERATIONS PLAN**

### **1. PLAN FORMAT**

All plans will be 11" x 17" (for areas less than one acre) or 24" x 36" (for areas greater than one acre or if required by staff) format. No plans shall contain copyright restrictions or public use restrictions.

### **2. COVER SHEET**

The cover sheet shall have a title block with the reference to an Administrative Use by Special Review, project name, and location by section, township and range. The cover sheet shall also include a legal description of the area, date of the drawing, existing zoning of the site, a sheet key, a vicinity map with north arrow (scale of 1" = 2,000' preferred) with an emphasis on the major roadway network within two (2) miles of the proposal, and all applicable County notes, an approval signature block and a block to insert the State of Colorado permit number when approved and when applicable. Upon approval, the first sheet will be signed by the PWD Director.

### **3. IMPACT AREA MAP**

The second sheet shall contain an Impact Area Map that shows the proposed location of the Energy Facility, locations of all existing energy facilities or equipment within the one-mile impact area, locations of all water wells within ½ mile of the proposed Energy Facility, and all existing and proposed roads within the one-mile impact area. For purposes of this paragraph, energy facilities or equipment shall include, but not be limited to, other oil and gas facilities, other solar facilities, power transmission lines, electric substations, natural gas transmission lines, and other similar such energy facility equipment or energy production sites.

**4. OPERATION PLAN FOR OIL AND GAS FACILITIES**

The third sheet shall provide a site plan of drilling ) operations and drilling equipment with existing and proposed finished-grade topography at two-foot (2') contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum. The layout of the equipment may be shown as a typical plan, if the County deems it appropriate for the extent of development of the proposed Oil and Gas Facility.

**5. OPERATION PLAN FOR SOLAR FACILITIES**

The third sheet shall provide a site plan of operations and equipment with existing and proposed finished-grade topography at two-foot (2') contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum. The layout of the equipment may be shown as a typical plan, if the County deems it appropriate for the extent of development of the proposed Solar Facility.

**6. PRODUCTION PLAN FOR OIL AND GAS FACILITIES**

The fourth sheet shall provide a site plan of production operations with production equipment with existing and proposed finished-grade topography at two-foot (2') contours or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.

**7. PRODUCTION PLAN FOR SOLAR FACILITIES**

A production plan for Solar Facilities is not applicable; however, a seed mix shall be provided on the Operation Plan for reseeding the project area upon decommissioning the facility.

**8. SIGNAGE PLAN OR SIGN DETAIL**

A dimensioned Signage Plan or Sign Detail shall be included on one of the sheets describing and illustrating the appearance, size, location, type, color, material, and illumination of all signs. Directional signs for emergency responders and inspectors shall be included, along with a 24-hour, 7-days per week contact information to deal with all noise, traffic, or other complaints.

**C. APPROVED PLAN**

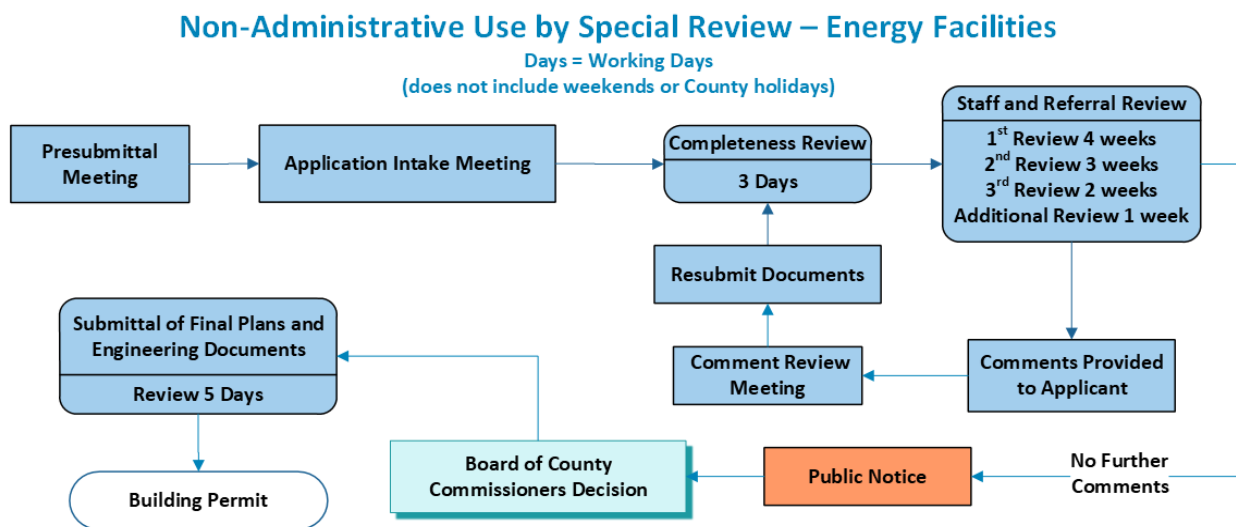
1. The final copy of the Approved Energy Operations Plan shall be on paper and contain the information listed above unless otherwise specified by the County staff.
2. Requirements to be met prior to commencement of operations:
  - a. If applicable, an Access Permit, GESC Permit, and Oversize/Overweight Vehicle Permit shall be required prior to the development of an Energy Facility. A Floodplain Development

Permit shall be required prior to any work within a floodplain. A Building Permit may be required prior to construction of certain structures within the Energy Facility.

- b. An Administrative Approval of an Energy Facility requires the execution of a Memorandum of Understanding (MOU) between the County and the applicant.
- c. Development of the Energy Facility shall not commence until and unless any required permits from the state, and a Use by Special Review from the County, have both been approved.

## **2-5.2 NON-ADMINISTRATIVE USE BY SPECIAL REVIEW – ENERGY FACILITIES**

This process applies to energy facilities where an applicant has decided to not pursue administrative approval with an MOU or is not eligible for an administrative process due to size of the facility, appeals of administrative decisions, or for applications that are forwarded to the BOCC for a public hearing by the PWD Director. This process is summarized in the accompanying flowchart and is described in more detail in Section 5-3.5 of the Land Development Code.



### **A. SUBMITTAL REQUIREMENTS**

1. All of the information required in **Section 2-5.1** above.
2. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Use by Special Review based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required in **Section 2-5.1** may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
3. The applicant shall not be required to submit a letter from a water and sanitation district, notwithstanding the language of **Section 2-4A.9** of this Manual.

4. The applicant shall not be required to enter into a Memorandum of Understanding.
5. Facility and Operation Plan exhibit(s) per Section B below.

## B. ENERGY FACILITY AND OPERATIONS PLAN

### 1. PLAN FORMAT AND CONTENTS

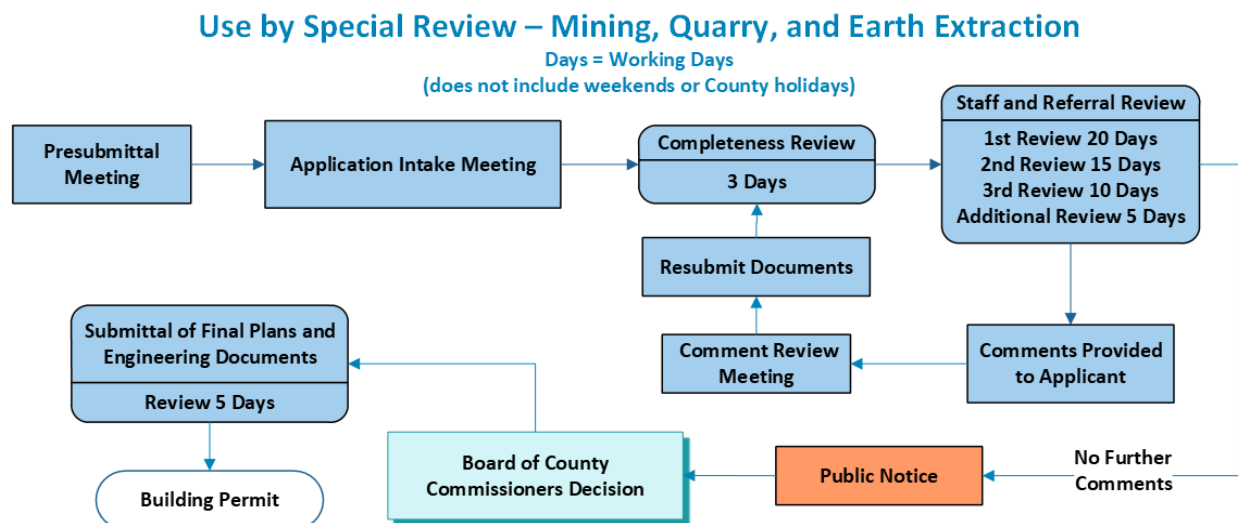
- a. The site plan shall comply with the requirements of **Section 2-5.1B** above in lieu of the provisions of **Section 2-4**.
- b. The final document shall be submitted in **paper form**, notwithstanding the language of **Section 2-4D.1**.
- c. The final document shall contain a BOCC approval block instead of administrative approval block and all other standard notes or certificates required by staff as described in **Part 4**: of this Manual.

## C. STATE AND COUNTY APPROVALS REQUIRED

Development of the Energy Facility shall not commence until and unless any required permits from the state, and a Use by Special Review from the County, have both been approved.

## 2-6 Use by Special Review (USR) – Mining, Quarry, Earth Extraction

Mining, Quarry and Earth Extraction land uses are allowed in the Agricultural Estate (A-E), Agricultural-1 (A-1), and Industrial-2 (I-2) zone districts only with a Use by Special Review. The approval process for an extraction operation follows the same procedures as a Use by Special Review as described in Section 5-3.4 of the Land Development Code.



## A. SUBMITTAL MATERIALS

1. Completed Land Development Application:
2. [https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
3. Submittal fees.
4. Presubmittal Meeting notes with Submittal Checklist.
5. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Section 5-3.4.B of the Land Development Code and address how the proposed operation complies with the intent of Section 2-5.4.C.1 of the Land Development Code. The Letter of Intent must also include the following language:

“I / (We) hereby affirm that this application meets the requirements of the Arapahoe County Land Development Code or includes proper requests for variance, waiver or exception from provisions that it does not meet. I understand that if it does not meet these Regulation’s requirements or if proper requests for variance, waiver or exception are not included, this application may be rejected and the Board of County Commissioner’s hearing dates may be postponed.”
6. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
7. Notarized Letter of Authorization (Letter from landowner if the landowner is not the applicant, authorizing a representative to process the application.)
8. Notification of surface development in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103, unless the extraction of construction materials, as defined in C.R.S. 24-65.5-103, is proposed.
9. Information as required by the Engineering Services Division:
  - a. Phase III Drainage Report Drainage Report conforming to the Stormwater Management Manual, if required.
  - b. Traffic Impact Study Report with anticipated traffic volumes and directional distributions related to the development conforming to the requirements of the Arapahoe County Guidelines for Traffic Impact Studies.
  - c. Cost estimate of public improvements such as sidewalks, roadway and/or drainage improvements, etc., if required.
10. Letter from the appropriate water and sanitation districts and fire district stating the availability to serve the proposal.

11. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the proposal based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
12. Extraction Operation Plan exhibit(s) per Section C below.

## **B. EXTRACTION ACTIVITY INFORMATION**

Applicants seeking to engage in development of a mineral resource area with the intention of exploration or extraction of minerals, in addition to the information required in **Part 3:** of this Manual, the applicant shall also submit the following information, maps, reports and/or data:

1. When applicable, the name, address and phone number of the corporation's registered agent.
2. Ownership of the substance to be mined.
3. The source of the applicant's legal right to enter and mine on the land affected.
4. Method of extraction and processing.
5. Plan for transportation of extracted material.
6. Time and duration of extraction.
7. Number of permanent and temporary employees anticipated.
8. The size of the area or areas to be worked at any one time.
9. The timetable which will be required for the various stages of the operations.
10. An analysis of any potential health and/or safety hazards occasioned by the development, and a plan for mitigation thereof.
11. A description of wildlife occurrence on and in the vicinity of the application area including a narrative that describes:
  - a. Wildlife occurrence in the area.
  - b. Seasonal occurrence of the major species.
  - c. The presence of threatened/endangered species listed on either federal or state lists.
  - d. The impact of the operation on the wildlife with regard to displacement of wildlife and extent of replacement of suitable habitat for the post-operational wildlife that might inhabit the area.
12. A narrative, supplemented with diagrams and text, of the water resources on and in the vicinity of the application area shall be submitted. Such narrative shall include:
  - a. Both surface and subsurface resources.
  - b. A description of the impact of the operation on the quality and quantity of water resources.
  - c. Demonstration of water right ownership to supply any necessary water requirements for operations or impoundment's, whether temporary or permanent.
  - d. Data acquired for other permits which would fulfill these requirements may be submitted in lieu of the above.
13. Applications for development in identified mineral resource areas shall include additional information if required by Arapahoe County.

14. At the discretion of the Board of County Commissioners, favorable recommendation from appropriate state agencies regarding development in mineral resource areas may be considered sufficient evidence for waiving portions or all of the extra submission requirements imposed by these regulations.
15. When two or more mineral resource areas overlap, the recommendations of the State Oil and Gas Conservation Commission shall have precedence over those of other agencies if the area has been previously identified as an oil or gas resource area.

### **C. EXTRACTION OPERATION PLAN**

All plans and exhibits shall be prepared in accordance with the standards established below with the information indicated, unless modified by the Planning Division Manager:

#### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

#### **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Use by Special Review – Mineral Extraction Plan). In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.

- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

### **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

### **4. EXTRACTION OPERATION PLAN**

- a. The location and extent of extraction operations, indicated by phases.
- b. The location and size of all structures, including administration offices, crushers, conveyors, and similar structures.
- c. The location of material stockpiles, indicating anticipated heights.
- d. Staging areas (if any) and internal circulation routes.
- e. Location of features providing screening or buffering of the operations.
- f. Location and type of fencing or security measures to be used on the perimeter of the property.
- g. Any other information required by PWD staff.

### **5. RECLAMATION PLAN AND MAP**

- a. The reclamation plan shall be based upon provisions for, or satisfactory explanation of, all general requirements for the type of reclamation proposed to be implemented by the operator. The plan shall be based upon the advice of technically trained personnel experienced in that type of reclamation on mined lands and upon scientific knowledge from



research in reclaiming and utilizing mined lands. Reclamation shall be required on all the affected land.

- b. The reclamation plan shall include a narrative describing:
  - i. Which of the approved uses the operator proposes to achieve in the reclamation of the affected land; why each use was chosen; and the amount of acreage accorded to each.
  - ii. How the reclamation plan will be implemented to meet performance standards.
  - iii. A proposed timetable indicating when and how the various stages of the mining and reclamation plan shall be implemented.
  - iv. How the reclamation plan shall rehabilitate the surface disturbances affected by the mining operation. The narrative shall include, but not be limited to, the following factors: natural vegetation, wildlife, water, air and soil resources.
- c. The map accompanying the reclamation plan shall include all of the land to be affected by all phases of the mining operation. It shall indicate the following:
  - i. The expected physical appearance of the area to be mined and the area of land affected, correlated to the timetable.
  - ii. Portrayal of the proposed reclaimed land use for each portion of the affected lands.
  - iii. The applicant's estimated costs of each of the following segments of the reclamation process, including where applicable: backfilling, grading, highwall reduction, topsoiling (if done), planting, revegetation management and protection prior to vegetation establishment, and administrative costs.
- d. The application shall also include maps showing the following information:
  - i. Identification of adjacent underground mining and adjacent surface owners.
  - ii. Wells, roads, railroads, buildings, oil and gas wells and lines, and power and communication lines in the area of affected land and within two hundred feet of all boundaries of such area.
  - iii. Total area involved in the operation, including the area to be mined.
  - iv. Topography of the area with contour lines of sufficient detail to portray the direction and rate of slope of the land covered in the application.
  - v. General type, thickness and distribution of soil over the area covered by the development application.
  - vi. Type, character and density of present vegetation occurring in the area covered by the development application.
  - vii. Depth and thickness of the mineral resource to be mined and the thickness and type of overburden to be removed.
  - viii. Topography of any aquifers in the area to be covered by the development application, both before and after the mining operation occurs, shall be shown by cross sections.

## 2-7 Type B Group Homes

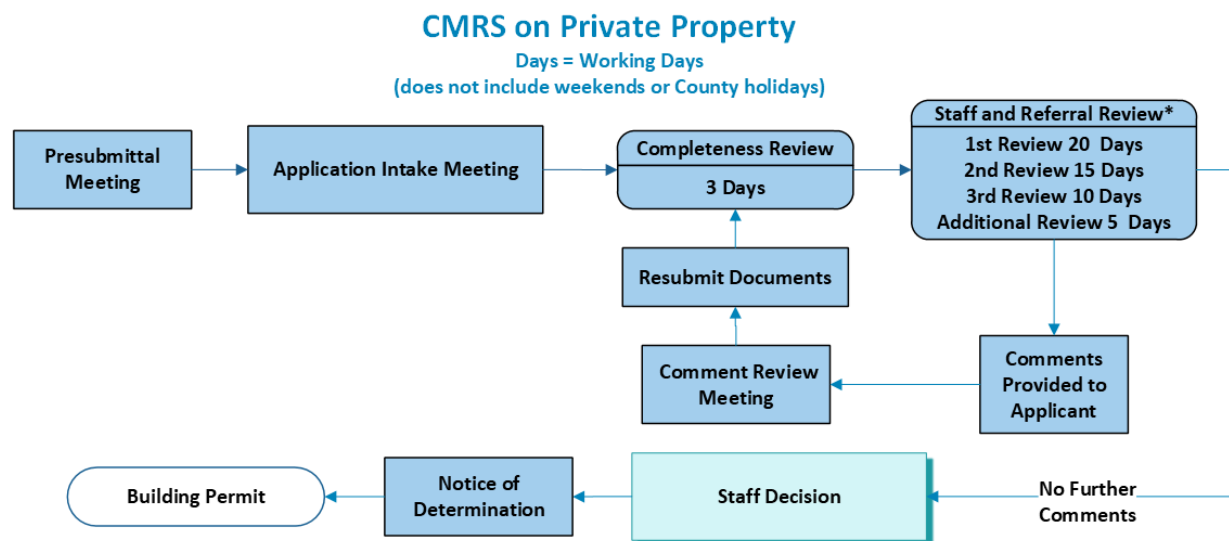
The information to be submitted depends upon the nature of the Group Home and the determination of a public hearing being required. Submittal information will be determined at the time of the Pre-submittal Meeting. See Section 3-3.2.A.3 of the LDC for more information concerning Type B Group Homes.

## 2-8 Commercial Mobile Radio Service (CMRS)

Commercial Mobile Radio Service (CMRS) facilities can be located on private property or in public right-of-way. CMRS facilities require review and approval by staff with consideration given to comments received at the required neighborhood meeting. Section 5-3.7 of the Land Development Code outlines the approval processes, which are summarized in the accompanying flowcharts.

### 2-8.1 CMRS FACILITIES ON PRIVATE PROPERTY

The approval process for CMRS facilities on private property are summarized in the flowchart below and is described in more detail in Section 5-3.7 of the Land Development Code.



\*Review times and approval timelines mandated by the FCC vary by the type of facility proposed, its location and the length of time an applicant responds to comments.

### A. SUBMITTAL MATERIALS

Applications for proposed CMRS facilities, and additions or modifications to existing facilities, must include the following:

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. Letter of intent or project statement that outlines the details of the proposed facility. Include proposed facility height and setbacks, underlying zoning, maximum height allowed in zone district, setbacks in zone district, area of all ground-based equipment and applicable screening for such equipment, other landscaping and screening information, and any other relevant information. Such letter shall include information regarding the intent to remove the facility at the expense of the facility and/or property owner if it is abandoned, as provided in the LDC (abandonment).
5. If the facility is located within 500 ft. of a residentially zoned property provide a letter to “interested parties” and mailing addresses and vicinity map of all interested parties within 100 ft. buffer.
6. Completed Carrier Acknowledgement Form. The Carrier Acknowledgement Form is intended to provide evidence that the applicant has read the County’s Land Development Code Regulations and, to the best of their knowledge, the application is in compliance therewith.
7. Co-Location Letter. A letter of intent to allow co-location on the CMRS facility as provided in the LDC (co-location), if the facility is over 40 feet.
8. Other Information:
  - a. A report describing the facility and the technical, economic, and other rationale for its design and location; the need for the facility and its role in the network; and the capacity of the structure, including the number and type of antennas it can accommodate.
  - b. The FAA response to the notice of proposed construction or alteration (FAA Form 7460 - 1 or equivalent), if the facility is located within an Airport Influence Area.
  - c. Documentation detailing responsibility for maintenance of landscaping, screening and the replacement of dead landscaping.
  - d. The Planning Division Manager may request additional copies of any submittal item for review by other agencies.
9. Facility Inventory  
The first application in a calendar year (January through December) for a proposed CMRS facility by a provider must include an inventory of all the provider's existing and approved facilities within Arapahoe County, all incorporated areas within the County, and one mile beyond the county border. Such inventory shall include the location and type of facilities.
10. Site Plan and Exhibits per Section B below.

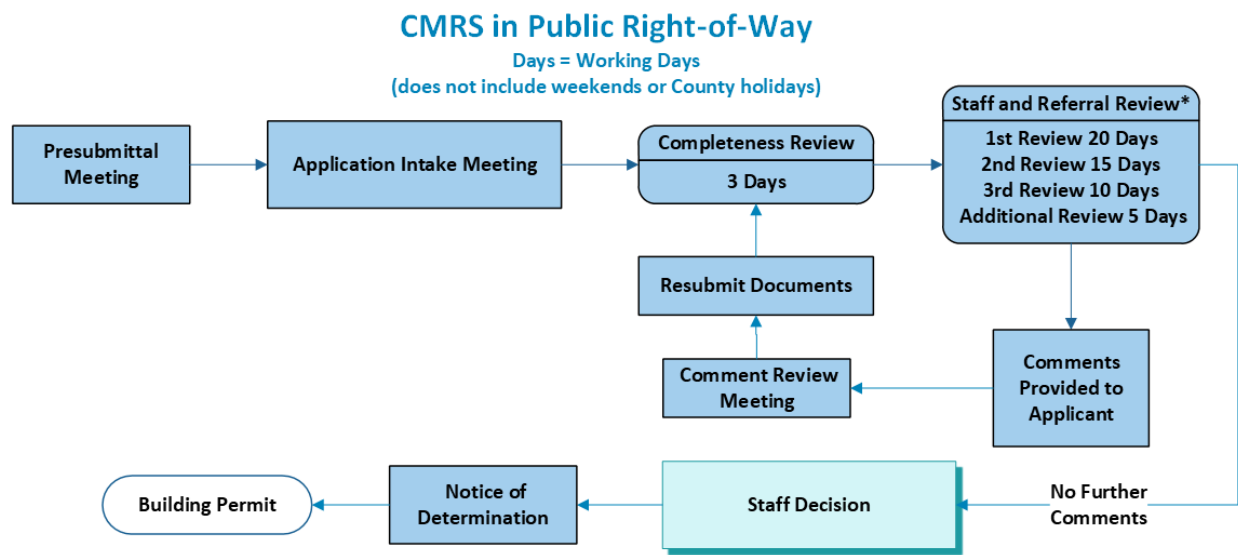
## **B. CMRS SITE PLAN AND EXHIBITS**

1. A Site Plan showing:
  - a. The location and legal description of the entire parcel;

- b. Lease area;
  - c. On-site land uses and zoning;
  - d. Adjacent roadways;
  - e. Parking and access;
  - f. Areas of vegetation and landscaping to be added, retained, replaced or removed;
  - g. Setbacks per zoning;
  - h. Setbacks from property lines;
  - i. Screening and/or fencing; and
  - j. The location of the facility, including all related improvements and equipment.
  - k. Landscaping -- A schedule for the installation of landscaping and screening, if applicable.
  - l. Vicinity Map showing adjacent properties (including all adjacent zoning), general land uses, and road-ways:
    - i. Within 500 feet of a proposed attached antenna site; and
    - ii. Within a distance of (tower height × twenty) feet of a proposed CMRS facility.
2. Elevation drawings of the proposed facility along with all ground-based equipment and associated screening, fencing, landscaping, lighting, and other improvements related to the facility, showing specific materials, placement, and colors.
  3. Photo-realistic renderings or photo simulations of the site before and after construction, demonstrating the true impact of the facility on the surrounding visual environment. The Planning Division Manager may request such exhibits from specific vantage points.
  4. Any Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the plan as described in **Part 4:** of this Manual.
  5. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section.

## **2-8.2 CMRS FACILITIES IN PUBLIC RIGHT-OF-WAY**

CMRS facilities may be located in public rights-of-way in accordance applicable state and federal law and pursuant to the procedures and design standards set forth in Chapter 14 of the Arapahoe County Infrastructure Design and Construction Standards. CMRS facilities may be allowed as attached facilities to an existing traffic signal light pole, street light standard, utility pole, or other vertical infrastructure, or on a replacement traffic signal light pole, street light standard, utility pole, other vertical infrastructure or new poles as provided in the Infrastructure Design and Construction Standards. The approval process is summarized in the following flowchart.



\*Review times and approval timelines mandated by the FCC vary by the type of facility proposed, its location and the length of time an applicant responds to comments.

#### A. SUBMITTAL REQUIREMENTS

Applications for proposed CMRS facilities in public right-of-way, and additions or modifications to existing facilities, may include up to five (5) locations on an individual application. Applications must include the following:

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. Letter of Intent or project statement that outlines the details of the proposed facility. Include proposed facility height and setbacks, underlying zoning, maximum height allowed in zone district, setbacks in zone district, area of all ground-based equipment and applicable screening for such equipment, other landscaping and screening information, and any other relevant information. Such letter shall include information regarding the intent to remove the facility at the expense of the carrier or property owner (excluding the County) if it is abandoned, as provided in the LDC (abandonment).
5. The applicable License Agreement as described in Chapter 14 of the County's Infrastructure Design and Construction Standards.
6. For any wireless communication facility proposed on any County owned structure, the appropriate engineering plans and specifications as described in Chapter 14 of the County's Infrastructure Design and Construction Standards.
7. Clear Zone Analysis as described in Chapter 14 of the County's Infrastructure Design and Construction Standards.

8. Other information as may be required by the Planning Division, Engineering Services Division or Mapping Section.
9. Plan set exhibit(s) per Section B below.

**B. CMRS PLAN SET**

The plan set shall be prepared in accordance with Chapter 14 of the Infrastructure Design and Construction Standards.

## Site Development Applications

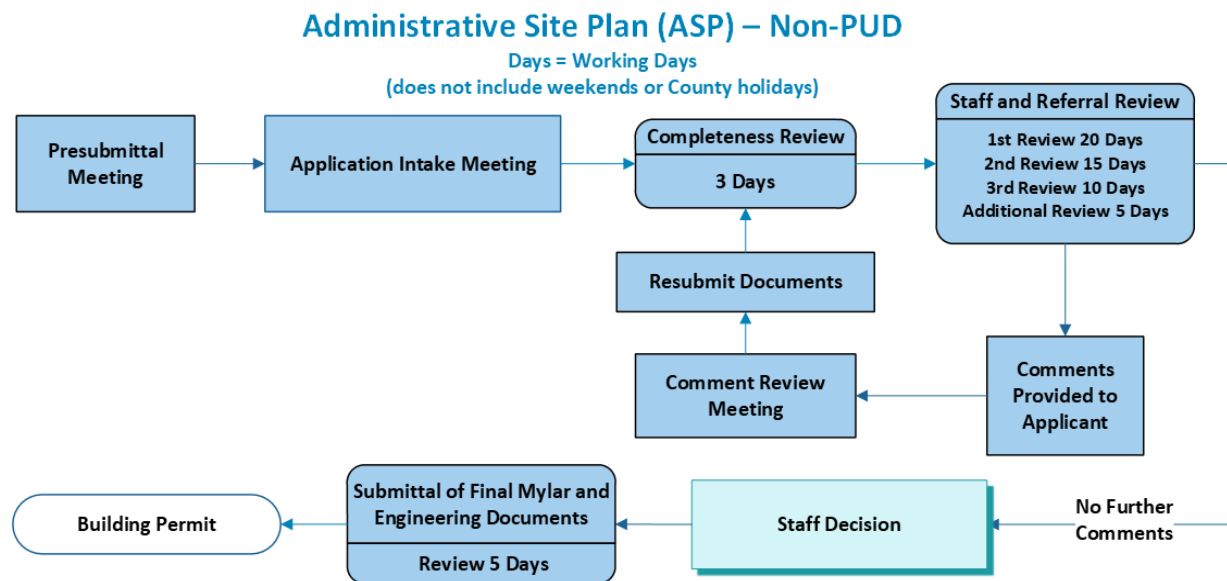
### Applications included in this section:

2-9: Administrative Site Plan (Non PUD)

2-10: Planned Sign Program

### 2-9 Administrative Site Plan (ASP) (Non-PUD)

An Administrative Site Plan (ASP) is required in order to specify site development on vacant land governed by conventional zoning. However, administrative site plans are not required for single-family detached development on individual lots, single-family lots within a minor subdivision, any single family detached development where lots are greater than or equal to 40,000 square feet, or for lots containing two-family residential structures. Certain applications such as Use by Special Review, Location and Extent, Temporary Use, and Special Exception Use require an exhibit similar to an administrative site plan and a separate administrative site plan submittal is not required. Please refer to those sections for submittal requirements. The approval process for an administrative Site Plan is summarized in the flowchart below and is described in more detail in Section 5-4.1 of the Land Development Code.



#### A. APPLICATION MATERIALS

1. Completed Land Development Application Form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.

3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. Address all approval criteria in Section 5-4.1.B of the LDC. State all facts relied upon and provide documentation where possible.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current with 30 days of application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
7. Certificate of Taxes Due.
8. Technical Reports as required by the Engineering Services Division:
  - a. Phase III Drainage Report conforming to the Stormwater Management Manual.
  - b. Grading, Erosion and Sediment Control (GESC) Report/Plans.
  - c. Construction Plans for the proposed development's public improvements included within County easements and right-of-way (street plan and profile sheets, storm drainage improvements plans and other improvements).
  - d. Landscaping and irrigation plans for landscaping and irrigation within County right-of-way.
  - e. Operation and Maintenance Site Plan for stormwater facilities.
  - f. Preliminary Pavement Design Report prepared in accordance with the Infrastructure Design and Construction Standards, if roadways or private drives are proposed.
  - g. A Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
9. Other information as required by the Engineering Services Division:
  - a. Cost Estimate for GESC.
  - b. Cost estimate for public improvements.
  - c. Collateral letter of intent for GESC and public improvements.
  - d. Legal descriptions and exhibits for all proposed County easements.
10. Geotechnical Report to include evidence showing that all areas proposed for development which may involve soil or topographic conditions presenting hazards or requiring special precautions have been identified and that the proposed uses are compatible with such conditions.
11. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Administrative Site Plan based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager, or designees, if it is deemed to be immaterial to the request.



12. Plan Set exhibit(s) per Section B below.

## **B. ADMINISTRATIVE SITE PLAN SET**

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

### **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Administrative Site Plan), and amendment number if applicable. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

### **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

### **4. SITE PLAN SHEET(S)**

- a. Geographic location, dimensions, maximum heights and gross floor area of all existing and proposed structure(s), the use(s) to be contained within and location of entrances and loading points/service areas.
- b. Land Use Table comparing the regulations and requirements of the approved underlying uses and zoning approved in the SDP to the improvements proposed in ASP. The Table should include:
  - i. Allowed uses;
  - ii. Maximum building heights;
  - iii. Density (maximum du/ac) and Unit Type(s) for residential;
  - iv. Size, floor area, and building type for non-residential;
  - v. Setbacks; and,
  - vi. Open space.
- c. Site Yield data chart/table showing land uses and expected traffic generation compared to maximums approved and projected with the GDP or SDP traffic study.
- d. Show and label or dimension the following:
  - i. Any existing and proposed public and/or private roadways;
  - ii. All proposed points of access to adjacent and/or external roadways;
  - iii. All existing access points on adjacent properties and across adjacent roadways;
  - iv. All proposed curb cuts;
  - v. All off-street parking areas;
  - vi. All proposed and existing surface materials (i.e., asphalt, concrete, gravel, etc.);
  - vii. Pedestrian systems (sidewalks, trails);
  - viii. Location of outdoor trash receptacle systems;

- ix. Provision of emergency access;
- x. All existing and proposed easements; and
- xi. Location of project signage (i.e., monument signs).
- e. Information pertaining to drainage easements, including:
  - i. Location;
  - ii. Dimensions; and
  - iii. Reception number or recording information for easements.
- f. Provide a parking utilization table that compares the total number of proposed parking spaces or areas to the parking required by the SDP or Land Development Code, as applicable. Specify the type of and intended use of all parking spaces indicated (full size, accessible and loading areas, etc.)
- g. Electric Vehicle Charging Stations and/or Chargers, if applicable.
- h. All walks, open space and recreation areas with a description of these improvements.
- i. Snow Storage Areas. Areas without trees, shrubs, ornamental grasses, and perennials.

**5. TREE SURVEY SHEET**

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

**6. UTILITIES PLAN SHEET (THIS INFORMATION MAY BE PROVIDED ON THE GRADING PLAN SHEET PROVIDED IT IS LEGIBLE.)**

- a. All public and private utility service lines and/or main lines with appurtenances and location(s) and dimension(s) of all existing and proposed easements.

**7. GRADING PLAN SHEET**

- a. Existing and proposed finished grade topography at 2-foot contours or on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- b. Information pertaining to stormwater and water quality facilities, including (This information may be placed on the Site Plan Sheet):
  - i. Location;
  - ii. Dimensions;
  - iii. Water surface elevation at each storm event;
  - iv. Surface treatment;
  - v. Volume capacity; and

- vi. Size of the outlet restrictor.

**8. BUILDING ELEVATIONS SHEET(S)**

- a. Representative architectural elevations of all sides of proposed structures which show building heights, colors, and general textures of materials to be used on the exterior of the proposed buildings. Building mounted lighting and signage location and size must be shown. No interior improvements to be shown.

**9. LANDSCAPE PLAN SHEET(S)**

**SEE SECTION 4-1.4 OF THE LAND DEVELOPMENT CODE FOR LANDSCAPING AND SCREENING REQUIREMENTS**

- a. Show and dimension all easements, pedestrian walkways, pedestrian-oriented areas (existing and proposed), and types of surface materials.
- b. Delineate existing and proposed grades with one-foot contours on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- c. Delineate the total gross square footage of all planting areas, including those areas to be maintained in a natural state (undeveloped) and/or established with native seed.
- d. Plant species should be drawn at three-fourths of mature size.
- e. Show and label the following landscape features:
  - i. All proposed landscape plantings.
  - ii. The location, type, and size of existing plants to be retained.
  - iii. The type of mulch or other surface materials proposed.
  - iv. The location and dimensions of all landscape elements including fences, walls, border edge treatments, berms, water features, bike racks, trash enclosures, street furniture and recreational facilities, as applicable.
  - v. Details of landscape features or structures may be required on the landscape plan as determined by the Planning Division.
- f. Include Plant Schedule chart. See Section 5-2 of this Manual.
- g. Include Plant Requirement chart. See Section 5-3 of this Manual.
- h. Include Plant Diversity chart. See Section 5-4 of this Manual.
- i. Include Landscape Architect Certificate. See Section 4-7.
- j. In order to preserve significant natural vegetative areas, trees, wildlife habitat, and landscape features, the landscape plan shall locate and identify and when necessary, dimension these natural features in accordance with Planning Division requirements. A tree preservation plan with specific construction limits and protective fencing and mulching may be required.
- k. Show planting details, including typical methods of planting.
- l. Landscaping shall comply with the requirements for sight distance triangles in accordance with Arapahoe County Streetscape Guidelines, Section 4-2.9.B of the Land Development Code.

- m. All landscaping within the County rights-of-way or landscaping shall comply with the Arapahoe County Roadway Design and Construction Standards and the Arapahoe County Storm Drainage Design and Technical Criteria Manual.

**10. IRRIGATION PLAN SHEETS(S))**

- a. Show existing and proposed structures, sidewalks, paving, and landscape areas.
- b. Show and label locations or proposed (low, moderate, high) hydrozones.
- c. Show and label locations to be irrigated with potable and non-potable water.
- d. Identify head layout, drip layout, service line locations and size, irrigation meter location and size, backflow prevention assembly location and size, master shut off valve, irrigation time clock controller location, and automatic rain shutoff device.
- e. Legend detailing the type and size of all components used in the irrigation system.
- f. Irrigation Design Certification. See Section 4-8 of this Manual.

**11. LIGHTING PLAN SHEET TO INCLUDE PHOTOMETRIC AND LIGHTING FIXTURE DETAILS. (SEE SECTION 4-1.6 OF THE LAND DEVELOPMENT CODE FOR LIGHTING REQUIREMENTS)**

**12. DETAILS SHEET(S)**

- a. Signage Plan or Sign Detail describing and illustrating the appearance, size, location, type, color, material, and illumination of all non-regulatory signs. Proposed signs must be designed in accordance with Section 4-1.7, Signs, of the Land Development Code.
- b. Additional details:
  - i. Fencing; See Section 4-1.5 of the Land Development Code.
  - ii. Community facilities to include benches, trash receptacles, mail kiosks, picnic shelters, etc.
  - iii. Trash enclosures; and
  - iv. Other site details as necessary.

**C. POST DECISION PROCEDURES**

**1. Final Review**

- a. All ASPs shall be considered approved only after all final documents have been submitted, approved by staff, and signed by the Planning Division Manager. All ASPs submitted for final approval shall be prepared in accordance with the standards established in this Manual.
- b. PWD staff will work with applicants to finalize all ASPs and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by staff. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final documents.

**2. Submittal of Final Plans and Engineering Reports**

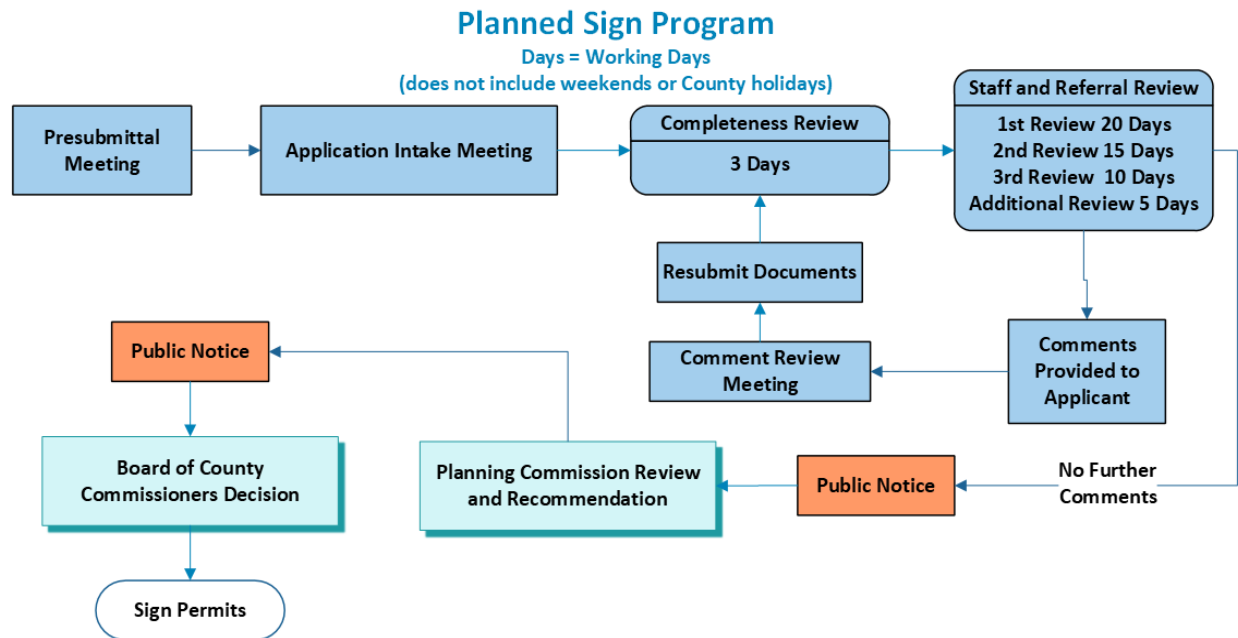
- a. Approval of the final plans and engineering reports of the approved ASP and any associated exhibits and documents shall occur within 90 days after the Planning Case Manager determines the ASP is approvable, or the ASP shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3 and 1-8.5** of this Manual.) An extension may be

granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.

- b. Final plans must be submitted by the applicant within 60 days of approval of the ASP, unless otherwise agreed to by the Planning Division Manager. Final plans shall be prepared in accordance with the standards of this Manual.
- c. Within 30 days of receipt of the plan or plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
- d. Prior to the County signing the ASP, the Applicant shall provide ownership information, current within 30 days of the final final document submittal, that includes the following:
  - i. Owner information.
  - ii. Property legal description.
  - iii. Effective date of document (to confirm it meets the 30-day requirement).
  - iv. Encumbrances/Schedule B items.
  - v. Hyperlinked connections to documents referenced in the report.
  - vi. The ownership information must include all land to be dedicated to the County.
- e. The Applicant shall provide proof to the Public Works and Development Department that adequate security has been provided to cover the improvement costs (if applicable) in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards, or letter of credit as required.
- f. The Applicant shall provide a warranty deed for on-site and off-site County land dedication required as a condition of approval of the ASP (if applicable).
- g. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division..

## 2-10 Planned Sign Program

A planned sign program is intended to allow some flexibility and deviation from the County's Sign Code in the location, design, number, size, and materials of signs permitted for freestanding signage for residential and nonresidential uses, as part of a cohesive sign package as part of a comprehensive planned sign program. It is intended for business, industrial and office parks, commercial shopping centers, and residential developments, under single or multiple ownership, to create a branding or community identity program. The approval process is summarized in the following flowchart and is summarized in Section 5-4.4 of the Land Development Code.



#### A. SUBMITTAL REQUIREMENTS

1. Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. Letter of Intent explaining the purpose, intent and need for the proposed sign program.  
Address all approval criteria in Section 5-4.4.C of the LDC.
5. If the applicant is not the owner, a notarized Letter of Authorization from the landowner permitting a representative to process the application.
6. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
7. Copy of existing or approved site plan(s) showing all existing or approved buildings with the Planned Sign Program area.
8. Letters of support with a statement regarding any existing facilities over off across the land from the following agencies:
  - a. All special districts providing maintenance of infrastructure with or adjacent to the property;
  - b. All known easement beneficiaries and / or utility providers; and

- c. All landowners abutting the property.

## **B. PLAN EXHIBITS**

1. Copies of existing or approved site plan(s) showing all existing or approved buildings with the Planned Sign Program area.
2. A Site Plan to include the following information:
  - a. A map of the overall Planned Sign Program area;
  - b. The locations and types of all proposed signage, lot lines, easements, setbacks, rights-of-way, and dimensions of building frontages and where applicable, square footages of each building on each lot in the Planned Sign Program area;
  - c. Detailed drawings, to scale, indicating the size, materials, method and intensity of illumination, height, color, sign area, and location of all signs with the Planned Sign Program area;
  - d. A table containing all sign categories, the number of signs for each category, and the area of each sign category. The table shall correspond to the location of all of the signs within the Planned Sign Program area; and
  - e. Any setback reductions shall also be included with the Planned Sign Program applications and shown on the site plan.
3. All necessary easements, where applicable, must be obtained prior to presenting Planned Sign Program applications to the Planning Commission for review and recommendation. All easements must be recorded and shown on the Planned Sign Program site plan.
4. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the plan as described in **Part 4:** of this Manual.
5. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section.
6. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Use by Special Review based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
7. Plan exhibits per Section B below

## **C. AMENDMENTS**

Planned Sign Programs may be amended either administratively or as a major amendment according to the criteria in Section 5-2.3.B of the Land Development Code. Submittal requirements for amendments to existing approved plans are found in **Section 2-23.1** to **Section 2-23.2** of this Manual. Submittal requirements may be modified to reflect changes to the information presented in the approved Planned Sign Program exhibits.



## D. POST DECISION PROCEDURES

1. Final Review
  - a. All Planned Sign Programs shall be considered approved only after all final documents have been submitted and signed by the Chair of the Board of County Commissioners. All Planned Sign Programs submitted for final approval shall be prepared in accordance with the standards established in this Manual.
  - b. PWD staff will work with applicants to finalize all Planned Sign Programs until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the Board of County Commissioners. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final documents.
2. Submittal of Final Plans and Engineering Reports
  - a. Approval of the final plans shall occur within 90 days after the Board of County Commissioners decision, or the Planned Sign Program shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
  - b. Final plans must be submitted by the applicant within 60 days of the Board of County Commissioners decision, unless otherwise approved. Final plans shall be prepared in accordance with the standards of this Manual.
  - c. Within 30 days of receipt of the plan ,associated exhibits and documents, staff shall obtain the signatures of the Chair of the Board of County Commissioners.
  - d. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

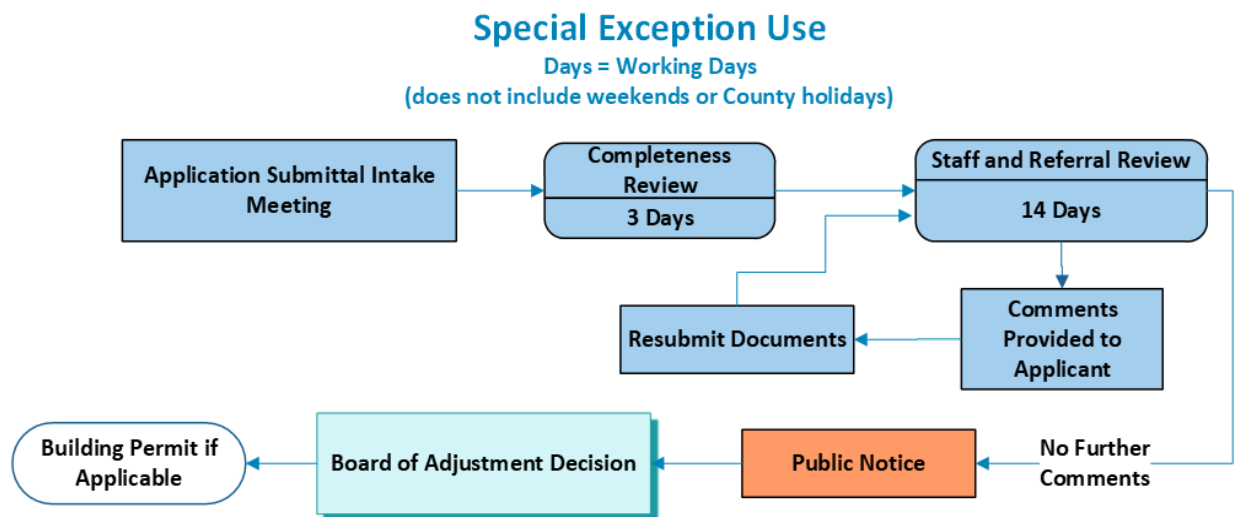
## Exceptions Applications

### Applications included in this section:

- 2-11: Special Exception Use
- 2-12: Temporary Structure and Use Permit
  - 2-12.1 Temporary Structure
  - 2-12.2 Temporary Use
- 2-13: Zoning Variance and Interpretation
  - 2-13.1 Appeal of Zoning Administrator Decision
  - 2-13.2 Zoning Variance
- 2-14: Airport Influence Area Waiver

### 2-11 Special Exception Use

Special Exception Uses are uses which, because of their characteristics, magnitude of operation, or proximity to established neighborhoods, may have adverse impacts. In order to ensure adjacent uses are protected, review and approval of these uses by the Board of Adjustment is required. The approval process is outlined in Section 5-5.1 of the Land Development Code and is summarized in the following flowchart.



#### A. SUBMITTAL REQUIREMENTS

1. Completed Special Exception Use Application form:  
[https://www.arapahoeco.gov/your\\_county/county\\_departments/public\\_works\\_and\\_developm ent/divisions/zoning/index.php](https://www.arapahoeco.gov/your_county/county_departments/public_works_and_developm ent/divisions/zoning/index.php)

2. Filing Fee AND Sign Posting Fee.
3. Letter of Intent requesting the Special Exception Use and fully describing the intended use of the property. The letter must be signed by the property owner and applicant (if different from property owner). Address all approval standards in Section 5-5.1.B of the LDC.
4. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
5. Technical Reports or information as required by the Engineering Services Division:
  - a. Phase III Drainage Report conforming to the Stormwater Management, if required.
  - b. Traffic Impact Study conforming to the requirements of the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
  - c. Cost estimate of public improvements, if required, such as sidewalks, roadway and/or drainage improvements, etc.
6. Letter from the appropriate water and sanitation district(s) and fire district stating the availability to serve the proposal.
7. Other information that may be required by the Zoning Division staff.
8. Site Plan exhibit per Section B below.

## **B. SITE PLAN**

A site plan displaying the following information (appropriate information may be provided in a narrative):

1. Name of proposed use.
2. The land area and legal description.
3. Vicinity map (one (1) mile radius with emphasis on major roads).
4. The proposed land use for each area and its area in square feet.
5. Existing and proposed public and private rights-of-way, easements and drainageways.
6. The existing zoning of the property, as well as the zoning and residential density of all adjacent properties.
7. The roadways, existing and proposed, serving the site, including the types of surfacing, width of paving and rights-of-way.
8. Proposed finished grade topography and elevations shown at 2-foot (2') contour intervals or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
9. The location(s) and dimensions of all existing and proposed structure(s), the use(s) to be located therein, gross floor area, locations of entrances and loading points.
10. Location of outdoor waste disposal facilities.

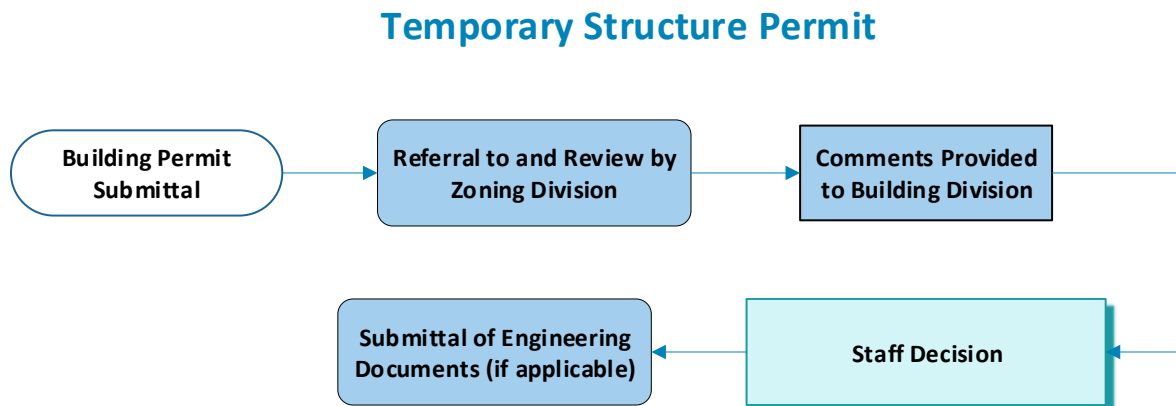
11. All curb cuts, driveways, parking (including number of spaces), loading and storage areas.
12. All walks, open areas and recreation areas, with a description of these improvements.
13. Location and height of fences, walls, screens, planting and any other landscaping features.
14. Types of surfacing, such as asphalt paving, concrete, gravel or grass, of the interior of the site.
15. Provisions for access by emergency vehicles.
16. Signs and lighting devices (fully detailed).
17. Utility lines and appurtenances.
18. Additional information may be requested by the Board of Adjustment or staff as appropriate to the request, and information required above may be waived by the Board of Adjustment or staff if it is deemed to be immaterial to the request.

## 2-12 Temporary Structure and Temporary Use Permit

Temporary Structure and Uses are allowed in certain zone districts and are intended to be for a short duration. Temporary structures are approved by staff administratively. Temporary uses may be approved administratively, but may also be referred to the Board of County Commissioners for approval depending upon the nature of the use, its location, and its impacts on adjacent uses.

### 2-12.1 TEMPORARY STRUCTURE

Procedures for the approval of Temporary Structures are outlined in Section 5-5.2 of the Land Development Code and are summarized in the flowchart below.



#### A. SUBMITTAL REQUIREMENTS

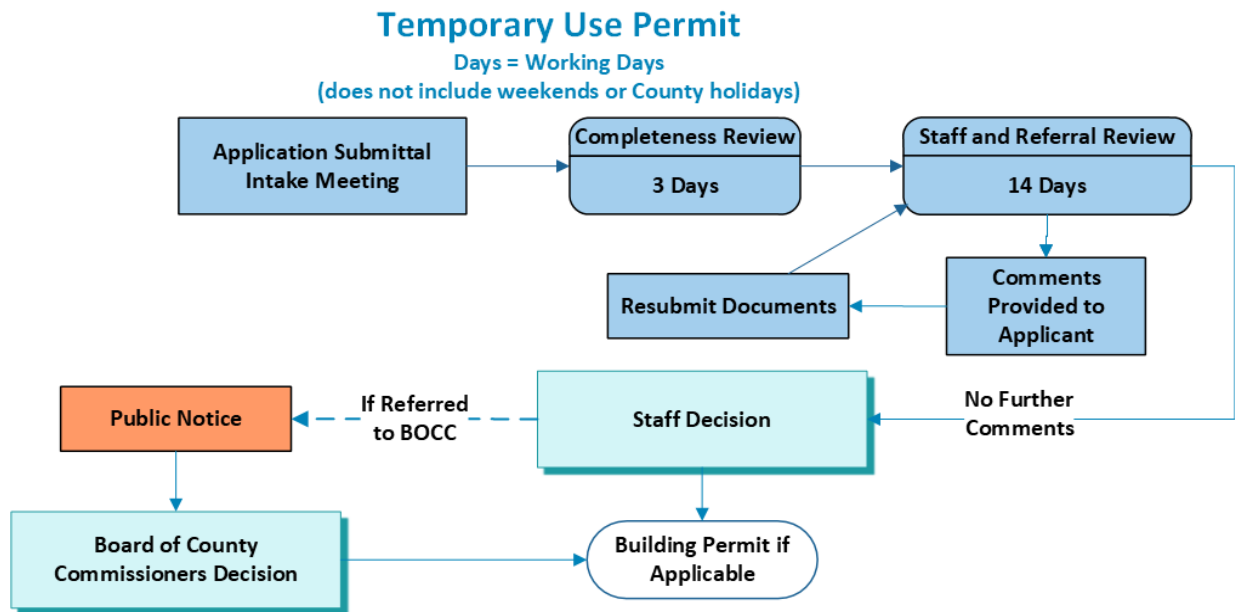
The construction, placement or erection of a temporary structure requires the issuance of a temporary building permit. The following information is required:

1. Building Permit Application:  
[https://www.arapahoeco.gov/your\\_county/county\\_departments/public\\_works\\_and\\_developm ent/divisions/building/building\\_permit\\_application\\_and\\_fees.php](https://www.arapahoeco.gov/your_county/county_departments/public_works_and_developm ent/divisions/building/building_permit_application_and_fees.php)

2. A site plan showing the location of structures, setbacks and any other pertinent information for review and conformance with all applicable zoning district requirements in which the structure is to be located.
3. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
4. Prior to the issuance of the permit by the PWD Building Division, the applicant shall post an appropriate bond with the County, as required.
5. The applicant shall meet any additional requirements necessary for the health, safety and welfare of the residents of the surrounding area as may be required by Arapahoe County.

## 2-12.2 TEMPORARY USE

An application for a Temporary Use Permit shall be submitted to the Zoning Administrator at least 60 days prior to the date of the requested use, unless such time period has been waived by the Zoning Administrator. If the size and scale of a proposed temporary use is such that it would reasonably be anticipated that a review and decision could take longer than 60 days, then it is strongly recommended that the application be submitted at least 90 days prior to the date of the requested use in order to ensure adequate time for review and decision (please consult with the Zoning Administrator if there are any questions as to the appropriate submittal timeframe). Temporary Use procedures are found in Section 5-5.3 of the Land Development Code and are summarized in the flowchart below.



### A. GENERAL SUBMITTAL REQUIREMENTS

1. A Completed Temporary Use Permit form:  
[https://www.arapahoeco.gov/your\\_county/county\\_departments/public\\_works\\_and\\_developm ent/divisions/zoning/index.php](https://www.arapahoeco.gov/your_county/county_departments/public_works_and_developm ent/divisions/zoning/index.php)

2. Application fees.
3. A Letter of Intent that explains, justifies and validates what is proposed on the plans submitted as part of the application. State all facts relied upon and provide documentation where possible. Address all approval criteria in Section 5-5.3.H of the LDC.
4. A written description of the proposed use, including the requested length of permit and hours of operation, the estimated attendance, and the estimated number of employees, vendors, or staff.
5. A legal description of the lot or property on which the requested use is to be conducted.
6. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
7. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
8. Anticipated noise levels.
9. Traffic control plan and Traffic Impact Study conforming to the requirements of the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
10. Dust control measures.
11. Provision of water and sanitation.
12. Emergency response plan and evacuation plan.
13. Such other information as deemed necessary by the Zoning Administrator.
14. Site Plan Exhibit per Section B below.

## **B. SITE PLAN**

A scaled and dimensioned site plan displaying the following information (appropriate information may be provided in a narrative):

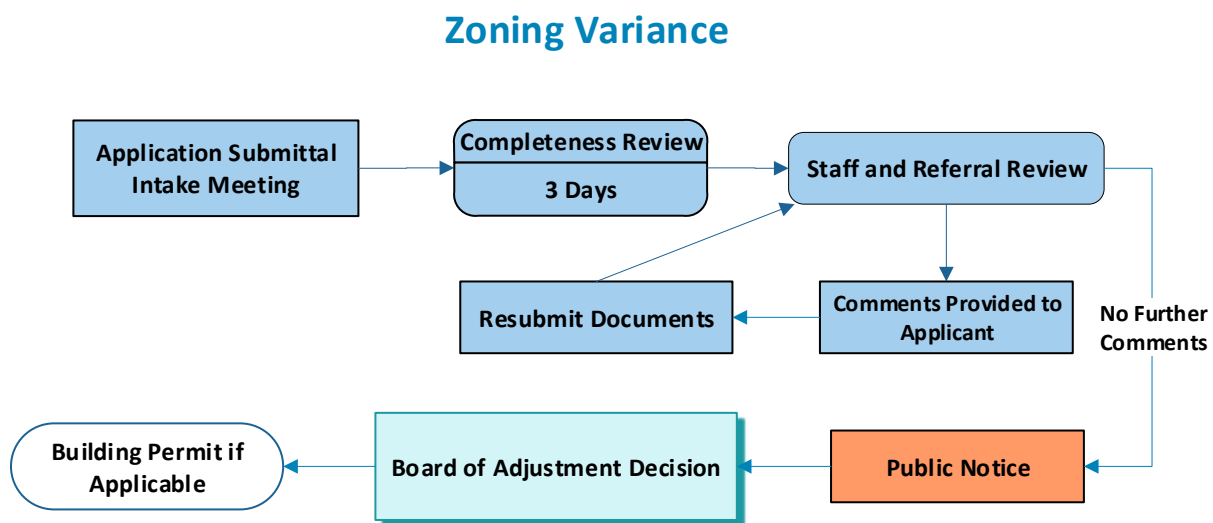
1. The layout of the entire area proposed for the temporary use, including the location of structures, setbacks, parking spaces for the use, vehicle access, waste receptacles, restrooms, and other pertinent information in conformance with all applicable zoning requirements.
2. A signage plan for the proposed use.
3. Lighting plan.
4. Traffic control plan elements.
5. Evacuation routes and access points.
6. The layout of the entire market area, including
7. Other information that may be required by the Zoning Administrator. Information above may be waived by the Zoning Administrator if deemed to be immaterial to the request.

## 2-13 Zoning Variance and Interpretation

The zoning and land use requirements and restrictions of the Land Development Code often must be interpreted as to meaning or application. The strict application of zoning requirements may impact the ability of a landowner to build on their property. For these reasons, the Land development Code establishes procedures for landowners to appeal decisions made by the Zoning Administrator or to apply for variances to zoning requirements.

### **2-13.1 ZONING VARIANCE**

Variances may be granted by the Board of Adjustment to the strict application of zoning requirements such as setbacks or height, but the Board is not authorized to consider use variances. Procedures for variance requests are outlined in Section 5-5.4 of the Land Development Code and are summarized in the following flowchart.



#### **A. SUBMITTAL REQUIREMENTS**

1. Completed Application for Variance Form:  
<http://www.arapahoegov.com/654/Board-of-Adjustment>
2. Filing fees AND Posting Sign Fee.
3. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).

- d. Encumbrances/Schedule B items.
- e. Hyperlinked connections to documents referenced in the report.
4. Drawings and/or any other substantiating evidence may be required as part of the application.
5. Letter of Intent describing the variance request and which addresses all of the approval criteria in Section 5-5.4.D of the LDC. Explanation of the hardship resulting from the strict application of the zoning regulations must be included.
6. Other information that may be required by Zoning Division staff.
7. Site Plan exhibit per Section B below.

## B. SITE PLAN

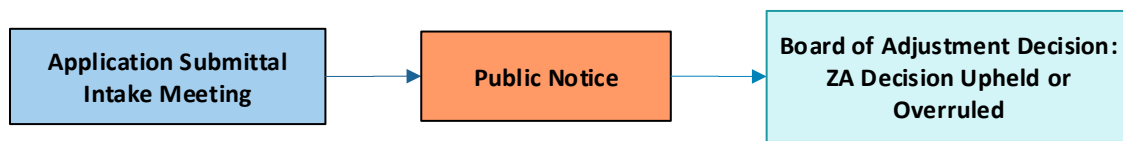
A scaled and dimensioned site plan displaying conditions of the lot pertinent to the variance request, to include the following information:

1. An accurate depiction of the lot on which the variance is being requested.
2. The location, dimensions and heights of all structures on the lot.
3. Existing setbacks for all structures on the lot (from the nearest property lines).
4. Locations, dimensions, and heights of any fences or walls on the lot, if relevant to the variance application.
5. Locations and dimensions of any easements on the lot, indicating the easement holder and purpose of the easement, if relevant to the variance application.
6. Locations and sizes of significant natural features on the site (e.g., large trees, floodplains, drainageways, etc.)
7. Other information that may be required by the Zoning Administrator. Information above may be waived by the Zoning Administrator if deemed to be immaterial to the request.

## 2-13.2 APPEAL OF ZONINGADMINISTRATOR DECISION

Appeals of Zoning Administrator decisions ONLY involve denials of temporary use permits and interpretations of zoning uses. Procedures for appeals are established in Section 5-5.4 of the Land Development Code and are summarized in the flowchart below.

### Appeal of Zoning Administrator Decision



## A. SUBMITTAL REQUIREMENTS

1. Application Appealing Decision of Zoning Administrator Form:

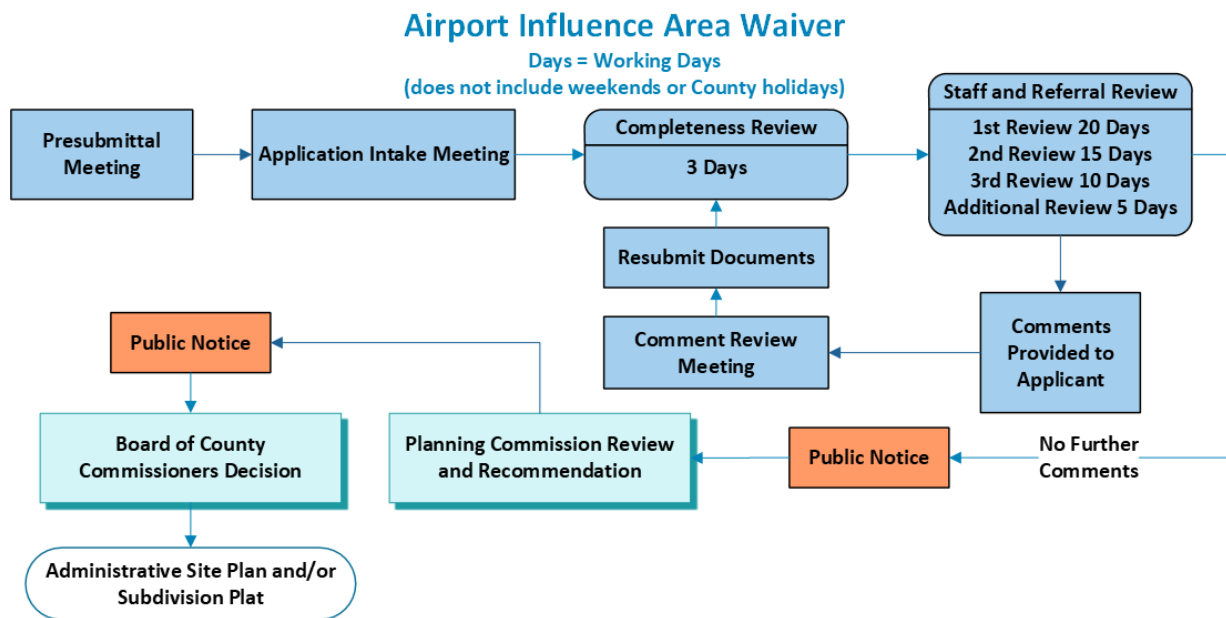


<http://www.arapahoegov.com/654/Board-of-Adjustment>

2. Submittal fees.
3. Letter responding to the Zoning Administrator's written decision and the reasons given for the interpretation. Applicant must respond to the reasons for the Zoning Administrator's decision and present information or evidence that the decision or reasons were in error.

## 2-14 Airport Influence Area Waiver

The waiver process may be initiated by application of the property owner or upon the request of the Planning Division Manager, any County Commissioner, or may be included within an application for approval of a General Development Plan (GDP), Specific Development Plan (SDP) or Administrative Site Plan (ASP). The Board may elect not to accept more than one waiver application from the property owner in any 12-month period. Procedures for Airport Influence Area waivers are outlined in Section 5-5.5 of the Land Development Code and are summarized in the accompanying flowchart.



### A. SUBMITTAL REQUIREMENTS

1. Completed Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. Ownership information, current within 30 days of application submittal, that includes the following:

- a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
- 5. A Letter of Intent that explains the applicable Airport Influence Area requirements or restrictions and the waiver(s) being requested. The applicant must address the basis for granting the waiver(s) pursuant to the approval criteria in Section 5-5.5.D of the LDC.
  - 6. Maps illustrating the location of the subject property in relation to the various AIA sub-areas that apply to the property.
  - 7. Other information that may be required by the Planning Division, Engineering Services Division, or Mapping Section.

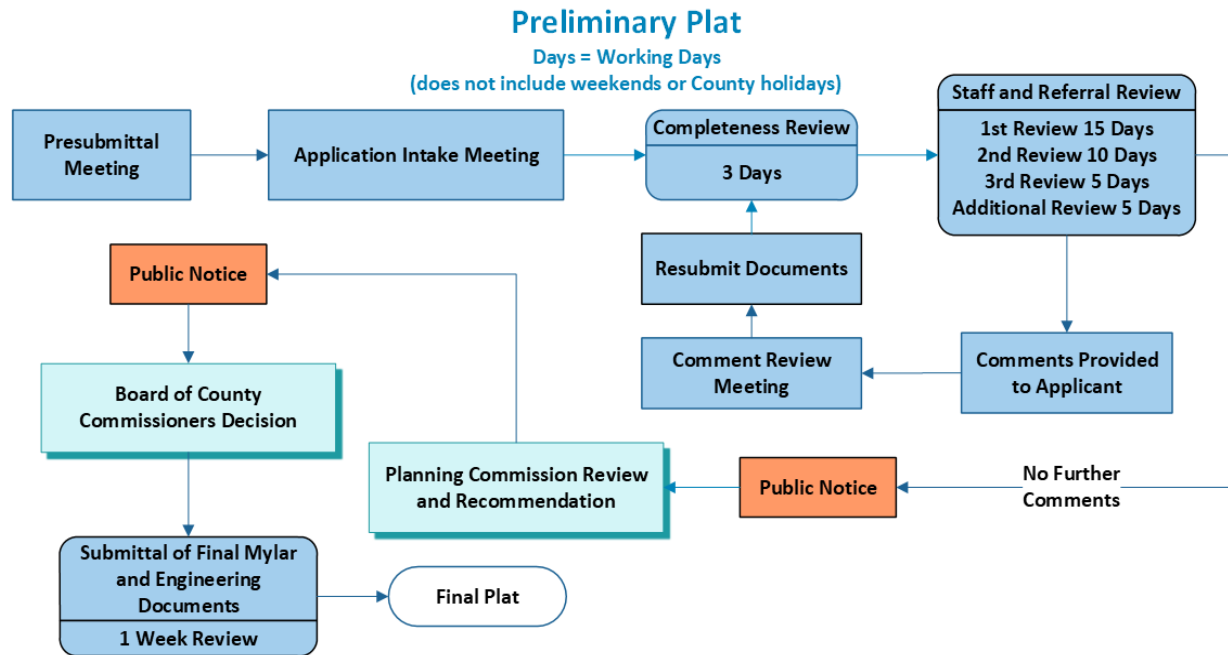
## Subdivision Applications

### Applications included in this section:

- 2-15: Preliminary Plat
- 2-16: Final Plat or Minor Subdivision
- 2-17: Replat
  - 2-17.1 Administrative Replat
  - 2-17.2 Full Replat
- 2-18: Vacation of Right-of-Way, Plat or Easement
  - 2-18.1 Vacation of Right-of-Way
  - 2-18.2 Vacation of Plat or Easement
- 2-19: Corrections to Recorded Plats
  - 2-19.1 Affidavit of Correction
  - 2-19.2 Correction Plat
- 2-20: Subdivision Exemption
- 2-21: Rural Cluster Subdivision
  - 2-21.1 Preliminary Cluster Subdivision Site Analysis
  - 2-21.2 Formal Cluster Subdivision Submittal
- 2-22: Street Name Change

### 2-15 Preliminary Plat

A Preliminary Plat is one of the first documents utilized when owners of a property wish to subdivide their property in accordance with State Statutes and the County's subdivision standards. This plat is preliminary in nature and the configuration of lots and roadways are considered a minimum requirement that may be subject to revision with the Final Plat review. Procedures for Preliminary Plat approval are outlined in Section 5-6.2 of the Land Development Code and are summarized below.



## A. SUBMITTAL MATERIALS

1. Completed Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. Written Letter of Intent that explains, justifies and validates the request, stating all facts relied upon and providing documentation where possible. Address all approval standards in Section 5-6.2.B of the LDC.
5. Ownership information, current within 30 days of the application, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
  - f. The ownership information must include all land to be dedicated to the County.
6. A notarized Letter of Authorization from all landowners permitting a representative to process the application with a disclaimer that no other party's consent is required.
7. Notification of surface development to mineral estate owners in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103 if two or more lots are being proposed in anticipation of new surface development.
8. Technical Reports

- a. Phase II Drainage Report conforming to the Stormwater Management Manual.
  - b. A Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division.
9. The Applicant shall provide evidence that sufficient regional infrastructure, facilities, network or systems are or will be available to serve the development proposal as delineated in the Land Development Code.
10. Evidence that sufficient regional infrastructure and facilities exist to serve the development.
11. Evidence of the ability of applicable special service districts, Arapahoe County or other general governments to service the proposed development.
12. The subdivider/owner shall provide evidence of the ability of applicable special service districts, Arapahoe County or other general governments, to service the proposed development.
13. The subdivider shall provide evidence depicting the location of the proposal in relationship to the Mineral Resource Areas identified in the Arapahoe County Comprehensive Plan. Additional evidence as required by the Land Development Code for permission to engage in development in Mineral Resource and Geologic Hazard Areas shall be submitted with the Preliminary Plat, if applicable.
14. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the Preliminary Plat based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
15. Plat exhibit per Section B below.

## **B. PRELIMINARY PLAT**

The Preliminary Plat shall be prepared in accordance with the standards established below with the information indicated:

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plats shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plat shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and

- ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

## **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Subdivision Preliminary Plat). In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

## **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Recommendation, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. The following site development details are to be included on the Preliminary Plat cover sheet in tabular form and may be subject to change as requested by County staff on a case-by-case basis as appropriate:
  - i. Total gross land area in acres;

- ii. Existing zoning of the property;
- iii. Total number of proposed dwelling units or maximum floor area ratio (FAR) if known;
- iv. Amount of dedicated public street right-of-way in square feet and acres;
- v. Average lot size and minimum lot size depicted;
- vi. Size and purpose of any proposed tracts of land, include the amount of land proposed for open space/landscaping, in square footage and acres; and
- vii. Net area in acres.
- h. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

**4. PRELIMINARY PLAT**

- a. Boundary lines of the proposed Preliminary Plat drawn in a heavy solid line.
- b. Existing and/or proposed zoning district boundary lines.
- c. Existing contours with intervals of two feet (2') or less within the parcel and at least one hundred feet (100') immediately adjacent thereto on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plat for the NAVD 88 datum.
- d. All parcels of land to be dedicated for public use or reserved for the use of all property owners in the proposed subdivision, together with the purpose and conditions of such reservations. This shall include the locations and widths of proposed rights-of-way, streets and alleys, together with total lineal footage of public streets and public alleys.
- e. Location, width and purpose of all existing and/or proposed public and/or private easements and tracts, including existing and/or proposed sanitary sewers, utility main lines, culverts, storm sewers and storm water detention areas located within the proposed subdivision and at least one hundred feet (100') immediately adjacent thereto. The plat must include tables specifying the ownership and maintenance responsibilities for each easement and tract, formatted as follows:

## EASEMENT TABLE

Easement Type	Use	Easement Granted To	Surface Maintenance
Drainage Easement (D.E.)	Drainage Facilities &/or Conveyance	Arapahoe County	Property Owner
Floodplain Easement (F.E.)	100 Year Floodplain	Arapahoe County	Property Owner
Utility Easement (U.E.)	Dry Utilities	Utility Provider or Arapahoe County	Property Owner
Public Use Easement (P.U.E.)	Public Use	Arapahoe County	Property Owner

## TRACT TABLE

Tract Name	Area (sf/ac)	Intended Use	Maintenance Entity	Final Ownership
Tract A	sq. ft. / ac	Park	HOA or Metro District	HOA or Metro District
Tract B	sq. ft. / ac	Detention Pond	HOA or Metro District	HOA or Metro District
Tract C	sq. ft. / ac	Private Street	HOA or Metro District	HOA or Metro District
Tract D	sq. ft. / ac	Open Space	HOA or Metro District	HOA or Metro District
Tract E	sq. ft. / ac	Future Roadway	HOA or Metro District	HOA or Metro District

- f. Dimensions of proposed lots and blocks to the nearest foot.
- g. Drainage channels, wooded areas and other significant natural features within the proposed subdivision and at least one hundred feet (100') immediately adjacent thereto.
- h. Location, widths and names of all existing and/or platted rights-of-way for streets or other public ways within the proposed subdivision and at least one hundred feet (100') immediately adjacent thereto, railroad rights-of-way, section lines and/or other such features.
- i. The boundary and source of reference of any one hundred-year floodplain.
- j. The appropriate sight distance triangle shall be designated and dimensions shown at each roadway intersection.
- k. Other information that may be required by the Planning Division, Engineering Services Division, or Mapping Section.

### 5. **TREE SURVEY SHEET**

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.



- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

## C. POST DECISION PROCEDURES

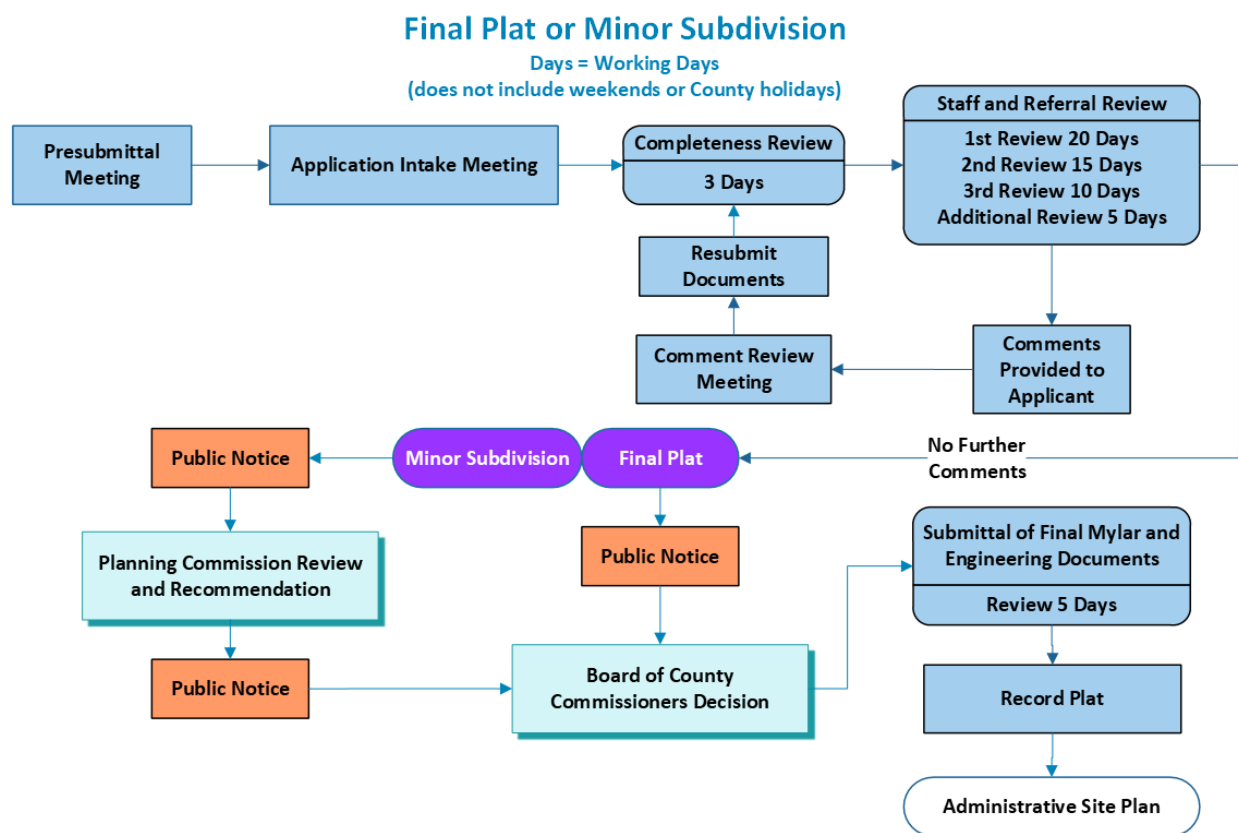
1. Final Review
  - a. All Preliminary Plats shall be considered approved only after all final documents have been submitted and signed by the Chair of the Board of County Commissioners. All Preliminary Plats submitted for final approval shall be prepared in accordance with the requirements established in this Manual.
  - b. PWD staff will work with applicants to finalize all Preliminary Plats and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the Board of County Commissioners. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final documents.
2. Submittal of Final Preliminary Plats and Engineering Reports
  - a. Approval of the final preliminary plat and engineering reports of the approved Preliminary Plat and any associated exhibits and documents shall occur within 90 days after approval by the Board of County Commissioners or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
  - b. Final preliminary plats must be submitted by the applicant within 60 days of approval of the Preliminary Plat, unless stated otherwise in such approval. Final preliminary plats shall be prepared in accordance with the standards of **Part 8** of this Manual, ready for approval except for the signatures of County officials.
  - c. Within 30 days of receipt of the plat and associated exhibits and documents, staff shall obtain the signatures of the Chair of the Board of County Commissioners.
  - d. Applicants must also submit a complete, scanned copy of the signed preliminary plat and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

## 2-16 Final Plat or Minor Subdivision

The Final Plat is one of the documents utilized to finalize land ownership and related interests within the proposed subdivision boundaries. At this stage of development, the subdivider is responsible for finalizing right-of-way and other public land dedications, if applicable, lot and block configurations and easement dedications. In addition, all public improvements associated with the proposed subdivision

are identified and quantified, and the subdivider may be required to enter into a Subdivision Improvement Agreement with the County, which guarantees that the appropriate improvement costs are borne by the subdivider.

Final Plats are approved by the Board of County Commissioners at a public hearing. Minor Subdivisions are processed as final plats, but are heard at both Planning Commission and the Board of County Commissioners. Procedures for Final Plats and Minor Subdivisions are summarized in the accompanying flowchart and are described in more detail in Section 5-6.3 (Final Plat) and Section 5-6.6 (Minor Subdivision) of the Land Development Code.



#### A. SUBMITTAL MATERIALS

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. Written Letter of Intent that explains, justifies and validates the request, stating all facts relied upon and providing documentation where possible. Address all approval criteria in Section 5-6.3.B of the LDC.

5. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
  - f. The ownership information must include all land to be dedicated to the County.
6. A notarized Letter of Authorization from the landowner permitting a representative to process the application with a disclaimer that no other party's consent is required.
7. Notification of surface development to mineral estate owners in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103, if two or more lots are proposed in anticipation of new surface development, unless such notice was provided with the preliminary plat.
8. Proof of public water supply (work with your water provider to fill out Office of the State Engineer Form GWS-76).
9. Treasurer's Certificate of Taxes Due. (An updated certificate will be required prior to recordation.)
10. Closure computations corresponding to the Final Plat's overall boundary, including all lots, tracts and rights-of-way.
11. Monument Record Sheets for all monuments referenced on the plat.
12. Technical Reports and Plans
  - a. Construction Plans for the proposed subdivision's public improvements including street plan and profile sheets, storm drainage improvements plans and other improvements, prepared in accordance with the Roadway Design and Construction Standards Manual.
  - b. Preliminary Pavement Design Report prepared in accordance with the Roadway Design and Construction Standards Manual.
  - c. A Traffic Impact Study conforming to the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Division.
  - d. The Applicant shall provide evidence that sufficient regional infrastructure, facilities, network or systems are or will be available to serve the development proposal as delineated in the LDC.
  - e. Phase III Drainage Report and drainage construction drawings conforming to the requirements of the Arapahoe County Stormwater Manual.
  - f. Final Road Construction Plans prepared in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards Manual, when applicable.
13. Service Facilities

The subdivider shall provide evidence of the ability of applicable special service districts, Arapahoe County or other general governments, to service the proposed development and shall also furnish the following:

- a. Estimated total number of gallons per day of sewage to be treated where a central sewage treatment facility is proposed, or sewage disposal means suitability where no central sewage treatment facility is proposed, and
  - b. Estimated total number of gallons per day of water system requirements where a distribution system is proposed.
- 14. The subdivider shall provide evidence depicting the location of the proposal in relationship to the Mineral Resource Areas identified in the Arapahoe County Comprehensive Plan.
  - 15. A signed general warranty deed must be provided for all dedicated land conveying tracts, or the development rights to such tracts, to the appropriate entity for public use.
  - 16. General warranty deeds to Arapahoe County shall be provided for rights-of-way that are off-site and associated with the subdivision reflecting widths as required by Arapahoe County. The Final Plat shall not be recorded until all warranty deeds are executed and accepted by the County.
  - 17. Other information that may be required by the Planning, Engineering Services, or Mapping Division Manager in order to fully evaluate the Final Plat or Minor Subdivision based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
  - 18. Plat exhibit per Section B below.

## **B. FINAL PLAT OR MINOR SUBDIVISION PLAT**

The Final Plat or Minor Subdivision shall be prepared in accordance with the standards established below with the information as indicated:

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plats shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plat shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.

- f. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

## **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Subdivision Final Plat or Minor Subdivision). In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

## **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Recommendation, BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. The following site development details are to be included on the Final Plat cover sheet in tabular form and may be subject to change as requested by County staff on a case-by-case basis as appropriate:
  - i. Total gross land area in acres;
  - ii. Existing zoning of the property;
  - iii. Total number of proposed dwelling units or maximum floor area ratio (FAR) if known;
  - iv. Amount of dedicated public street right-of-way in square feet and acres;
  - v. Average lot size and minimum lot size depicted;

- vi. Size and purpose of any proposed tracts of land, include the amount of land proposed for open space/landscaping, in square footage and acres; and
- vii. Net area in acres.
- h. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

**4. FINAL PLAT**

- a. An accurate and complete Monumented Land Survey pursuant to paragraph thirteen (13) of Section 38-51-102 of the Colorado Revised Statutes, shall be made of the land to be subdivided. A traverse of boundaries when computed from field measurements on the ground must have a minimum unadjusted ratio of closure of one (1) part in fifteen thousand (15,000).
- b. The Monumented Land Survey shall be an accurate reflection of the legal description. The method of description shall be by use of metes and bounds or aliquot part(s), except that for a replat, the subdivision, block, tract, and/or lot may be used.
  - i. The legal description shall be in the following format:

A parcel of land in the \_\_\_\_1/4 of Section \_\_\_\_, Township \_\_\_\_South, \_\_\_\_, Range \_\_\_\_ West, of the Sixth Principal Meridian, County of Arapahoe, State of Colorado, more particularly described as follows:

(The description that follows this introduction may be by one of the following three means:)

- 1) By metes and bounds, incorporating a complete traverse and the accuracy standards as described in **Section 2-16B.4.a** above. The area of the traverse is to be reported to the nearest one (1) square-foot and one-thousandth (0.001) of an acre, more or less shall be included.
- 2) By aliquot part(s), including a complete traverse of the described area to the accuracy standards described in **Section 2-16B.4.a** above. The area of the traverse is to be reported to the nearest one (1) square-foot and one-thousandth (0.001) of an acre, more or less shall be included.
- 3) By subdivision, block and lot numbers. This method may only be used if the area being subdivided encompasses one contiguous area within one existing subdivision and does not include any existing right-of-way. This method may only be used if the parcel being replatted is a part of a subdivision recorded after July 1, 1975. The area of the traverse is to be reported to the nearest one (1) square-foot and one-thousandth (0.001) of an acre, more or less shall be included.
- c. The Point of Beginning of the subdivision or one corner of a replat shall be tied to two (2) section, quarter section or one-sixteenth corners. The monument found/set at the section, quarter, or one-sixteenth section corners must be described on the plat.
- d. The surveyor shall establish new section, quarter section or one-sixteenth corners or upgrade the same pursuant to the requirements of §§ 6.4.1 through 6.4.3 of 4CCR 730-1.

- e. For any monument established or upgraded pursuant to **Section 2-16B.4.c** above, the surveyor shall submit a Colorado Land Survey Monument Record to the Public Works and Development Department at the same time the final plat is submitted. Monument records are to be prepared pursuant to the requirements of C.R.S. 38-53-107, et seq. (2018) A minimum of three (3) accessory points are to be set.
- f. If the latest Monument Record on file meets the Colorado statutory criteria, and the accessories still existing, the surveyor only needs to submit copies of the records with the plat.
- g. A note indicating the line being referenced and the existing monuments that define the referenced line shall be included on the plat. Assumed bearings shall not be used. One of the following methods of establishing a basis of bearings shall be used:
  - i. GPS observations on the monuments at each end of the reference line. The observations shall be of sufficient time to ensure an accurate bearing. The methodology and length of the observation session shall be included in the basis of bearings note. The Basis of Bearing Statement shall state whether the bearings are grid bearings or based on true north.
  - ii. Reference to the Arapahoe County Horizontal Control Network. If the Point of Beginning of a plat or a corner of a replat is tied to two adjacent section or quarter section corners included in the Arapahoe County Horizontal Control Network, the bearing shown on the network between the two corners may be used as the basis of bearings.
  - iii. Reference to a recorded or deposited survey plat pursuant to § 6.8.3.2 of 4CCR 730-1.
- h. For any of the methods described in **Section 2-16B.4.g** above, the monuments between which the basis of bearings is referenced, the Basis of Bearings Statement shall include the requirements of §6.8.6 of 4CCR 730-1.
- i. **Conflicting Bearings:**

Where the exterior boundary lines of the plat shows bearings and distances which vary from those recorded in adjoining plats or surveys, a note shall be placed along those lines, in parenthesis, stating the recorded bearing and distance and the reception number or plat book and page of the adjoiners, as shown in the following form: N41°27'29"E (Recorded as N41°10'23"E in Book \_\_\_\_ at Page \_\_\_\_).
- j. **Survey and Mathematical Information**
  - i. The plat shall show complete survey and mathematical information, including curve data, and other data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines. Distances and bearings shall be used.
  - ii. The plat shall show complete survey and mathematical information, including curve data, on the centerline of all streets. The centerlines must close one (1) part in fifteen thousand (15,000).
- k. The boundary of the subdivision shall be delineated with a heavy solid line.
- l. The lines of all proposed lots shall be fully dimensioned with distances and bearings. Where a lot line intersects a street line at right angles, the bearing may be omitted. If a lot line

intersects a curved street, the bearing on the line shall be shown. If the lot line is not radial to a curved street line, or a curved property line, the lot line shall be labeled N.R. and the radial bearing at the point of intersection shall be shown.

- m. Horizontal curves are to be labeled with their radius, central angle and arc length. Chord bearings and distances are not to be used in either plan annotation or in curve tables. Curves that are not tangent at the ends or ones that do not share a radial with a compound or reverse curve are to be labeled as N.R. and their radial bearing.
- n. The location of lots, blocks, tracts and parcels adjoining the subdivision shall be shown. Adjoining lots and blocks shall be labeled and the name of adjoining subdivisions, as dedicated, shall be shown.
- o. The blocks in the subdivision shall be numbered consecutively throughout the subdivision, commencing with Block 1. The lots in each block shall be numbered consecutively commencing with Lot 1.
- p. An Area Table listing the various areas of the plat in the following order:
  - i. Gross subdivision boundary.
  - ii. All public road right-of-way.
  - iii. Block boundaries.
  - iv. Lots and tracts within each block.
  - v. Verification that the total lot and tract area of each block matches the area of the block.
  - vi. Verification that the total area of the gross subdivision boundary match. Block, lot and tract areas are not to be shown on the plat.
- q. The Area Table shall be formatted as follows (Information in table is provided as an example):

**AREA TABLE**

Lot/Tract/ROW	AREA	
	SQ. FT.	ACRES
Block 1	40,500 SF	0.930 Ac
Lot 1	8,000 SF	0.184 Ac
Lot 2	7,000 SF	0.161 Ac
Lot 3	7,000 SF	0.161 Ac
Lot 4	7,500 SF	0.172 Ac
Tract A	11,000 SF	0.252 Ac
Block 2	36,500 SF	0.838 Ac
Lot 1	8,000 SF	0.184 Ac
Lot 2	7,600 SF	0.174 Ac
Lot 3	7,900 SF	0.181 Ac
Tract B	8,000 SF	0.184 Ac
Tract C	5,000 SF	0.115 Ac
Right-of-Way	20,000 SF	0.459 Ac
Total	97,000 SF	2.227 Ac



- r. The names and widths of all public streets shall be shown on the plat. Existing right(s)-of-way shall bear notations of dedication by Book and Page number. Private drives and streets shall be labeled as such.
- s. All easements shall be clearly labeled, identified, dimensions shown and tied to reference points within the subdivision, and be shown by dashed lines. Existing easements shall bear notation of dedication of conveyance by Book and Page number. If any easement of record cannot be definitely located, a statement of the existence, the nature thereof and its recorded reference shall be placed in the note section. Easements shall be designated and the disposition thereof indicated in the note section, including easements that about the exterior boundary of the subdivision.
- t. An easement table that lists easements dedicated by the Plat shall be included. The table shall include the type of easement, its intended use, the Grantee, the entity responsible for surface maintenance, and shall be formatted as follows (Information in chart is provided as an example):

**EASEMENT TABLE**

<b>Easement Type</b>	<b>Use</b>	<b>Easement Granted To</b>	<b>Surface Maintenance</b>
Drainage Easement (D.E.)	Drainage Facilities &/or Conveyance	Arapahoe County	Property Owner
Floodplain Easement (F.E.)	100 Year Floodplain	Arapahoe County	Property Owner
Utility Easement (U.E.)	Dry Utilities	Utility Provider or Arapahoe County	Property Owner
Public Use Easement (P.U.E.)	Public Use	Arapahoe County	Property Owner
Access Easement	Access [1]	[2], [3]	Property Owner

[1] Public and Emergency accesses are dedicated by the Certificate of Dedication and Ownership and are to be listed in the Chart as access, granted to Arapahoe County and maintained by property owner.

[2] Indicate By Joint Agreement or By Easement Agreement.

By Joint Agreement – Access straddling property line granted for the benefit of both parcels. When both parcels are under the same ownership, grant easement on plat. For separate ownership, joint access by separate agreement with easement drawn on plat bearing reception number.

By Easement Agreement – Access to a landlocked parcel over neighboring parcel(s). When both parcels are under the same ownership, grant easement on plat. For separate ownership, access to be granted by separate agreement by Owner(s) to specified Grantee(s) and Assigns or to Owner(s) and Assigns with easement drawn on plat bearing reception number.

All accesses by separate agreement are to be submitted for review prior to their being recorded.

[3] Indicate Property Owner if entire private access is within plat boundary. No separate agreement required.

- u. Any area to be excluded from platting shall be marked “Not a Part”.

- v. All plats having lots bordering a collector or larger street/road shall contain a note limiting or prohibiting ingress and egress to that street/road.
- w. The identification and designation of the boundary lines of any 100-year developed floodplain, and the source of the designation shall be shown on the plat.
- x. All rights-of-way being dedicated to Arapahoe County shall be clearly labeled with the following statement:  

Dedicated to Arapahoe County for right-of-way purposes by this plat.
- y. A tract table that lists tracts dedicated by the Plat shall be included. All tracts shall be lettered starting with "A". If more than 26 tracts are required, tract designation shall proceed with two character designations beginning with "AA", "AB", "AC", etc. The table shall indicate the area, intended use, maintenance, and final ownership of all tracts, and shall be formatted as follows (information in table is provided as an example):

**TRACT TABLE**

Tract Name	Area (SF/Ac)	Intended Use	Maintenance Entity	Final Ownership
Tract A	SF / Ac	Park	HOA or Metro District	HOA or Metro District
Tract B	SF / Ac	Detention Pond	HOA or Metro District	HOA or Metro District
Tract C	SF / Ac	Private Street	HOA or Metro District	HOA or Metro District
Tract D	SF / Ac	Open Space	HOA or Metro District	HOA or Metro District
Tract E	SF / Ac	Future Roadway [1]	HOA or Metro District	HOA or Metro District

[1] All platted single-family residential private roadways or those granted for future use, including by separate agreement, shall be designated as one or more tracts.

- z. All Standard Notes, Specific Notes, Certificates and dedications required by County staff shall be included on the plat as described in **Part 4:** of this Manual.
- aa. The surveyor shall seal the plat so that the seal does not obscure any information shown on the plat.

#### **5. TREE SURVEY SHEET**

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.
- f. Total caliper of trees removed and replaced.

### **C. POST DECISION PROCEDURES**

1. Denial or Withdrawal of a Final Plat, Minor Subdivision, Full Replat, Rural Cluster Subdivision, or Subdivision Exemption Plat shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
2. Final Review
  - a. All Final Plats, Minor Subdivision, Full Replat, Rural Cluster Subdivision or Subdivision Exemption Plat shall be considered approved only after all final documents have been submitted and approved by staff, followed by recordation of the plat. All Final Plats, Minor Subdivision, Full Replat, Rural Cluster Subdivision or Subdivision Exemption Plat submitted for final approval shall be prepared in accordance with the requirements established in this Manual.
  - b. PWD staff will work with applicants to finalize all Final Plats, Minor Subdivision, Full Replat, Rural Cluster Subdivision or Subdivision Exemption Plat and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by the Board of County Commissioners. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final documents.
3. Submittal of Final Documents
  - a. Recordation of the final plats for the approved Final Plat or Minor Subdivision, Full Replat, Rural Cluster Subdivision or Subdivision Exemption Plat and any associated exhibits and documents shall occur within 90 days after approval by the Board of County Commissioners or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3, 1-8.4 and 1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
  - b. Final documents must be submitted within 60 days of approval of the Final Plat, Minor Subdivision, Full Replat, Rural Cluster Subdivision or Subdivision Exemption Plat, unless stated otherwise in such approval. Final documents shall be prepared in accordance with the standards of Error! Reference source not found. of this Manual, ready for approval except for the signatures of County officials.
  - c. Within 30 days of receipt of the plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
  - d. The Applicant shall provide proof to the Public Works and Development Department that adequate security has been provided to cover the improvement costs (if applicable) in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards, or letter of credit as required.
  - e. The Applicant shall provide a warranty deed for on-site and off-site County land dedication required as a condition of approval of the Final Plat Minor Subdivision, Full Replat, Rural Cluster Subdivision or Subdivision Exemption Plat (if applicable).
  - f. Applicants must also submit a complete, scanned copy of the signed approved Final Plat or Minor Subdivision, Full Replat, Rural Cluster Subdivision or Subdivision Exemption and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

#### 4. Recording Requirements and Procedures

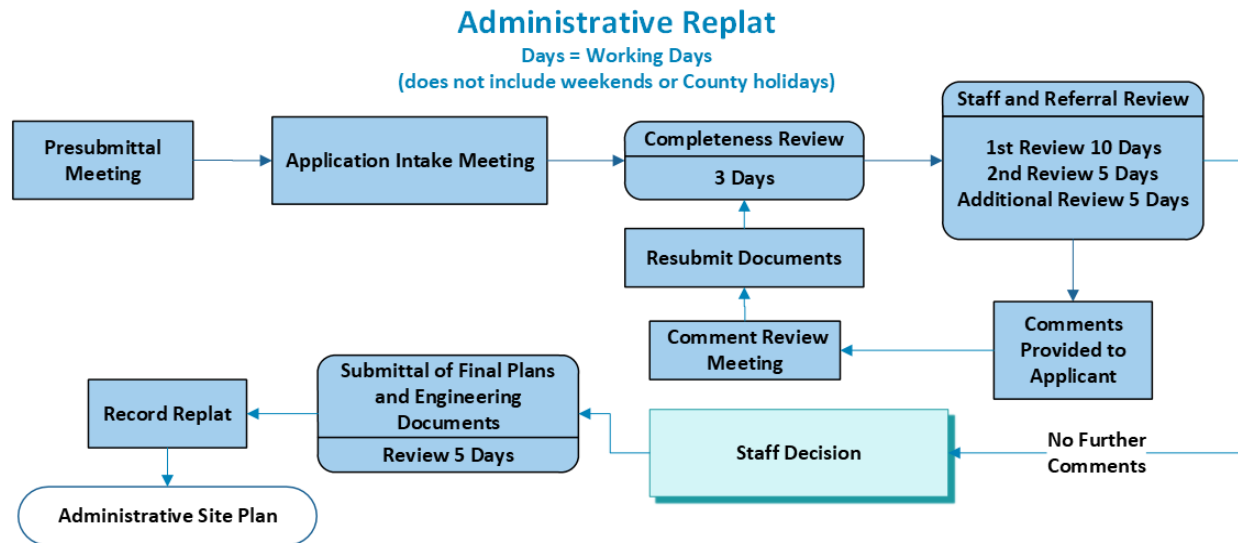
- a. In addition to the final document or equivalent, the applicant shall submit all other required documentation.
- b. No Final Plat, Minor Subdivision, Full Replat, Rural Cluster Subdivision or Subdivision Exemption Plat shall be recorded until the Board of County Commissioners has approved a Subdivision Improvement Agreement (SIA) as necessary.
- c. No Final Plat, Minor Subdivision, Full Replat, Rural Cluster Subdivision or Subdivision Exemption Plat shall be recorded on subdivided property unless all delinquent taxes and special assessments thereon have been paid. Applicant shall provide a Treasurer's certificate of taxes due at the time the plat is submitted for recordation.
- d. Once the Planning Case Manager has obtained all required County signatures within the timeframe established in **Section 2-17.1C.3**, the Planning Case Manager will record the plat and associated documents, if any.
- e. Plat final documents to be recorded MUST be accompanied by the appropriate recording fees at time of submittal, payable to the Arapahoe County Clerk & Recorder. Applicants are advised to check with the Clerk and Recorder's Office or the Planning Case Manager for current recording fees. Address plats are NOT recorded; therefore, no recording fees are required for these final documents.

## 2-17 Replat

At times it is necessary or desirable for a developer or builder to make changes to an approved plat, adjusting such items as the size and configuration of lots, easements, or streets. Depending upon the nature and magnitude of the changes, replats may be administrative or may require a full replat process. Prerequisites and criteria for administrative replats are found in Sections 5-6.5.B and 5-6.5.C of the Land Development Code.

### **2-17.1 ADMINISTRATIVE REPLAT**

Administrative Replat procedures are summarized in the following flowchart.



#### SUBMITTAL MATERIALS

1. Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fees.
4. A Letter of Intent that explains, justifies and validates the request, stating all facts relied upon and providing documentation where possible. Address all approval criteria in Section 5-6.5.D of the LDC.
5. Ownership information, current within 30 days of the date of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
  - f. The ownership information must include all land to be dedicated to the County.
6. Notarized Letter(s) of Authorization from the landowner(s) permitting a representative to process the application with a disclaimer that no other party's consent is required.
7. Proof of public water supply (Office of the State Engineer Form GWS-76 will meet this requirement.)
8. Treasurer's Certificate of Taxes Due. (An updated Certificate for current year's taxes is required prior to recording.)
9. One set of traverse closure computations pursuant to **Section 2-16B.4.p.vi** of this Manual.
10. One set of Monument Records.

11. Letters from any referral agencies stating their recommendation regarding the replat and any existing facility they have over or across the land including:
  - a. All special districts providing maintenance of infrastructure within or adjacent to the property;
  - b. All known easement beneficiaries and/or utility providers; and
  - c. All landowners abutting the property.
12. Any easements or roadway vacations associated with an Administrative Replat must be processed separately. (See **Section 2-18** of this Manual for more details.)
13. Technical Reports as determined by the Engineering Services Division:
  - a. Phase III Drainage Study or Drainage Letter of Compliance.
  - b. Traffic Impact Study update conforming to the Arapahoe County Guidelines for Traffic Impact Studies.
14. Other information that may be required by the Planning, or Engineering Services, or Mapping Division in order to fully evaluate the Use by Special Review based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning, Engineering Services, or Mapping Division or designee if it is deemed to be immaterial to the request.
15. Replat exhibit per Section B below.

## **B. REPLAT**

The Administrative Replat shall be prepared in accordance with the standards established below with the information indicated:

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plats shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No replat shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

## **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: The title of the subdivision, as dedicated. In smaller lettering, the second line of the title block shall read "A REPLAT OF   (Name of Subdivision)  " followed by the legal description of the lots and blocks included within the Administrative Replat. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

## **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), BOCC Approval).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. The following site development details are to be included on the Final Plat cover sheet in tabular form and may be subject to change as requested by County staff on a case-by-case basis as appropriate:
  - i. Total gross land area in acres;
  - ii. Existing zoning of the property;
  - iii. Total number of proposed dwelling units or maximum floor area ratio (FAR) if known;
  - iv. Amount of dedicated public street right-of-way in square feet and acres;
  - v. Average lot size and minimum lot size depicted;
  - vi. Size and purpose of any proposed tracts of land, include the amount of land proposed for open space/landscaping, in square footage and acres; and
  - vii. Net area in acres.

- h. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

#### **4. REPLAT**

- a. An accurate and complete Monumented Land Survey pursuant to paragraph thirteen (13) of Section 38-51-102 of the Colorado Revised Statutes, shall be made of the land to be included in the Administrative Replat. A traverse of the boundary when computed from field measurements on the ground must have a minimum unadjusted ratio of closure of one (1) part in fifteen thousand (15,000).
- b. The Monumented Land Survey shall be an accurate reflection of the legal description. The legal description shall be in the following format:
  - i. A parcel of land in the \_\_\_\_\_ $\frac{1}{4}$  Section \_\_\_\_\_, Township \_\_\_\_\_ South, Range \_\_\_\_\_ West of the Sixth Principal Meridian, County of Arapahoe, State of Colorado, more particularly described as follows:
  - ii. (Include the Lots, Block (if any) and name of the subdivision as dedicated. The area of the subdivision to the nearest one-thousandth of an acre (0.001) more or less, shall be included.)
- c. If the subdivision of which the replat is a part was recorded prior to July 1, 1975, the legal description must include a metes and bounds legal description.
- d. One corner of the replat shall be tied (distance and bearing) to two adjacent section or quarter section corners of the Public Land Survey System. The monuments found/set at the section or quarter section corners must be described on the plat.
- e. The surveyor shall rehabilitate or upgrade any section or quarter section corners used to control the survey of the subdivision as required by the Rules of Procedure promulgated by the State Board of Registration for Professional Engineers and Professional Land Surveyors.
- f. This section is not applicable is the subdivision of which the replat is a part was tied (distance and bearing) to two adjacent section or quarter section corners of the Public Land Survey System.
- g. A note indicating the line being referenced and the existing monuments that define the referenced line shall be included on the Replat.
- h. If the subdivision of which the replat is a part uses bearings, the surveyor may use the same Basis of Bearings for the replat.
- i. If the original Basis of Bearing is not used, or the original subdivision did not use bearings, the surveyor must establish a Basis of Bearing in accordance with **Section 2-16B.4.g**, Final Plat Exhibit.
- j. The Administrative Replat shall be monumented pursuant to subsections (1), (2), (3), (4), (5), (6), (7), (8), (9) and (10) of Section 38-51-105 of the Colorado Revised Statutes.
- k. Where applicable, the monuments set by the surveyor on the boundary of the subdivision shall be 30" long solid steel pins, 1/2" - 3/4" in diameter, set in a concrete collar at least 6" in diameter and 12" in depth.



- l. Offsets, which are to be set on the extension of any lot line shall be noted on the plat at the time of recording and shall comply with Section 38-51-105 of the Colorado Revised Statutes. This note shall specify the standard offset distance and any nonstandard distances. An example of a note is as follows:
  - i. All offset notes are 1" metal disks embedded in concrete sidewalks set on the lot line extended, 5 feet from the platted lot corner along all streets except as follows:
  - ii. Nonstandard offsets for lot lines between:
    - 1) Lots 1 and 2, Block 1 is 5.87 feet
    - 2) Lots 3 and 4, Block 1 is 6.03 feet
  - iii. If no offset monuments are to be set in conjunction with the Administrative Replat the following note shall be included on the plat:
    - iv. Note: No offset monuments are to be set in conjunction with this Administrative Replat.
- m. A Colorado Land Survey Monument Record for each section or quarter section corner that the subdivision is tied to or controlled from must be prepared and sealed at the time the plat is submitted to the Planning Division.
- n. Each Monument Record shall describe both the supporting and contradicting evidenced, as well as the monument found and accepted, established, restored or rehabilitated, and at least three (3) accessory or reference points. If the latest Monument Records on file meet the above described criteria, and the reference points are still existing, the surveyor only needs to submit copies of the latest Monument Records with the plat.
- o. The following note shall be placed on the Administrative Replat exhibit:

Any person who knowingly removes, alters or defaces any public land survey monument or land boundary monument or accessory commits a Class Two (2) misdemeanor pursuant to State Statute 18-4-508, of the Colorado Revised Statute.
- p. The plat shall show complete survey and mathematical information, including curve data, and other data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines. Distances and bearings shall be used.
- q. The boundary of the Administrative Replat shall be delineated with a heavy solid line.
- r. The lines of all proposed lots shall be fully dimensioned with distances and bearings. Where a lot line intersects a street line at right angles, the bearing may be omitted. If a lot line intersects a curved street, the bearing on the line shall be shown. If the lot line is not radial to a curved street line, or a curved property line the lot line shall be labeled N.R. and the radial bearing at the point of intersection shall be shown.
- s. The location of lots, blocks, tracts and parcels adjoining the Administrative Replat shall be shown. Adjoining lots and blocks shall be labeled and the name of adjoining subdivisions, as dedicated, shall be shown.
- t. The blocks in the Administrative Replat shall be numbered consecutively throughout the Administrative Replat, commencing with Block 1. The lots in each block shall be numbered consecutively commencing with Lot 1.

- u. The names and widths of all public streets shall be shown on the Administrative Replat. Existing right(s)-of-way shall bear notations of dedication by Book and Page number. Private drives and streets shall be labeled as such.
- v. All easements shall be clearly labeled, identified, and dimensions shown and tied to reference points within the subdivision and be shown by dashed lines. Existing easements shall bear notation of dedication of conveyance by Book and Page number. If any easement of record cannot be definitely located, a statement of the existence, the nature thereof and its recorded reference shall be placed in the note section. Easements shall be designated and the disposition thereof indicated in the note section. Easements that abut the exterior boundary of the subdivision shall be shown and clearly labeled.
- w. All plats having lots bordering a collector or larger street/road shall contain a note limiting or prohibiting ingress and egress to that street/road.
- x. The identification and designation of the boundary lines of any 100-year developed floodplain and the source of the designation shall be shown on the plat.
- y. The appropriate traffic sight triangles shall be designated and dimensions shown on the plat. Sight triangles shall be shown at the intersection of all roadways and at the intersection of all private drives/access points with public roadways.

## C. POST DECISION PROCEDURES

### 1. Final Review

- a. All Administrative Replats shall be considered approved only after all final documents and engineering reports have been submitted and approved by staff, the replat has been signed by the Chair of the Board of County Commissioners, and the replat has been recorded. All Administrative Replats submitted for final approval shall be prepared in accordance with the requirements established in this Manual.
- b. PWD staff will work with applicants to finalize all Administrative Replats and engineering reports until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by staff. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final documents.

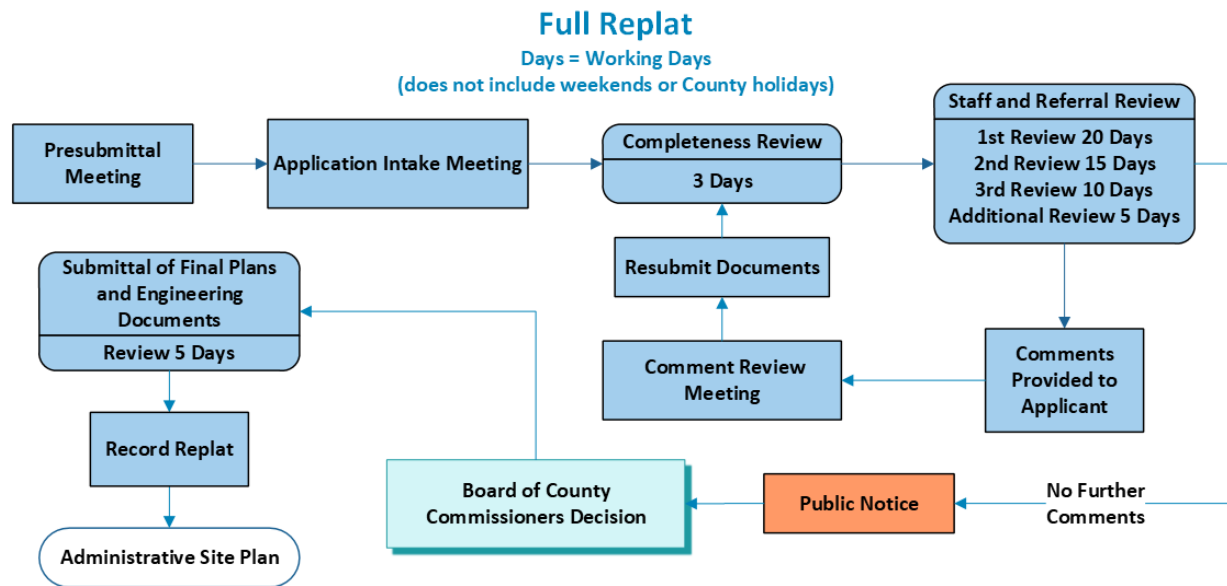
### 2. Submittal of Final Documents

- a. Recordation of the final documents for the approved Administrative Replat and any associated exhibits and documents shall occur within 90 days after approval by the Planning Division Manager or the approval shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3, 1-8.4 and 1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
- b. Final documents must be submitted within 60 days of staff approval of the Administrative Replat, unless stated otherwise in such approval. Final documents shall be prepared in accordance with the standards of **Part 8:** of this Manual, ready for approval except for the signatures of County officials.

- c. Within 30 days of receipt of the plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials and record the Administrative Replat.
  - d. The Applicant shall provide proof to the Public Works and Development Department that adequate security has been provided to cover the improvement costs (if applicable) in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards, or letter of credit as required.
  - e. The Applicant shall provide a warranty deed for on-site and off-site County land dedication if required as a condition of approval of the Administrative Replat (if applicable).
  - f. Applicants must also submit a complete, scanned copy of the signed replat and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.
3. Recording Requirements and Procedures
- a. In addition to the final replat or equivalent, the applicant shall submit all other required documentation.
  - b. No Administrative Replat shall be recorded until the Board of County Commissioners has approved a Subdivision Improvement Agreement (SIA) as necessary.
  - c. No Administrative Replat shall be recorded unless all delinquent taxes and special assessments thereon have been paid. Applicant shall provide a Treasurer's certificate of taxes due at the time the replat is submitted for recordation.
  - d. Once the Planning Case Manager has obtained all required County signatures within the timeframe established in **Section 2-17.1C.2**, the Planning Case Manager will record the replat and associated documents, if any.
  - e. Plat final documents to be recorded MUST be accompanied by the appropriate recording fees at time of submittal, payable to the Arapahoe County Clerk & Recorder. Applicants are advised to check with the Clerk and Recorder's Office or the Planning Case Manager for current recording fees. Address plats are NOT recorded; therefore, no recording fees are required for these final documents.

## **2-17.2 FULL REPLAT**

The process for a full (non-administrative) replat is summarized in the following flowchart and is described in more detail in Section 5-6.4 of the Land Development Code.



### A. SUBMITTAL MATERIALS

1. A full replat requires all of the information required of a Final Plat (See **Section 2-16** of this Manual), with the following modifications:
  - a. Drainage and Traffic Impact Studies may be updated by the submittal of Letters of Conformance, as determined by the Engineering Services Division.
  - b. Other information required for a Full Replat may be waived if deemed unnecessary by the Planning, Engineering Services, or Mapping Division Manager or designee.
2. Replat exhibit per Section B below.

## B. REPLAT

1. A full replat requires all of the information required for a Final Plat. (See **Section 2-16** of this Manual.)

### C. POST DECISION PROCEDURES

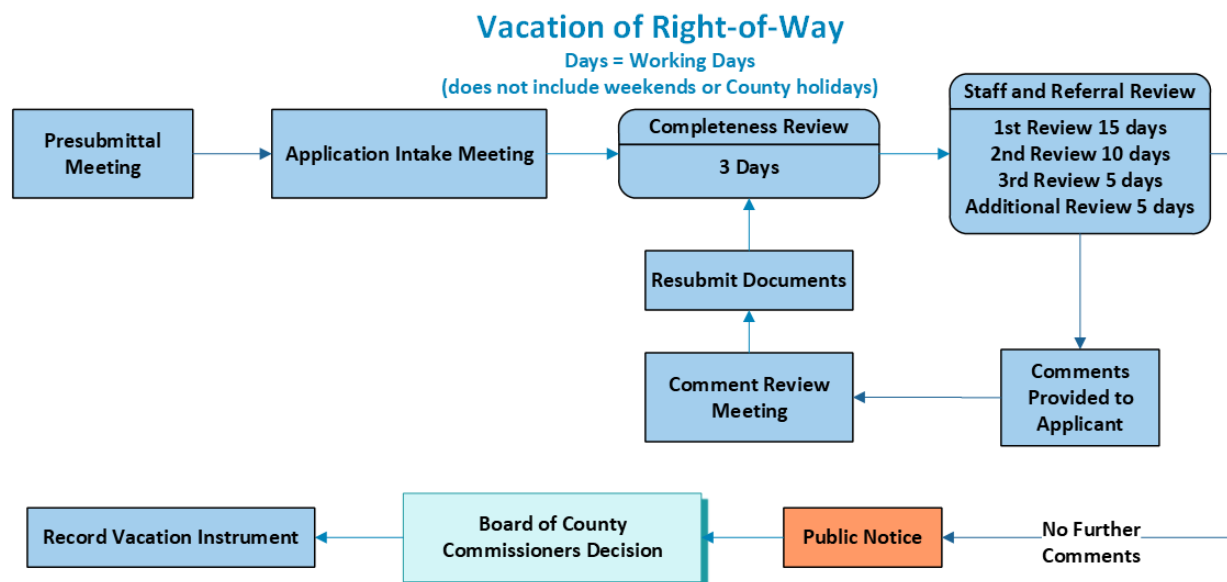
The post-decision procedures, timelines and requirements for a Full Replat shall be the same as those for a Final Plat. (See **Section 2-16C** of this Manual.)

## 2-18 Vacation of Right-of-Way, Plat or Easement

A road or street right-of-way or public easement created in the past, either by approval of a subdivision plat or by a separate deed, may never have been used or is no longer needed for a variety of reasons. The Land Development Code establishes procedures whereby unused or unneeded rights-of-way or easements may be vacated. Entire subdivision plats may also be vacated.

### 2-18.1 VACATION OF RIGHT-OF-WAY

The Right-of-Way vacation process is summarized in the following flowchart and is described in more detail in Section 5-6.7.C of the Land Development Code.



#### A. SUBMITTAL MATERIALS

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Completed Right-of-Way Vacation Petition Form:  
<http://www.arapahoegov.com/DocumentCenter/View/1216/Petition-to-Vacate-Right-of-Way?bidId=>
4. Submittal fees.
5. Written Letter of Intent that explains, justifies and validates the request, stating all facts relied upon and providing documentation where possible. Address all approval standards in Section 5-6.7.B of the LDC.
6. Letters from the following stating their recommendation regarding the vacation and any existing facility they have over, under or across the land:

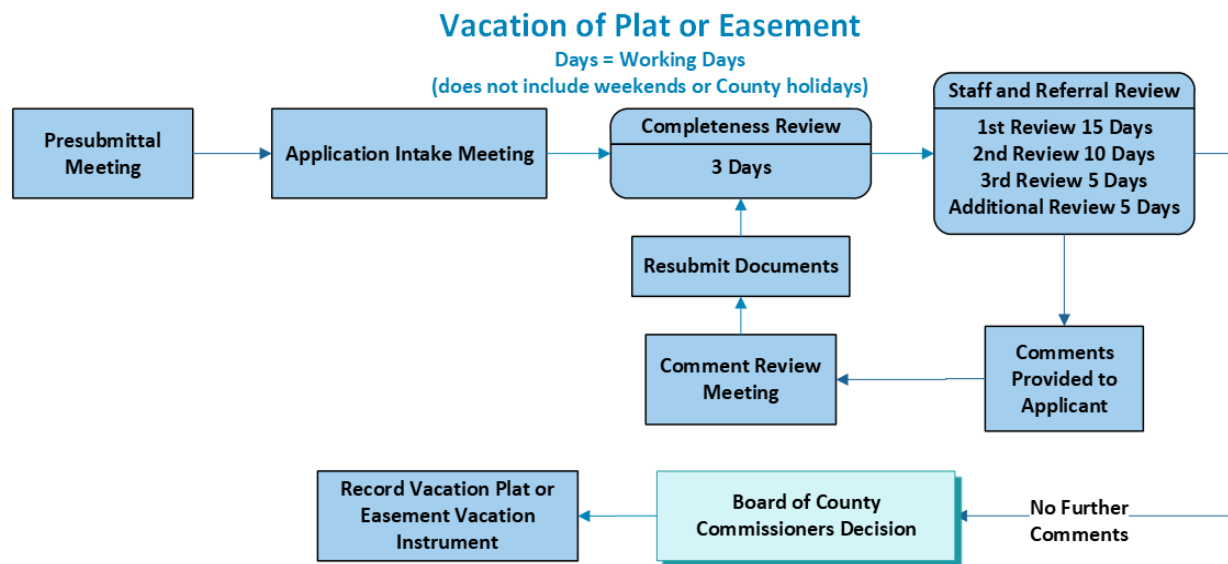
- a. All special districts providing maintenance of infrastructure within the rights-of-way
- b. All known easement beneficiaries, cable providers, fiber optic companies and/or utility providers; and
- c. All landowners abutting or using an access proposed for vacation.
7. Stamped envelopes addressed to abutting landowners and other landowners using the access proposed for vacation, as specified by staff, for notification of the vacation application. Include a map identifying the area to be vacated and relationship to the abutting landowners.
8. Vacation exhibit per Section B below.

## B. VACATION EXHIBIT

1. The Vacation Exhibit shall be an original drawing in black ink on 8½" x 14" or 8½" x 11" paper or other size as required by PWD, including a written legal description of the right-of-way to be vacated, signed and sealed by a Professional Land Surveyor registered in the State of Colorado.

## 2-18.2 VACATION OF PLAT OR EASEMENT

The process for vacating an easement or subdivision plat is summarized in the following flowchart and is described in more detail in Section 5-6.7.D of the Land Development Code.



## A. SUBMITTAL MATERIALS

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Aplication%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Aplication%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. A completed Vacation Petition Form if vacating an easement:

<http://www.arapahoegov.com/DocumentCenter/View/1217/Petition-to-Vacate-Easement?bidId=>

3. Presubmittal Meeting notes with Submittal Checklist.
4. Application fee(s).
5. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
6. A notarized Letter of Authorization from the landowner permitting a representative to process the application, with a disclaimer that no other party's consent is required.
7. Written Letter of Intent that explains, justifies and validates the request, stating all facts relied upon and providing documentation where possible. Address all approval standards in Section 5-6.7.B of the LDC.
8. Letters from the following stating their recommendation regarding the vacation and any existing facilities they have over, under or across the land:
  - a. All special districts providing maintenance of infrastructure within rights-of-way and or easement;
  - b. All landowners abutting or using an access proposed for vacation; and
  - c. All known easement beneficiaries which may include utility companies, cable and or fiber optic companies.
9. Stamped envelopes addressed to abutting landowners and other landowners using the access proposed for vacation.
10. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the proposal based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
11. Vacation exhibit per Section B below.

## **B. VACATION EXHIBIT**

1. A Plat Vacation exhibit shall be prepared in accordance with the standards established for a Final Plat (See **Section 2-16** of this Manual) and shall contain information deemed appropriate by the PWD Department. If anything less than the entire plat is vacated, include a legal description of the portions being vacated signed and sealed by a Professional Land Surveyor registered in the State of Colorado.

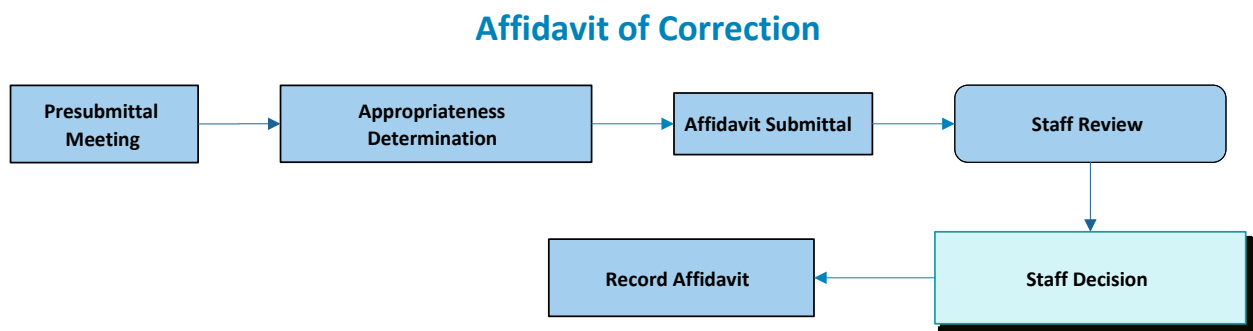
2. An Easement Vacation exhibit shall be on 8½" x 14" paper or other size as required by PWD, containing a legal description signed and sealed by a Professional Land Surveyor registered in the State of Colorado, and any other information deemed appropriate by the PWD Department.

## 2-19 Correction to Recorded Plat

Plats may be recorded that have inadvertent errors in such items as survey information. The Land Development Code establishes procedures for making corrections to recorded plats in Section 5-6.8.C (Affidavit of Correction) and 5-6.7.D (Correction Plat).

### **2-19.1 AFFIDAVIT OF CORRECTION**

The process for an Affidavit of Correction is outlined in Section 5-6.8.C of the Land Development Code and is summarized in the following flowchart.



#### **A. SUBMITTAL REQUIREMENTS**

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Application fee(s).
4. A Letter of Intent explaining the need for the correction and addressing the criteria in Section 5-6.8.C.2 of the LDC.

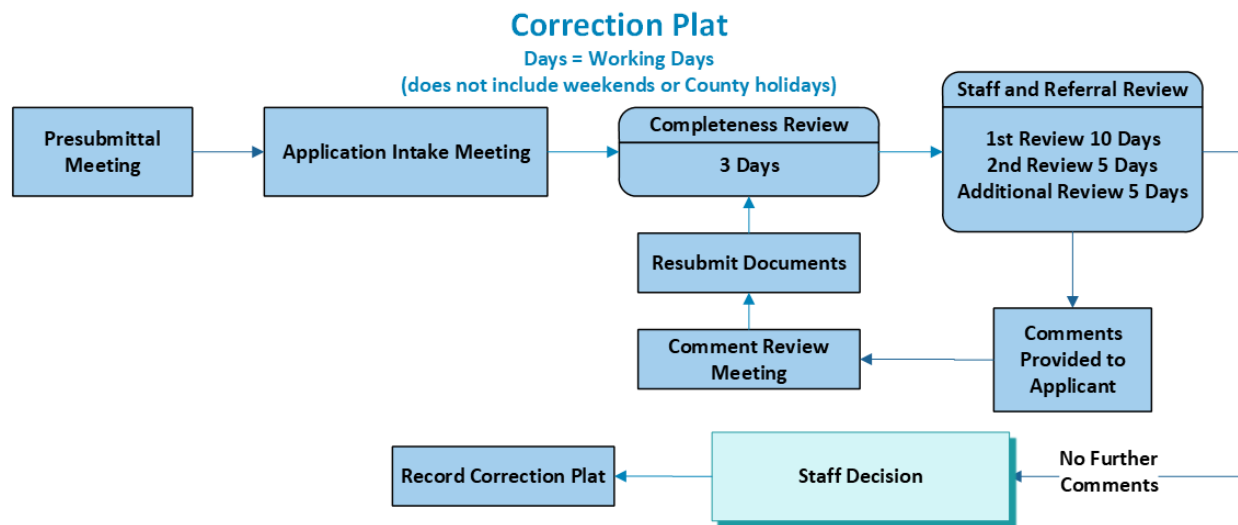
#### **B. REVIEW PROCEDURES**

1. After determining that the Affidavit of Correction process is appropriate, the surveyor or the surveyor's representative shall submit a completed Affidavit of Correction bearing the original signature and seal of the surveyor to the Planning Division office.
2. The Affidavit of Correction shall be prepared in accordance with the provisions of C.R.S. 38-51-111.



## 2-19.2 CORRECTION PLAT

A Correction Plat shall not be prepared if all required corrections can be effectuated by an Affidavit of Correction prepared in accordance with the provisions of C.R.S. 38-51-111. Procedures for a Correction Plat are outlined in Section 5-6.8.D of the Land Development Code and are summarized in the following flowchart.



### A. SUBMITTAL REQUIREMENTS

1. Completed Land Development Application:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Application fee(s)
4. A Letter of Intent that explains, justifies, and validates the request, stating all facts relied upon and providing documentation where possible. Address all approval criteria in Section 5-6.8.D.2 of the LDC.
5. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
6. A notarized Letter of Authorization from the landowner(s) permitting a representative to process the application with a disclaimer that no other party's consent is required.

7. Treasurer's Certificate of Taxes Due.
8. Correction Plat exhibit per Section B below.

## **B. CORRECTION PLAT**

1. The Correction Plat exhibit shall be prepared in accordance with the standards established for a Final Plat (See **Section 2-16** of this Manual).
2. The Correction Plat shall encompass the entire area of the original plat and shall be exactly the same as the original plat being corrected with the following exceptions:
  - a. The name of the Correction Plat shall be the same as the name of the subdivision being corrected, as dedicated, followed by the words Correction Plat. The name of the subdivision shall be corrected wherever it appears on the plat.
  - b. Signature blocks for all owners of property within the boundaries of the subdivision.
  - c. All Standard Notes, Certificates and dedications required by Arapahoe County staff shall be included on the plat as described in **Part 4:** of this Manual.
3. All corrections identified in the application need to be made on the Correction Plat in addition to a table listing all corrections on the plat. The table shall show the original information and the corrections being made.

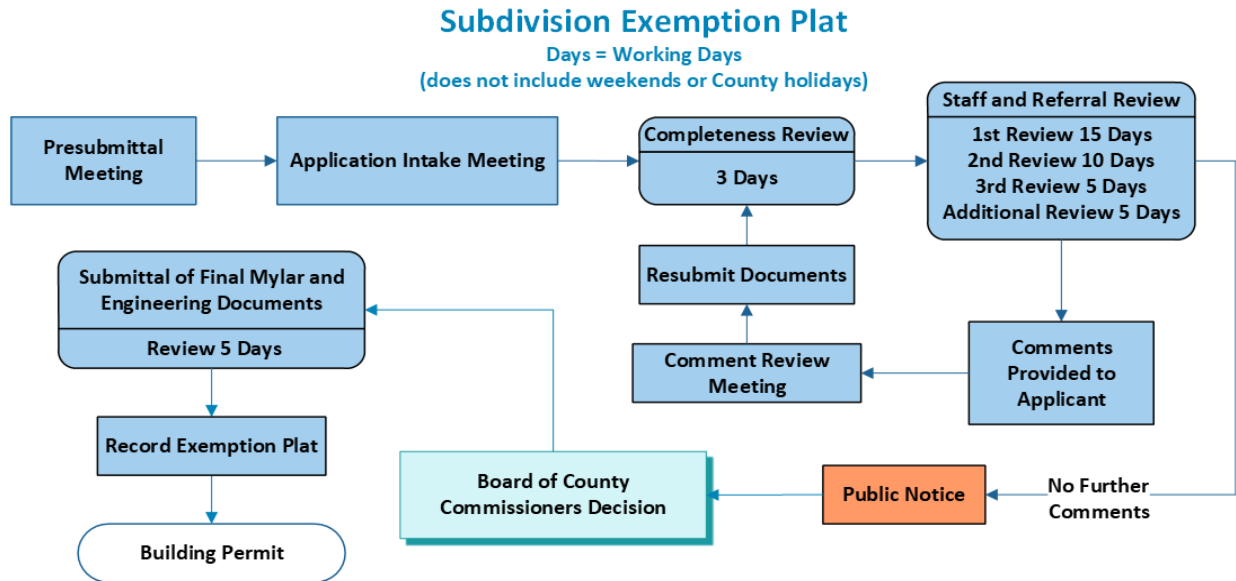
## **C. POST DECISION PROCEDURES**

The post-decision procedures, timelines and requirements for a Correction Plat shall be the same as those for a Final Plat. (See **Section 2-16C** of this Manual.)

## **2-20 Subdivision Exemption Plat**

The Board of County Commissioners may grant exemptions from the definition of the terms subdivision and subdivided land for any division of land which generally is not intended to create multiple lots for eventual sale to individual owners. Examples include land divisions for public or quasi-public purposes, boundary lines adjustments between parcels 35 acres or more in size where no new parcels are created, or where parcels were created by a deed transferring part of a parcel to another owner prior to the County adopting subdivision regulations. A full description of subdivision exemption eligible situations and the Subdivision Exemption procedures can be found in Section 5-6.9 of the Land Development Code.

The accompanying flowchart summarizes the Subdivision Exemption procedures.



#### A. SUBMITTAL REQUIREMENTS

1. Completed Land Development Application Form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes.
3. Submittal fees.
4. Written Letter of Intent describing the proposed development including background information explaining why the request is being made, important geographic details on and off-site that relate to the proposal, potential sales contracts for parcel(s) being developed and any other pertinent information for clarification.
5. For exemption plat applications made under Section 5-6.9.B of the Land Development Code, a sworn and notarized affidavit from the applicant affirming that they did not create the land division without proper subdivision approval and did not have any involvement in such land division.
6. Treasurer's Certificate of Taxes Due.
7. Ownership information, current within 30 days of the date of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
8. As necessary, property deeds proving the date the property was created in its current configuration.

9. If applicable, a notarized Letter of Authorization from all landowners permitting a representative to process the application with a disclaimer that no other party's consent is required.
10. Evidence of permanent easement or public road access to public rights-of-way for all parcels.
11. Proposed source of water and sewage treatment shall be stated. If the proposed parcel to be created lies within a Special District providing water and sewage treatment services, a "will serve" letter from that District must be submitted with the exemption application.
12. The County may require an exhibit with additional information such as zoning, adjacent uses, and other pertinent features of the property, including but not limited to, existing structures, utility lines, natural and artificial drainage-ways, ditches, lakes, vegetative groundcover, rock outcroppings, geologic features and hazards, dams, reservoirs, presence of delineated floodways or floodplains, mines, fence lines, driveways, easements, well sites, septic systems and leach fields.
13. Subdivision Exemption Plat exhibit per Section B below.

## **B. SUBDIVISION EXEMPTION PLAT**

1. The Subdivision Exemption Plat shall be prepared in accordance with the standards for a Final Plat (See **Section 2-16** of this Manual) and shall contain the following information:
  - a. An accurate and complete Monumented Land Survey pursuant to paragraph thirteen (13) of C.R.S. 38-51-102, shall be made of the land to be included in the Subdivision Exemption Plat. A traverse of boundaries when computed from field measurements on the ground must have a minimum unadjusted ratio of closure of one (1) part in fifteen thousand (15,000).
  - b. Legal Description of the land included in the Subdivision Exemption:
    - i. The monumented land survey shall be an accurate reflection of the legal description.
      - 1) The legal description shall be in the following format:
      - 2) A parcel of land in the \_\_\_\_ 1/4 of Section, Township \_\_\_\_ South, Range \_\_\_\_ West of the Sixth Principal Meridian, County of Arapahoe, State of Colorado more particularly described as follows:  
(Following this introduction shall be a parcel description by metes and bounds or aliquot part(s), incorporating a complete traverse and the accuracy standards as described in Section 2-20.B.1.a above. The area to the nearest one hundredth of an acre (.01) more or less shall be included.)
      - 3) A legal description of any parcel within the Subdivision Exemption shall be prepared in the manner described above.
  - c. The Point of Beginning of the subdivision or one corner of a subdivision exemption plat shall be tied to two (2) section, quarter section or one-sixteenth corners. The monument found/set at the section, quarter, or one-sixteenth section corners must be described on the plat.
  - d. The surveyor shall establish new section, quarter section or one-sixteenth corners or upgrade the same pursuant to the requirements of §§ 6.4.1 through 6.4.3 of 4CCR 730-1.

- e. For any monument established or upgraded pursuant to **Section 2-20B.1.c** above, the surveyor shall submit a monument record to the Public Works and Development Department at the same time the subdivision exemption plat is submitted. Monument records are to be prepared pursuant to the requirements of C.R.S. 38-53-107, et seq., (2018). A minimum of three (3) accessory points are to be set.
  - f. If the latest Monument Record on file meets the Colorado statutory criteria, and the accessories still exist, the surveyor only needs to submit copies of the records with the exemption plat.
  - g. A Basis of Bearing Statement in a format acceptable to the State Board of Registration for Professional Engineers and Professional Land Surveyors shall be included on the Subdivision Exemption Plat. The line being referenced shall be shown on the exhibit and the survey of the Subdivision Exemption Plat shall be tied to the line being used for the Basis of Bearings.
  - h. The Subdivision Exemption Plat shall show complete survey and mathematical information, including curve data, and other data necessary to locate all monuments and locate and retrace any interior parcel lines. Distance and bearings shall be used.
2. The boundary of the Subdivision Exemption Plat shall be delineated with a heavy solid line.
  3. Any existing or required permanent access and utility easements shall be shown on the Exemption Plat.
  4. Ownership and recording information of all adjacent parcels shall be shown.
  5. Any Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the Exemption Plat as described in **Part 4:** of this Manual.
  6. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section Manager.

## C. POST DECISION PROCEDURES

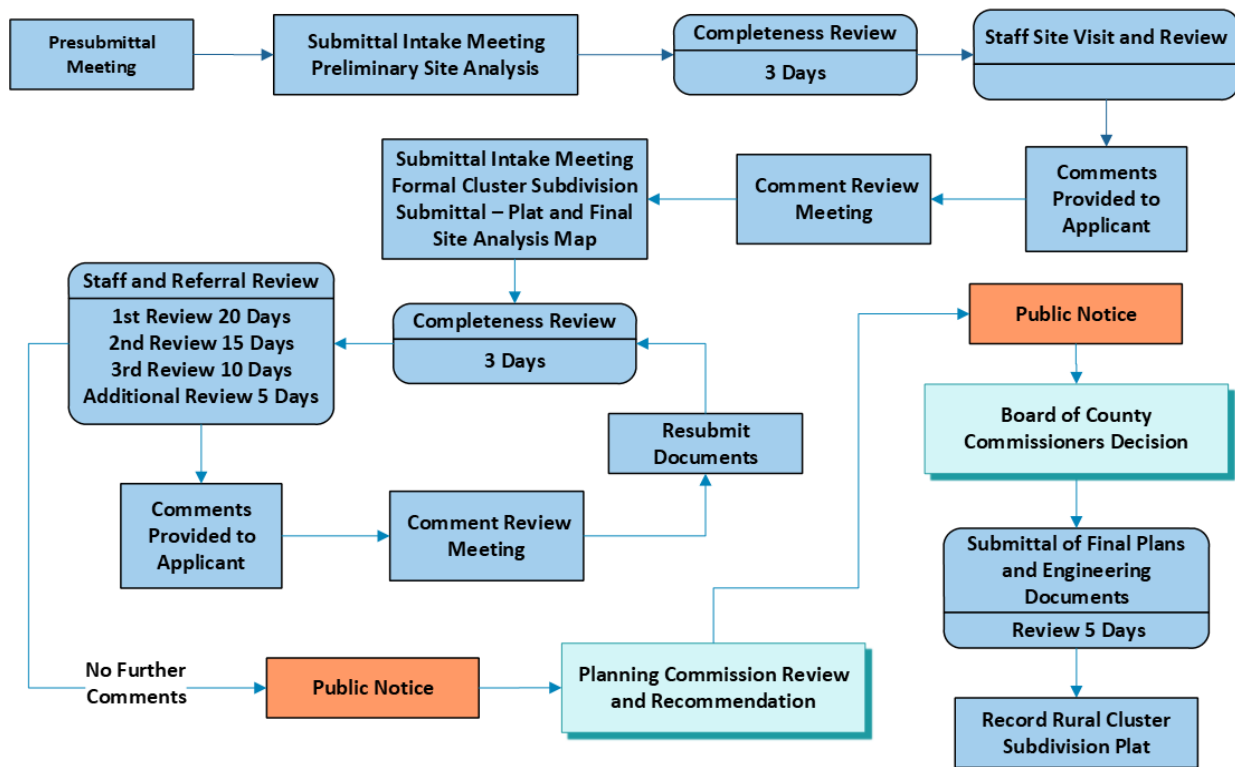
The post-decision procedures, timelines and requirements for a Subdivision Exemption Plat shall be the same as those for a Final Plat. (See **Section 2-16C** of this Manual.)

## 2-21 Rural Cluster Subdivision

As an alternative to large-lot conventional subdivisions in dispersed locations throughout the County, the Rural Cluster Subdivision option permits single family development on individual lots smaller than otherwise allowed by zoning, while requiring a portion of the property to be set aside as a conservation easement. Requirements and procedures for a Rural Cluster Subdivision are found in Section 5-5-6.10 of the Land Development Code. Procedures are summarized in the following flowchart.

## Rural Cluster Subdivision Plat

Days = Working Days  
(does not include weekends or County holidays)



### 2-21.1 PRELIMINARY CLUSTER SUBDIVISION SITE ANALYSIS

#### A. SUBMITTAL REQUIREMENTS

1. Completed Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Submittal fee(s).
4. Ownership information, current within 30 days of the date of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
5. The ownership information must include all land to be dedicated to the County.

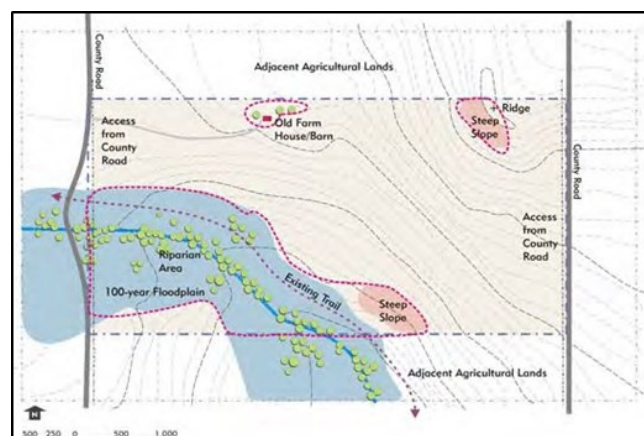
6. A notarized Letter of Authorization from the landowner permitting a representative to process the application, with a disclaimer that no other party's consent is required.
7. Preliminary Site Analysis exhibit per Section B below.

## B. PRELIMINARY SITE ANALYSIS MAP

After the pre-submittal meeting, but before the applicant's formal submittal of the cluster subdivision application, the applicant shall prepare and submit a preliminary site analysis map that analyzes existing conditions both on the proposed cluster development site and on all lands within 1,500 feet of the subject site's boundaries. The preliminary site analysis map shall comply with the following requirements:

1. The format for the preliminary site analysis map shall comply with the minimum format for preliminary plats as set forth in **Section 2-15B** of this Manual.
2. Map scale shall be not less than 1 inch = 200 feet, or if the site contains slopes exceeding 10% and the applicant is proposing an onsite wastewater system, the scale shall be not less than 1 inch = 100 feet.
3. Map shall show the relationship of the subject property to natural and man-made features located within 1,500 feet of the subject site's boundaries.
4. The natural and man-made features to be shown include:
  - a. Public roads.
  - b. Trails.
  - c. Utility easements and rights-of-way, as filed with the County Clerk and Recorder's office.
  - d. Topography (from USGS maps), including steep slopes, as defined in the LDC.
  - e. Land areas that qualify as "Sensitive Development Areas," as defined in the LDC.
  - f. Former waste disposal sites.
  - g. Public lands.
  - h. Land protected under existing conservation easements.
  - i. Man-made features, including but not limited to driveways, farm roads, buildings, foundations, walls and fences, wells, drainage fields, dumps, and utilities.
  - j. 100-year floodplains.

*Figure 2-21.1 Example of Preliminary Site Analysis Map identifying site conditions on the site and on lands within 1,500 feet of the subject site. The site analysis identifies natural and man-made features.*



## C. ADDITIONAL MATERIALS

1. The applicant may be required to submit additional materials, provided the Planning Division Manager informs the applicant of the additional material at either the pre-submittal meeting or within five (5) days of the site visit, and based on the Planning Division Manager's determination that the additional material is necessary and relevant to the County's review.
2. The Planning Division Manager may waive or vary certain submittal requirements in order to tailor the requirements to the information necessary to review a particular application. An applicant shall request a waiver or variation prior to submitting an application, and should discuss the request with staff at the pre-submittal meeting if possible. The Planning Division Manager may waive or vary such submittal requirements where the Manager finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed cluster subdivision support such waiver/variation.

## **2-21.2 FORMAL CLUSTER SUBDIVISION SUBMITTAL**

### A. GENERAL SUBMITTAL REQUIREMENTS

1. Completed Land Use Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Application fee(s).
4. A Letter of Intent that explains, justifies, and validates the request, stating all facts relied upon and providing documentation where possible. Address all review criteria set forth in Section 5-6.10.E of the LDC.
5. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
  - f. The ownership information must include all land to be dedicated to the County.
6. A notarized Letter of Authorization from the landowner(s) permitting a representative to process the application with a disclaimer that no other party's consent is required.
7. Notification of surface development to mineral estate owners in accordance with **Section 1-5** of this Manual and C.R.S. 24-65.5-103 if two or more lots are proposed in anticipation of new surface development.
8. Treasurer's Certificate of Taxes Due.



9. In addition, the applicant shall submit a separate document entitled “Final Site Analysis Map” which meets the submittal requirements stated in Subsection D below.
10. Phase III Drainage Report conforming to the Stormwater Management Manual.
11. Cluster Subdivision Plat exhibit per Section B below and Final Site Analysis Map per Section C below.

## **B. CLUSTER SUBDIVISION PLAT**

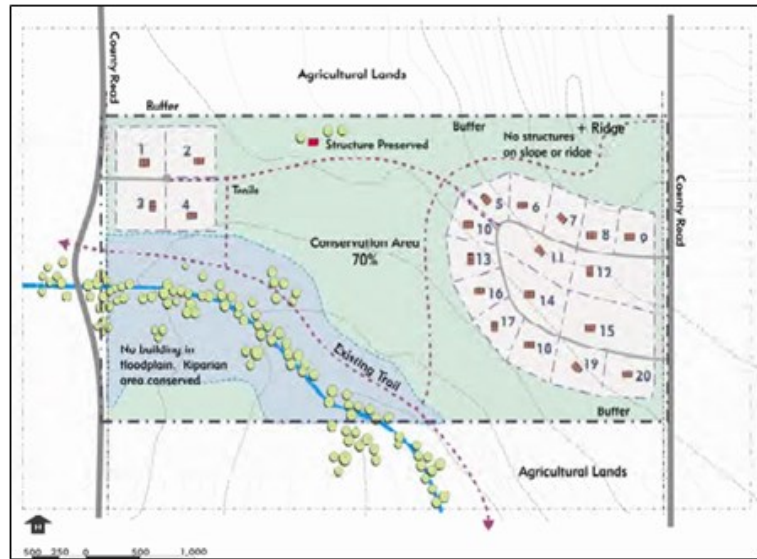
1. A Cluster Subdivision Plat exhibit will be submitted that meets the general submittal requirements of a Final Plat as described in **Section 2-16B** of this Manual, and that also satisfies the supplemental requirements as stated below.
2. Supplemental Submittal Requirements  
Taking into account the constraints and opportunities identified in the preliminary site analysis map and during the site visit, the applicant shall identify tracts containing the conservation area(s) and lot lines on the Cluster Subdivision Plat according to Section 5-6.10 of the Land Development Code, Residential Cluster Development and Conservation Area Requirements. In addition to the general submittal requirements for a Final Plat (**Section 2-16A** of this Manual), the Cluster Subdivision Plat submittal shall include the following additional elements and exhibits:
  - a. The boundaries of proposed residential cluster(s) and individual lot lines within each residential cluster.
  - b. The boundaries of all Sensitive Development Areas as shown on the Arapahoe County Resource Composite Map, or as identified by the applicant on the preliminary site analysis map and confirmed through subsequent investigation;
  - c. Septic field boundaries, as applicable;
  - d. Reference to the Final Site Analysis Map;
  - e. Notes regarding ownership and future maintenance of the tracts containing the conservation area(s), and appropriate references (e.g., reception numbers) indicating the existence of site-specific conditions, covenants, or restrictions that may apply within or adjacent to the conservation area tract(s) concerning:
    - i. Roads and driveways,
    - ii. Detention and water quality ponds, and
    - iii. Landscaping/buffers.
  - f. Reference to an approved Management Plan, if applicable.

## **C. FINAL SITE ANALYSIS MAP**

Taking into account the constraints and opportunities identified in the preliminary site analysis map and during the site visit, the applicant shall identify on the Final Site Analysis Map tracts containing the conservation area(s), lot lines, and building envelopes (as applicable) in accordance with the standards established in Section 4-2.7.B.3 of the LDC, Residential Cluster Development and

Conservation Area Requirements. In addition, the Final Site Analysis Map shall include the following elements and exhibits, which the applicant shall show on the map using scales and format consistent with the scales and format used on the Cluster Subdivision Plat. The Final Site Analysis Map, however, is a separate document from the Cluster Subdivision Plat and is required to be recorded. (See Figure 2-24.2.)

*Figure 2-24.2 Example of Final Site Analysis Map that shows the proposed residential clusters, tracts containing the proposed conservation areas, and critical natural and man-made features identified on the preliminary site analysis map.*



1. Concurrent with the C.C. & R.'s and the Management Plan:
  - a. All Sensitive Development Areas, man-made features, and any former waste disposal sites identified on the preliminary site analysis map and confirmed through subsequent investigation and the site visit;
  - b. The proposed tract or tracts containing the required conservation area(s);
  - c. The boundaries of the proposed residential cluster(s); and
  - d. Lot lines within each residential cluster and building envelopes within each residential cluster lot. Building envelopes shall be shown only if the cluster lot includes or is adjacent to a septic field or to a Sensitive Development Area (as defined by the Land Development Code).
2. If an onsite wastewater system will not be included inside the building envelope for the lot served, the applicant shall also show the separate envelope for the system's location.
3. Notes regarding site specific standards that may apply within or adjacent to the conservation area tract(s) concerning:
  - a. Roads
  - b. Detention and water quality ponds
  - c. Landscaping/buffers
  - d. Fences and structures
4. Reference to an approved Management Plan, if applicable, which may be attached.

## D. AMENDMENTS TO APPROVED CLUSTER SUBDIVISION PLAT OR MAP

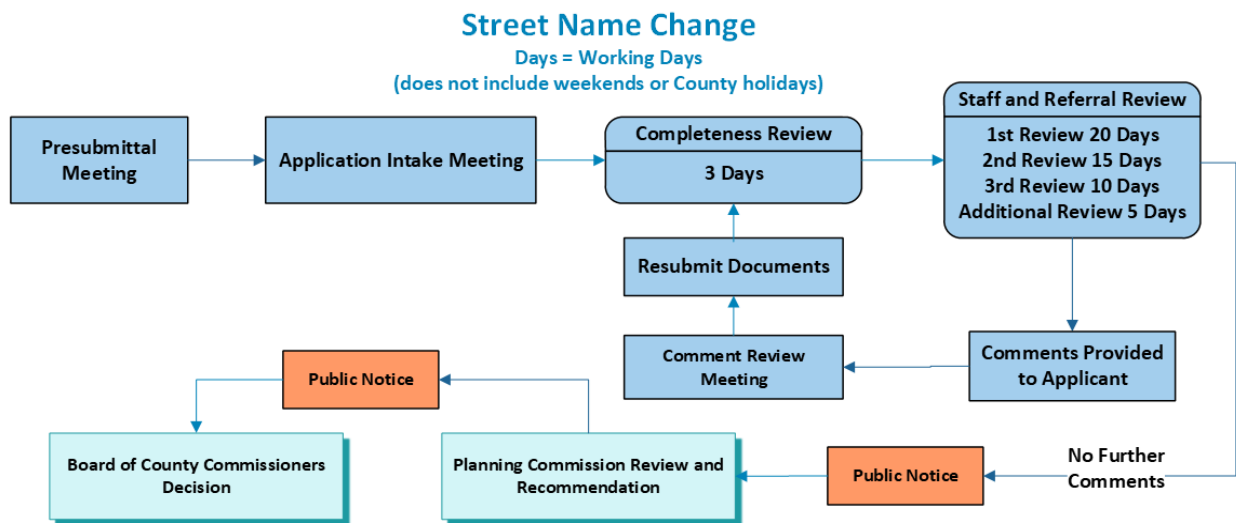
1. Amendments to approved Cluster Subdivision Plats or Site Analysis Maps may be administrative or major as determined by the Planning Division Manager according to the criteria in Section 5-2.3 of the Land Development Code.
2. Submittal requirements for administrative or major amendments shall follow the applicable requirements of **Section 2-23** of this Manual.

## E. POST DECISION PROCEDURES

The post-decision procedures, timelines and requirements for a Rural Cluster Subdivision Plat shall be the same as those for a Final Plat. (See **Section 2-16C** of this Manual.)

## 2-22 Street Name Change

The procedures for changing an existing street name are summarized in the following flowchart.



## A. GENERAL SUBMITTAL REQUIREMENTS

1. A completed Land Development Application Form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Application fee(s).
4. A Letter of Intent that explains the need for the name change and addressing how the street name change is consistent with the Arapahoe County Street Naming and Street Change Policy.
5. A map showing the street to be re-named and the adjacent properties affected.
6. Evidence that adjacent properties owners affected by the name change are in support of the name change.

## Miscellaneous Applications

### Applications included in this section:

- 2-23: Amendment to Existing Approval
  - 2-23.1 Administrative Amendment
  - 2-23.2 Major Amendment
- 2-24: Comprehensive Plan or Sub-area Plan Amendment
- 2-25: Vested Rights / Development Agreement
  - 2-24.1 Vested Rights Site Specific Development Plan
  - 2-24.2 Development Agreements
- 2-26: Location and Extent
- 2-27: 1041 Permit (Areas and Activities of State Interest)
- 2-28: Certificate of Designation
- 2-29: Title 32 or Metropolitan District
- 2-30: Title 30 District
- 2-31: Voided / De-annexed / Disconnected Land

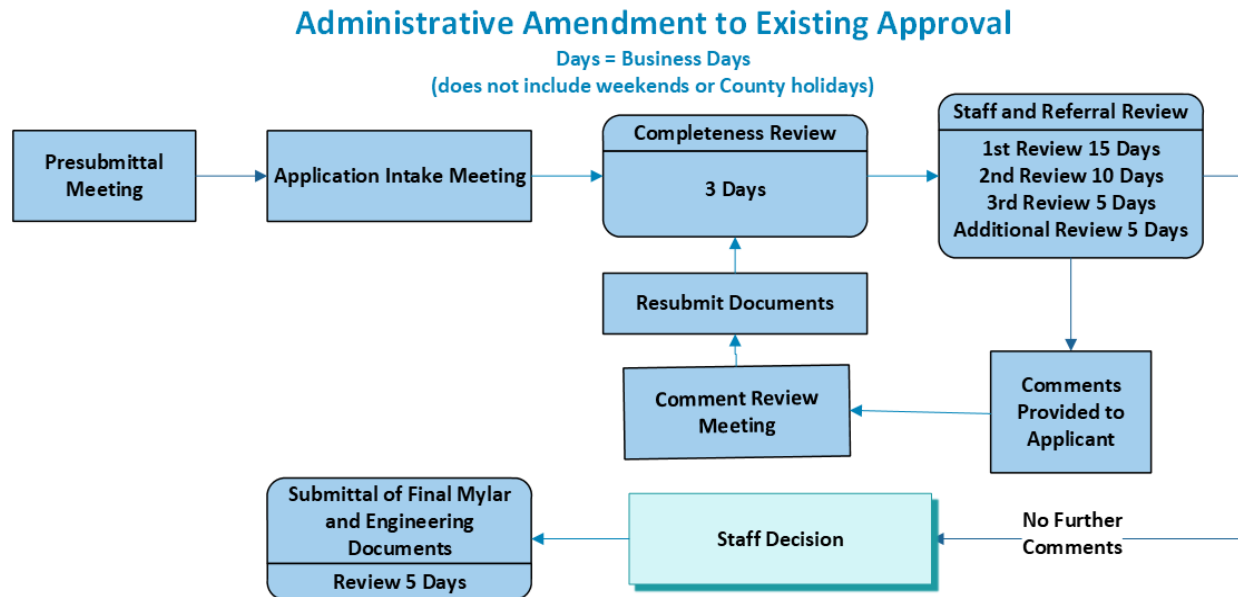
### 2-23 Amendment to Existing Approval

Amendments to approved plans may be necessary for a variety of reasons after a plan has been approved by the County. Amendments may involve minor adjustments to a site plan, such as moving a building two feet closer to a lot line (while not impacting the amount of landscaping, drainage detention and other site features), or may involve major adjustments to a PUD to re-locate a multi-family housing area or increase the square footage of approved office space. Criteria for determining whether an amendment is administrative or major are contained in the Land Development Code under Amendments to Existing Approvals, Section 5-2.3.

This section of the Manual addresses the submittal requirements for administrative and major amendments to approved plans. **This section refers only to amendments to approved plans**, such as PUD Specific Development Plans and Administrative Site Plans. Amendments to subdivision plats are covered by **Section 2-17**, Replat, and **Section 2-19**, Correction to Recorded Plat. Amendment procedures and requirements for previously approved Master Developments Plans and Final Development Plans and other PUDs are found in the LDC under Planned Unit Development, Section 5-3.3.

## 2-23.1 ADMINISTRATIVE AMENDMENT

A previously approved plan or other approval may be amended administratively if the amendment meets the eligibility criteria in Section 5-2.3.B of the Land Development Code. The procedures for an Administrative Amendment are summarized in the following flowchart.



### A. APPLICATION MATERIALS

1. Completed Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal meeting notes with Submittal Checklist.
3. Application fee(s).
4. A Letter of Intent that explains the various items being amended, with a comparison to what was approved. This information may be presented in a table, but must be submitted as part of the written information submitted with the application as well as be included on the plan amendment maps.
5. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
6. Ownership information, current within 30 days of the date of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
  - f. The ownership information must include all land to be dedicated to the County.

7. Updates, amendments or waivers to Technical Reports or the following information as determined by the Engineering Services Division:
  - a. Phase III Drainage Report or Drainage Letter of Compliance;
  - b. Low Impact Grading, Erosion and Sediment Control (GESC) Report/Plans;
  - c. Cost estimate for GESC;
  - d. Preliminary Construction Plans for the proposed development's public improvements, if any, including street plan and profile sheets, storm drainage improvements plans and other improvements, prepared in accordance with the Infrastructure Design and Construction Standards;
  - e. Cost estimate for public improvements;
  - f. Operation and Maintenance Manual for GESC and public improvements;
  - g. Collateral letter of intent for GESC and public improvements;
  - h. Preliminary Pavement Design Report prepared in accordance with the Infrastructure Design and Construction Standards, if roadways are proposed; and
  - i. Traffic Impact Study update conforming to the Arapahoe County Guidelines for Traffic Impact Studies.
8. Letters of Support with a statement regarding any existing facilities over or across the land from the following agencies:
  - a. All special districts providing maintenance of infrastructure within or adjacent to the property;
  - b. All known easement beneficiaries and/or utility providers; and.
  - c. All landowners abutting the property.
9. Other information that may be required by the Planning Division, Engineering Services Division, or Mapping Section in order to fully evaluate the proposal based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
10. Amended Plan exhibit per Section B below.

## **B. AMENDED SITE PLAN**

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.

- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

## **2. ALL SHEETS OF THE PLAN SET**


- a. A title shall be located at the top of each sheet containing the following information: project name, type of original application followed by Administrative Amendment, and amendment number. In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2"(h) x 4"(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, "Arapahoe County Case No. XX-XXX."
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

## **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Division Manager Approval).
- d. A Revisions Block updated as needed.
- e. An Amendment History indicating generally the scope of the proposed amendment, all previous amendments with case numbers, and the date of approval for each previous amendment, in accordance with the requirements of **Section 4-3** of this Manual.

- f. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- g. Vicinity Map (scale of 1"=2,000' preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- h. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

#### 4. **PLAN SHEET(S)**

- a. All affected sheets of the previous plan sets of the approved plan shall be submitted.
- b. Each sheet shall denote the amendments being made. All amendments to wording, tables, plans, maps, illustrations, and diagrams shall be identified and denoted with "clouding:" 
- c. Other information that may be required by the Planning Division, Engineering Services Division, or Mapping Section.

### C. **POST DECISION PROCEDURES**

#### 1. Final Review

- a. All Administrative Amendments shall be considered approved only after all final documents have been submitted and approved by staff, followed by submittal of approved final documents for signature of the Planning Division Manager. All Administrative Amendments submitted for final approval shall be prepared in accordance with the standards established in this Manual.
- b. PWD staff will work with applicants to finalize all Administrative Amendments and engineering reports and plans until all revisions, modifications and additions (if any) are finalized in accordance with any conditions or stipulations required by staff. Once all revisions have been made, the Planning Case Manager will direct the applicant to prepare final documents.

#### 2. Submittal of Final Documents and Engineering Reports

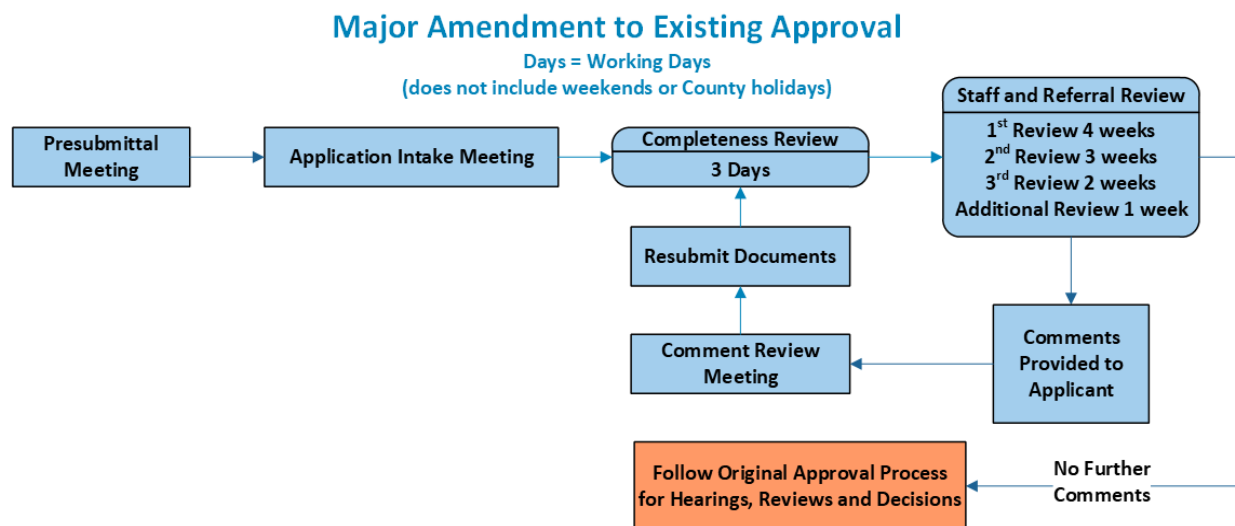
- a. Approval of the final documents and engineering reports of the approved Administrative Amendment and any associated exhibits and documents shall occur within 90 days after the Planning Case Manager determines the Administrative Amendment is approvable, or the Administrative Amendment shall be voidable (See Section 5-2.1.G.1 of the Land Development Code and **Sections 1-8.3** and **1-8.5** of this Manual.) An extension may be granted in writing by the Planning Division Manager pursuant to Section 5-2.1.H of the LDC and **Section 1-8.6** of this Manual.
- b. Final documents must be submitted by the applicant within 60 days of approval of the Administrative Amendment, unless otherwise agreed to by the Planning Division Manager. Final documents shall be prepared in accordance with the standards in **Part 8:** of this Manual.



- c. Within 30 days of receipt of the plan or plat and associated exhibits and documents, staff shall obtain the signatures of the applicable County officials.
- d. Prior to the County signing the Administrative Amendment, the Applicant shall provide ownership information, current within 30 days of the final final document submittal, that includes the following:
  - i. Owner information.
  - ii. Property legal description.
  - iii. Effective date of document (to confirm it meets the 30-day requirement).
  - iv. Encumbrances/Schedule B items.
  - v. Hyperlinked connections to documents referenced in the report.
  - vi. The ownership information must include all land to be dedicated to the County.
- e. The Applicant shall provide proof to the Public Works and Development Department that adequate security has been provided to cover the improvement costs (if applicable) in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards, or letter of credit as required.
- f. The Applicant shall provide a warranty deed for on-site and off-site County land dedication required as a condition of approval of the Administrative Amendment (if applicable).
- g. Applicants must also submit a complete, scanned copy of the signed plans and engineering reports along with hard copies of all signature pages in each. The scanned copy can be submitted via ACA portal and hard copies delivered to the Planning Division.

## 2-23.2 MAJOR AMENDMENT

Amendments not meeting the criteria for administrative amendments must follow the major amendment procedures which are outlined In Section 5-2.3.C of the Land Development Code and summarized in the following flowchart.




## A. GENERAL REQUIREMENTS

1. Completed Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal meeting notes with Submittal Checklist.
3. Application fee(s).
4. A Letter of Intent that explains the various items being amended, with a comparison to what was approved. This information may be presented in a table, but must be submitted as part of the written information submitted with the application as well as be included on the plan amendment maps.
5. Ownership information, current within 30 days of the date of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
  - f. The ownership information must include all land to be dedicated to the County.
6. Updates, amendments, or waivers to Technical Reports or the following information as determined by the Engineering Services Division:
  - a. Phase II Drainage Report or Drainage Letter of Compliance;
  - b. Grading, Erosion and Sediment Control (GESC) Report/Plans;
  - c. Preliminary Construction Plans for the proposed development's public improvements, if any, including street plan and profile sheets, storm drainage improvements plans and other improvements, prepared in accordance with the Infrastructure Design and Construction Standards;
  - d. Operation and Maintenance Manual for GESC and public improvements;
  - e. Preliminary Pavement Design Report prepared in accordance with the Infrastructure Design and Construction Standards, if roadways are proposed; and
  - f. Traffic Impact Study update conforming to the Arapahoe County Guidelines for Traffic Impact Studies.
7. Updates, amendments, or waivers to other information required by the Engineering Services Division:
  - a. Cost estimate for GESC;
  - b. Cost estimate for public improvements; and
  - c. Collateral letter of intent for GESC and public improvements.
8. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section in order to fully evaluate the proposal based on the unique circumstances of the proposal, its location, or characteristics of the land subject to the application. Information

required above may be waived by the Planning or Engineering Services Division Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.

9. Amended Plan exhibit per Section B below.

## **B. MAJOR AMENDMENT EXHIBIT**

1. All sheets and Cover sheets shall be prepared in accordance with the graphic standards and sheet requirements of the original approval.
2. All sheets of the previous plan set of the approved plan being amended shall be submitted. Each sheet shall include the label: "Amendment No. \_\_\_\_."
3. Each sheet shall denote the amendments being made. All amendments to wording, tables, plans, maps, illustrations, and diagrams shall be identified and denoted with "clouding:" 
4. The cover sheet shall include an Amendment History indicating generally the scope of the proposed amendment, all previous amendments with case numbers, and the date of approval for each previous amendment, in accordance with the requirements of **Section 4-3** of this Manual.
5. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the plan as described in **Part 4:** of this Manual.
6. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section.

## **C. POST DECISION PROCEDURES**

1. Denial or withdrawal of a major amendment shall be subject to the provisions of Section 5-2.1.F of the LDC and **Section 1-8.1** of this Manual.
2. Post decision procedures for any Major Amendment shall be the same post decision procedures as for the original approval. (For example, a Major Amendment to a GDP shall follow the post decision procedures for a GDP.)

## **2-24 Comprehensive Plan or Subarea Plan Amendment**

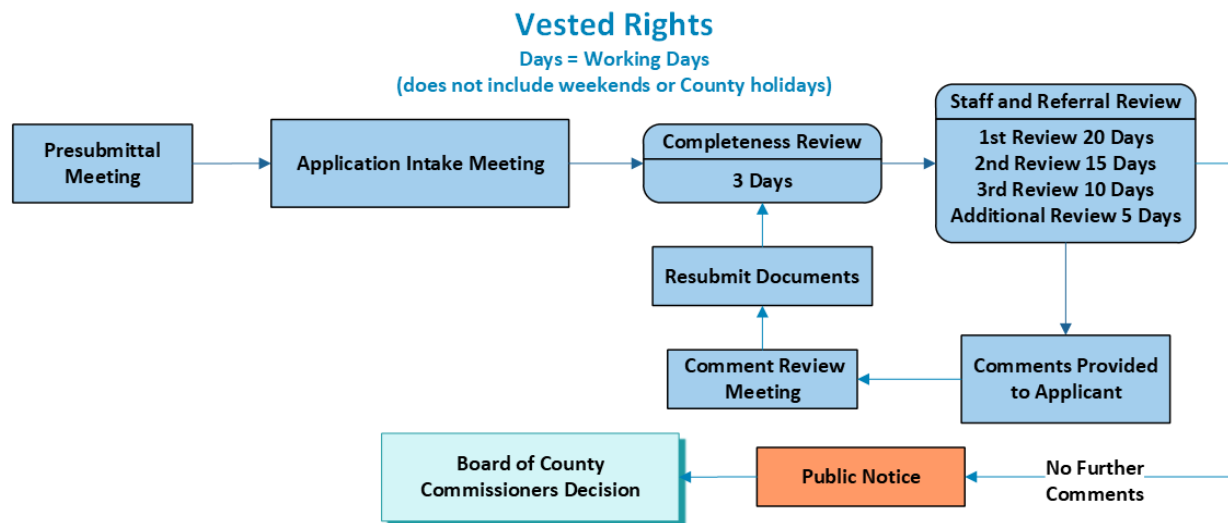
SEE ARAPAHOE COUNTY COMPREHENSIVE PLAN, CHAPTER VI:

[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Arapahoe%20County%20Comprehensive%20Plan.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Arapahoe%20County%20Comprehensive%20Plan.pdf)

## 2-25 Vested Rights / Development Agreement

### 2-25.1 VESTED RIGHTS – SITE SPECIFIC DEVELOPMENT PLAN

A vested rights determination may be requested at the time of the Specific Development Plan application (**Section 2-2.2** – 2 Step Process or **Section 2-2.3** – 3 Step Process of this Manual), or may be requested after approval of a Specific Development Plan in connection with an application for vested property rights. Procedures for approval are summarized in the accompanying flowchart and is described in more detail in Section 5-7.2.C of the Land Development Code.



#### A. SUBMITTAL REQUIREMENTS

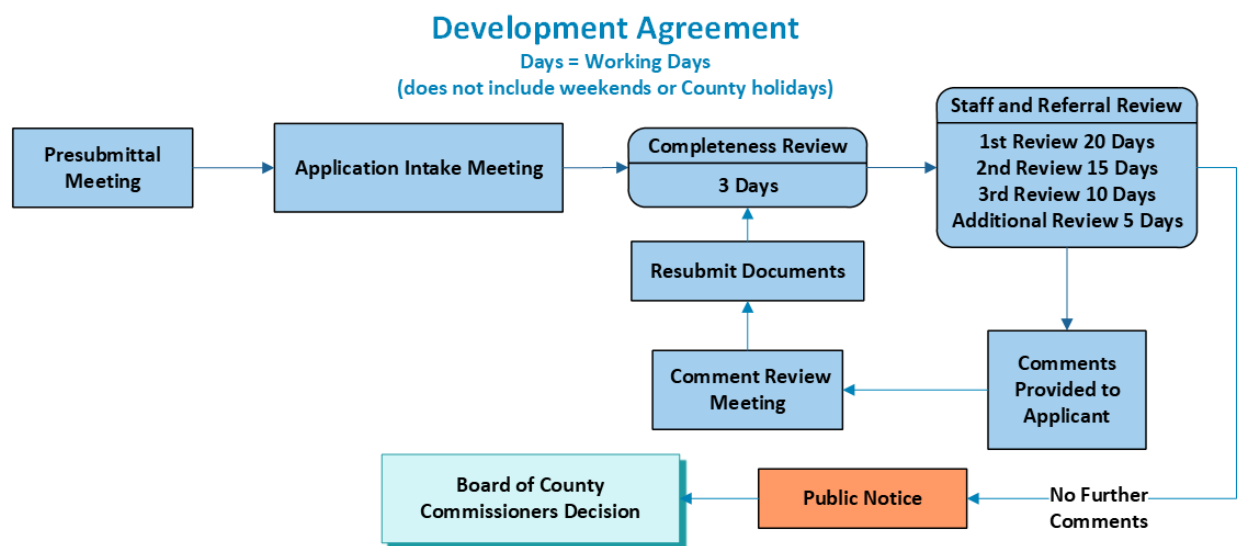
1. Completed Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. Application fees.
4. Letter of Intent that explains the request and that addresses all criteria in Section 5-7.2.C.3 of the LDC and describes any proposed elements of the Development Agreement, if a Development Agreement is proposed.
5. The applicant shall present certified engineering analyses establishing that the existing and planned infrastructure serving the plan is or will be sufficient, at the time development occurs, to meet the projected demand upon such infrastructure during the vested period.
6. The applicant shall also comply with all other requirements of the County for establishment of vested property rights that may be imposed by resolution of the Board of County Commissioners from time to time.
7. Site Specific Development Plan per Section B below.

## B. SITE SPECIFIC DEVELOPMENT PLAN

The creation of a vested property right is based on a site specific development plan. Vesting requests may occur with a Specific Development Plan application or concurrent with or after other land use approvals as noted above. Depending upon the type of application for which vested property rights are sought, the appropriate plan or copies of previously approved plans shall be submitted consistent with the requirements of this Manual.

### 2-25.2 DEVELOPMENT AGREEMENT

Procedures for the approval of development agreements are summarized in the flowchart below and are described in more detail in Section 5-6.7.D of the Land Development Code.



## A. APPLICABILITY

Development agreements may be requested and approved to address previous or concurrent approvals for the following:

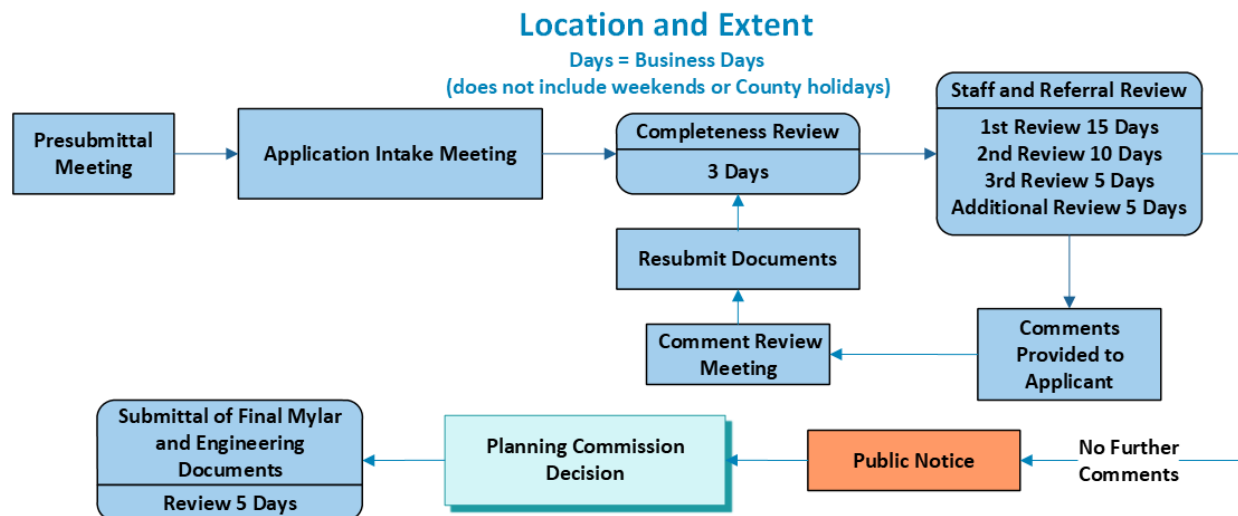
1. Final Subdivision Plats.
2. General Development Plans.
3. Specific Development Plans.
4. Administrative Site Plans.
5. Master Sign Plans.
6. Master Drainage Plans.
7. Master Traffic Studies.
8. Customized review and approval processes.
9. Any other development approval or process determined by the Board to be advisable under the circumstances, together with all amendments to any such development approvals and processes.

## B. SUBMITTAL REQUIREMENTS

1. Completed Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Pre-submittal Meeting notes with Submittal Checklist.
3. Application fees.
4. Letter of Intent that explains the request and that addresses all criteria in Section 5-7.2.D of the LDC and describes the proposed elements of the Development Agreement.
5. Certified engineering analyses establishing that the existing and planned infrastructure serving the development is or will be sufficient, at the time development occurs, to meet the projected demand upon such infrastructure during the vested period.

## 2-26 Location and Extent

C.R.S. 30-28-110 requires the Planning Commission to review and approve construction of or plans for the construction of any road, park or other public away, ground or space, public building or structure, or public utility, whether publicly or privately owned. Procedures for this approval are summarized in the following flowchart and are described in more detail in Section 5-7.3 of the Land Development Code.



## A. SUBMITTAL REQUIREMENTS

1. Completed Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting Notes with Submittal Checklist.
3. Submittal Fees.

4. Letter of Intent.
5. Notarized Letter(s) of Authorization. (Letter signed by property owners(s) authorizing another person to process the application.)
6. Technical Reports and Plans as required by the Engineering Services Division:
  - a. Phase III Drainage Report conforming to the Stormwater Management Manual, if required;
  - b. Traffic Impact Study conforming to the requirements of the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division;
  - c. Grading, Erosion and Sediment Control Plans and Report;
  - d. Construction Plans and engineer's cost estimate for public improvements; and
  - e. Legal descriptions and exhibits for any required right-of-way or easement dedications.
7. Letters of Intent for:
  - a. Public improvements collateral; and
  - b. Grading, erosion and sediment control collateral.
8. Additional Information may be requested by the Planning Division, Engineering Services Division or Mapping Section if deemed appropriate to the request. Information required above may be waived by the Planning Division Manager, Engineering Services Manager or Mapping Section Manager, or designees, if it is deemed to be immaterial to the request.
9. Location and Extent Plan exhibit(s) per Section B below.

## **B. LOCATION AND EXTENT PLAN**

The Location and Extent Plan shall be prepared in accordance with the standards included below with the information indicated:

### **1. GENERAL GRAPHIC STANDARDS**

- a. All plans shall be prepared on 24" x 36" sheets.
- b. All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- c. No plan shall include copyright restrictions.
- d. All maps shall show a true north arrow, section corners and the appropriate land grid, the name of the person who prepared the map, and the date the map was prepared.
- e. All sheets will be numerically ordered. All graphic representations, notes, charts, tables and other types of categorized information will be accompanied by common drafting information such as, but not limited to, the following:
  - i. A logical system of ordering the different graphic elements of the plan such as numbered details; and
  - ii. Expository titles for charts, tables, and other categories of information.
- f. Maps showing topography shall have a contour interval of two feet (2') or less on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.

- g. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

## **2. ALL SHEETS OF THE PLAN SET**

- a. A title shall be located at the top of each sheet containing the following information: project name, type of application (Name of Project Location and Extent). In smaller lettering: the ¼ section(s), section, township and range in which the project or subdivision is located, followed by 6th Principal Meridian, County of Arapahoe, State of Colorado. In addition, if located in a subdivision, the subdivision name, block and lot number(s) shall be identified.
- b. A blank rectangular space will be left in the upper left hand corner of each sheet measuring 2”(h) x 4”(w) for staff use.
- c. A legend with line types and symbols used.
- d. Each sheet shall have the case number in the bottom left hand corner that reads, “Arapahoe County Case No. XX-XXX.”
- e. Sheet Number and count (lower right, e.g., Sheet 1 of 10).
- f. North Arrow, Graphic Scale, and Numeric Scale.
- g. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.

## **3. COVER SHEET**

- a. Legal Description (full written lot and block or metes and bounds legal description per ownership information).
- b. All Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the cover sheet as described in **Part 4:** of this Manual.
- c. Signature Blocks (Owner(s), Planning Commission Approval, BOCC Approval if applicable).
- d. A Revisions Block updated as needed.
- e. Names and Addresses of the owner(s), plan preparer(s), landscape architect, engineer, surveyor, and date of the survey.
- f. Vicinity Map (scale of 1”=2,000’ preferred) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways within one (1) mile, with Scale and North Arrow.
- g. Index of Sheets identifying the title of each sheet. All sheets shall be titled as they are listed in the index.

## **4. SITE PLAN SHEET(S)**

- a. Name of proposed facility.
- b. Proposed land use for each area and its area in square feet.
- c. Existing and proposed public and private rights-of-way serving the site, types of surfacing and width of paving.



- d. The existing zoning of the property to be used, as well as the zoning and residential density of all adjacent properties.
- e. All easements and drainageways should be identified.
- f. Existing and proposed finished grade topography shown at two foot (2') contours on a NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plan for the NAVD 88 datum.
- g. The location(s) and dimension(s) of all existing and proposed structures, the use(s) to be located therein, the building elevations, gross floor area and locations of entrances and loading points.
- h. Location of outdoor waste disposal systems.
- i. All existing and proposed curb cuts, driveways, parking (including number of spaces) and storage areas. Also, the location(s) and dimension(s) of existing curb cuts and driveways on adjacent properties and across right-of-way.
- j. Electric Vehicle Charging Stations and/or Chargers, if applicable.
- k. All walks, open and recreation areas with a description of these improvements.
- l. If a conceptual landscape plan is required, the plan will need to show locations, general types and sizes of all proposed landscaping materials, fences, walls, planters and any other landscaping features.
- m. If detailed landscape and irrigation plans are required, follow Sections 2-2.4.B.9 and 2-2.4.B.10 of this Manual to create these plans.
- n. Provisions for access by emergency vehicles.
- o. Lighting and signage devices fully detailed (See Sections 4-1.5 and 4-1.6 of the LDC).
- p. Utility lines and appurtenances.
- q. Location of snow storage. This is an area or areas without trees, shrubs, ornamental grasses or perennials.
- r. Any Standard Notes, applicable Specific Notes, and Certificates required by County staff shall be included on the plan as described in **Part 4:** of this Manual.
- s. Other information that may be required by the Planning Division, Engineering Services Division or Mapping Section. Information above may be waived by the Planning Division Manager, Engineering Services Division Manager, or Mapping section Manager, or designees, if deemed immaterial to the request.

##### **5. TREE SURVEY SHEET**

- a. A site plan locating each tree and recommending trees intended for preservation in place, transplanting, or replacement.
- b. Species, size (caliper and height), and condition or health shall be noted.
- c. Recommendation for removal of all trees that are in a condition hazardous to the proposed development.
- d. Tree Inventory Chart. See **Section 5-1** of this Manual.
- e. Tree Survey Certification. See **Section 4-6** of this Manual.

- f. Total caliper of trees removed and replaced.

## C. AMENDMENTS

1. Amendments to approved Location and Extent Plans may be administrative or major as determined by the Planning Division Manager according to the criteria in Section 5-2.3 of the Land Development Code, with submittal requirements following **Section 2-23.1**, Administrative Amendment, or Section **2-23.2**, Major Amendment of this Manual, as applicable.
2. If approved as either an administrative or major amendment, the applicant shall submit a final document of the Location and Extent Plan according to the standards established in and **Section 2-23** of this Manual. The amended plan shall contain all the original information, the items which are being changed and an Amendment History.

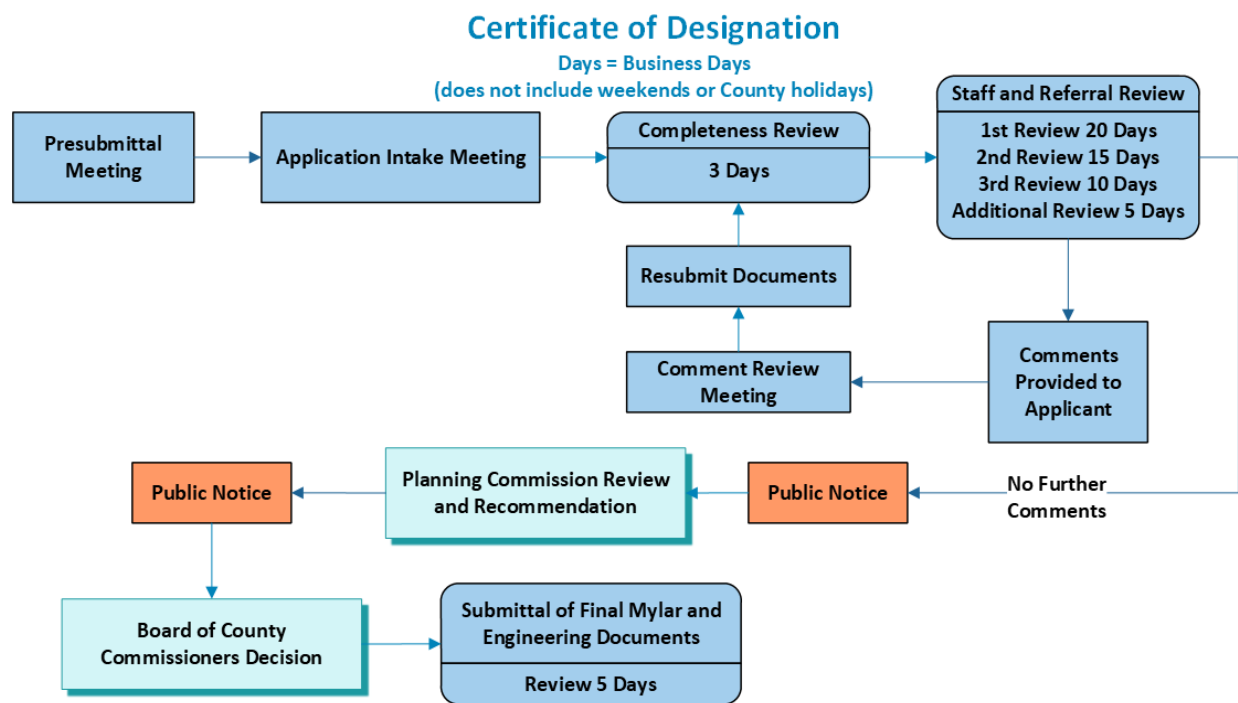
## 2-27 1041 Permit (Areas and Activities of State Interest)

SEE AREAS AND ACTIVITIES OF STATE INTEREST REGULATIONS.

[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/NID%20345%20Regulations.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/NID%20345%20Regulations.pdf)

## 2-28 Certificate of Designation

Applications shall conform to all of the applicable requirements as set forth in C.R.S. § 30-20-101 et seq., and the rules and regulations promulgated thereunder, 6 C.C.R. 1007-2, Part 1, as amended, being the "Regulations pertaining to Solid Waste Disposal Sites and Facilities." Procedures for considering a Certificate of Designation are summarized in the accompanying flowchart.



## A. SUBMITTAL REQUIREMENTS

1. Completed Land Development Application form:  
[https://files.arapahoeco.gov/Public%20Works\\_Development/planning\\_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf](https://files.arapahoeco.gov/Public%20Works_Development/planning_land%20development/Application%20Process%20and%20Forms/Land%20Development%20Application.pdf)
2. Presubmittal Meeting notes with Submittal Checklist.
3. A completed land development application form.
4. Application fee(s).
5. A legal description of the lot or property on which the requested use is to be conducted.
6. If the applicant is not the landowner, a notarized letter of authorization from the landowner permitting a representative to process the application.
7. Ownership information, current within 30 days of the application submittal, that includes the following:
  - a. Owner information.
  - b. Property legal description.
  - c. Effective date of document (to confirm it meets the 30-day requirement).
  - d. Encumbrances/Schedule B items.
  - e. Hyperlinked connections to documents referenced in the report.
8. The application shall include at a minimum the following information:
  - a. Location of the site and facility;
  - b. Type of site and facility;

- c. Type of processing to be used, such as sanitary landfill, composting, or incineration;
  - d. Hours of operation;
  - e. Method of supervision; and
  - f. Rates to be charged, if any.
9. Technical reports and plans required by the Engineering Services Division to include:
- a. Traffic Impact Study conforming to the requirements of the Arapahoe County Guidelines for Traffic Impact Studies, unless waived by the Engineering Services Division, including mitigation plans and the type and quantity of waste transport vehicles owned or operated by the applicant; and
  - b. Phase III Drainage Report conforming to the Stormwater Management Manual.
10. Such other information as may be required by the Planning Division, Engineering Services Division or Mapping Section.
11. Engineering, geological, hydrological, and operational data as may be required by the Colorado Department of Public Health and Environment under the rules and regulations contained in the most recent version of 6 C.C.R. 1007-2, the "Regulations pertaining to Solid Waste Disposal Sites and Facilities," or any adopted replacement rules and regulations.
12. Site Plan exhibit(s) per Section B below.

#### **B. SITE PLAN**

The Site Plan shall be prepared in accordance with the graphic standards and include all elements required of an Administrative Site Plan as applicable: site plan, grading plan, utilities plan, landscape plan, elevations, and illumination plan. (See **Section 2-9** of this Manual.)

## **2-29 Title 32 Special or Metropolitan District**

SEE COLORADO REVISED STATUTES 32-1-202.

## **2-30 Title 30 District**

SEE COLORADO REVISED STATUTES 30-20-501 THROUGH 30-20-802 FOR THE FORMATION OF:

- 1. Public Improvement Districts
- 2. Local Improvement Districts
- 3. Park and Recreation Districts
- 4. Cemetery Districts

### A. SUBMITTAL REQUIREMENTS

1. Upon receipt of a Final Court Decree and/or Final Judgment, as appropriate, a landowner shall submit a “petition for zoning hearing consideration” for a voided, de-annexed or disconnected parcel.
2. Accompanying the petition shall be a letter to the PWD Planning Division requesting a hearing before the Board of County Commissioners to determine whether the zoning and/or subdivision regulations and/or any other regulations governing the parcel formerly within the municipality are in general conformance with the goals, policies, and future land use recommendations of the Arapahoe County Comprehensive Plan and the design and engineering standards of Arapahoe County. Such letter shall fully describe the existing and proposed regulations affecting the parcel of land. In addition, copies of all zoning and/or subdivision regulations in effect prior to the voiding, de-annexation or disconnection of said parcel shall accompany the letter. The Board of County Commissioners may grant an exemption to these requirements.
3. The Board of County Commissioners may render a decision on whether the County accepts the zoning and/or subdivision regulations and/or any other regulations governing the parcel within the municipality. If the County does not accept those regulations as being appropriate for development within unincorporated Arapahoe County, the landowner must apply for a rezoning under Section 5-3.2 Rezoning/Conventional Zone District) or Section 5-3.3 (Planned Unit Development) of the Land Development Code.

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## Part 3: Development in Mineral Resource and Geologic Hazard Areas

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The information outlined in Sections 3-1 and 3-2 below shall be submitted with any applications as indicated in **Part 2:** of this Manual when such applications are proposed in an area shown as a Mineral Resource Area or Geologic Hazard Area in the Arapahoe County Comprehensive Plan.

### 3-1 Development In Mineral Resource Areas

#### A. SUBMITTAL REQUIREMENTS

All applicants seeking to engage in development in a mineral resource area shall submit the following documents:

1. When applicable, the name, address and phone number of the corporation's registered agent.
2. Ownership of the mineral rights affected.
3. Aerial photographs of reasonable scale and date which reasonably portray the current condition of the area to be covered by the development application. The area covered by the development shall be outlined on the aerial photographs.
4. An analysis of the commercial feasibility of extracting the mineral resources.
5. An analysis of the fiscal impacts on local services and facilities.
6. A statement that the applicant will comply with all relevant federal, state and local requirements existing at the time the plan is to be implemented.
7. Descriptive material showing the relationship of the proposed development to existing master plans for the area involved.
8. Applicants seeking to engage in development of a mineral resource area without the intention of exploration or extraction of minerals also shall submit to the PWD Planning Division the following information, maps, reports and/or data:
  - a. If the development is a subdivision, data equivalent to that required for a Preliminary and/or Final Plat as required in **Section 2-15** or **Section 2-16**, as applicable, of this Manual; and
  - b. Evidence that the development plan will present no obstacle to extraction of the mineral resource on or under the subject property or evidence that the proposed development will be of a greater economic value than the minerals present.

#### B. EXHIBIT

1. The applicable preliminary plat or final plat shall include a map or maps showing the following information:

- a. Type and location of mineral resources on or under the property; and
  - b. Geologic conditions of the area with particular attention given to the appropriate identified mineral resource deposit. If appropriate or needed, subsurface cross sections shall also be utilized to portray such conditions at depth.
2. Maps shall be at the same scale and in the same format as the development plan, plat, rezoning plan, use by special review plan, or location and extent.

## 3-2 Development in Geologic Hazard Areas

### A. SUBMITTAL REQUIREMENTS

1. Anyone proposing to develop land in an identified expansive soils area shall be required to submit a thorough soil engineering study conducted by a registered professional soil engineer licensed in the State of Colorado to determine expansive soil potential at the time of the Preliminary Plat submittal.
2. The soils study shall include a minimum of one (1) test boring for every ten (10) lots or three (3) acres in the development with a minimum of one (1) sample per boring tested for swell. Some test borings may be deferred until later; however, the above requirements shall be met by the time of Final Plat submittal.
3. The report shall also include a description of the engineering design and construction mitigation techniques that will correct the adverse conditions within moderate and/or extreme expansive soil areas.

### B. PLAN EXHIBIT

1. The preliminary plat submittal shall include a map showing the area(s) affected by expansive soils and the location of the test borings shall be illustrated on the map. The map shall be at the same scale as the preliminary plat, unless another scale can accurately and clearly portray the information required.



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## Part 4: Standard Notes and Certifications

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The following notes, dedications and certificates are used for documents described in Part 2 of this Manual. Every application requires certain standard and specific notes as indicated in the following Table. The text of each note or certification shall be duplicated as contained in Sections 4-1 through 4-4 of this Manual. In addition to the standard and specific notes, certain certificates (such as owner, surveyor and Recorder certificates) included in Sections 4-3 and 4-4 are required for specific types of applications.

Staff may modify any note only with the approval of the modification by the County Attorney. Any notes on a plan or plat not included in this section shall be removed unless approved by the County Attorney.

The types of applications for which a note or certificate applies are listed in the following Table.

Standard Notes														
Note Name:		Standard Notes	Street Maintenance	Drainage Maintenance	Emergency Access	Drives, Parking Areas & Utility Easement Maintenance	Private Street Maintenance	Drainage Liability	Landscape Maintenance	Sight Triangle Maintenance	Sight Triangle Note	Public Improvements	Maintenance Easement	Drainage Master Plan
General Development Plan	<u>GDP</u>	X	X	X	X				X	X			*	X
Specific Development Plan / 3 step	<u>SDP</u>	X	X	X	X				X	X			*	X
Specific Development Plan / 2 Step	<u>SPDZ</u>	X	X	X	X				X	X			*	X
Administrative Site Plan	<u>ASP</u>	X	X	X	X	X	*	*	X	X		X	*	X
Preliminary Development Plan	<u>PDP</u>	X	X	X	X				X	X			*	X
Final Development Plan	<u>FDP</u>	X	X	X	X	X	*	*	X	X		X	*	X
Administrative Energy Facility	<u>AE</u>	X	X	X	X	X	*	*	X	X		X	*	X
Conventional Rezone	<u>CZ</u>	X	X	X	X	X	*	*	X	X		X	*	X
Commercial Mobile Radio Service	<u>CMRS</u>	X	X	X	X	X	*	*	X	X		X	*	X
Location & Extent	<u>L&amp;E</u>	X	X	X	X	X	*	*	X	X		X	*	X
Use by Special Review	<u>USR</u>	X	X	X	X	X	*	*	X	X		X	*	X
Administrative Replat	<u>PAR</u>	X	X	X	X	X	*	*	X		X	X	*	X
Preliminary Plat	<u>PP</u>	X	X	X	X				X		X		*	X
Final plat	<u>PF</u>	X	X	X	X	X	*	*	X		X	X	*	X
Minor Subdivision	<u>PM</u>	X	X	X	X	X	*	*	X		X	X	*	X
Subdivision Exemption	<u>PX</u>	X	X	X	X	X	*	*	X		X	X	*	X
Note Applicability							Plans and Plats with Private Roads*	Plans and Plats with Phase 3 Drainage Study or designs*					Plans and Plats w/ 0 ft. setback*	
** Energy Facility Cases may have additional note requirements														

\*\* Energy Facility Cases may have additional note requirements

Specific Notes											
Specific Notes		RTIF Area Note	RUTIF Area Note	Airport Influence Area Note - Off-Site Improvements	Airport Influence Area Note - Easement/Hazard Easement	Four Square Mile Area Note	Private Open Space	Street Lighting	Drainage	Public Use Easement	Stormwater Maintenance
General Development Plan	<u>GDP</u>	*	*	*	*	*					
Specific Development Plan / 3 step	<u>SDP</u>	*	*	*	*	*					
Specific Development Plan / 2 Step	<u>SPDZ</u>	*	*	*	*	*					
Administrative Site Plan	<u>ASP</u>	*	*	*	*	*	*	X	*	*	*
Preliminary Development Plan	<u>PDP</u>	*	*	*	*	*					
Final Development Plan	<u>FDP</u>	*	*	*	*	*	*	X	*	*	*
Administrative Energy Facility	<u>AE</u>	*	*	*	*	*	*	X	*	*	*
Conventional Rezone	<u>CZ</u>	*	*	*	*	*	*		*	*	*
Commercial Mobile Radio Service	<u>CMRS</u>	*	*	*	*	*	*	X	*	*	*
Location & Extent	<u>L&amp;E</u>	*	*	*	*	*	*		*	*	*
Use by Special Review	<u>USR</u>	*	*	*	*	*	*	X	*	*	*
Administrative Replat	<u>PAR</u>	*	*	*	*	*	*	X	*	*	*
Preliminary Plat	<u>PP</u>	*	*	*	*	*					
Final Plat	<u>PF</u>	*	*	*	*	*	*	X	*	*	*
Minor Subdivision	<u>PM</u>	*	*	*	*	*	*	X	*	*	*
Subdivision Exemption	<u>PX</u>	*	*	*	*	*	*	X	*	*	*
<b>Note Applicability</b>		Located within RTIF Planning Area*	Located within RUTIF Planning Area*	Located within Airport Influence Area*	Located within Airport Influence Area*	Located within Four Square Mile Area*	Developments with Private Parks*		Plans and Plats with Stormwater Easements*	Plans and Plats with Public Use Easements*	Plans and Plats with Stormwater Facilities - O&M Manual*
** Energy Facility Cases may have additional note requirements											

Certifications											
Standard Certificates		BOCC Approval	PC Recommendation	PC Approval	Planning Division Approval	Surveying Certificate	Surveyor Note	Attorney Certificate	Recorder's Certificate	Certification of Dedication & Ownership	Certificate of Ownership
General Development Plan	<u>GDP</u>	X	X								X
Specific Development Plan / 3 step	<u>SDP</u>			X							X
Specific Development Plan / 2 Step	<u>SPDZ</u>	X	X								X
Administrative Site Plan	<u>ASP</u>				X						X
Preliminary Development Plan	<u>PDP</u>	X	X								X
Final Development Plan	<u>FDP</u>	X	X								X
Administrative Energy Facility	<u>AE</u>	X									X
Conventional Rezone	<u>CZ</u>	X	X								X
Commercial Mobile Radio Service	<u>CMRS</u>										X
Location & Extent	<u>L&amp;E</u>			X							X
Use by Special Review	<u>USR</u>	X									X
Administrative Replat	<u>PAR</u>	X				X			X	X	
Preliminary Plat	<u>PP</u>	X	X			X			X	X	
Final plat	<u>PF</u>	X				X	*	*	X	X	
Minor Subdivision	<u>PM</u>	X	X			X	*	*	X	X	
Subdivision Exemption	<u>PX</u>	X				X			X	X	
<u>Note Applicability</u>							Optional - Surveyor Determination*	Only use if need Surveyor Note*			

\*\* Energy Facility Cases may have additional note requirements

\*\* Energy Facility Cases may have additional note requirements

Certifications				
Standard Certificates		Tree Preservation Plan	Landscape Architect Certificate	Irrigation Certificate
General Development Plan	<u>GDP</u>			
Specific Development Plan / 3 step	<u>SDP</u>	X		
Specific Development Plan / 2 Step	<u>SPDZ</u>	X		
Administrative Site Plan	<u>ASP</u>	X	X	X
Preliminary Development Plan	<u>PDP</u>			
Final Development Plan	<u>FDP</u>			
Administrative Energy Facility	<u>AE</u>			
Conventional Retone	<u>CZ</u>			
Commercial Mobile Radio Service	<u>CMRS</u>			
Location & Extent	<u>L&amp;E</u>	X		
Use by Special Review	<u>USR</u>	X		
Administrative Replat	<u>PAR</u>			
Preliminary Plat	<u>PP</u>	X		
Final Plat	<u>PF</u>	X		
Minor Subdivision	<u>PM</u>			
Subdivision Exemption	<u>PX</u>			

## 4-1 Standard Notes

The following language should be included when applicable:

### STANDARD NOTES

THE OWNER(S), DEVELOPER(S) AND/OR SUBDIVIDER(S) OF THE (Type of Plan) KNOWN AS (Project/Subdivision Name), THEIR RESPECTIVE SUCCESSORS, HEIRS AND/OR ASSIGNS AGREE TO THE FOLLOWING NOTES:

### STREET MAINTENANCE

IT IS MUTUALLY UNDERSTOOD AND AGREED THAT THE DEDICATED ROADWAYS SHOWN ON THIS PLAT/PLAN WILL NOT BE MAINTAINED BY THE COUNTY UNTIL AND UNLESS THE STREETS ARE CONSTRUCTED IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS IN EFFECT AT THE DATE CONSTRUCTION PLANS ARE APPROVED, AND PROVIDED CONSTRUCTION OF SAID ROADWAYS IS STARTED WITHIN ONE YEAR OF THE CONSTRUCTION PLAN APPROVAL. THE OWNERS, DEVELOPERS AND/OR SUBDIVIDERS, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, SHALL BE RESPONSIBLE FOR STREET MAINTENANCE UNTIL SUCH TIME AS THE COUNTY ACCEPTS THE RESPONSIBILITY FOR MAINTENANCE AS STATED ABOVE.

### DRAINAGE MAINTENANCE

THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL DRAINAGE FACILITIES INSTALLED PURSUANT TO THE SUBDIVISION AGREEMENT. REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO MAINTAINING THE SPECIFIED STORM WATER DETENTION/ RETENTION VOLUMES, MAINTAINING OUTLET STRUCTURES, FLOW RESTRICTION DEVICES AND FACILITIES NEEDED TO CONVEY FLOW TO SAID BASINS. ARAPAHOE COUNTY SHALL HAVE THE RIGHT TO ENTER PROPERTIES TO INSPECT SAID FACILITIES AT ANY TIME. IF THESE FACILITIES ARE NOT PROPERLY MAINTAINED, THE COUNTY MAY PROVIDE NECESSARY MAINTENANCE AND ASSESS THE MAINTENANCE COST TO THE OWNER OF THE PROPERTY.

### EMERGENCY ACCESS NOTE

EMERGENCY ACCESS IS GRANTED HERewith OVER AND ACROSS ALL PAVED AREAS FOR POLICE, FIRE AND EMERGENCY VEHICLES.

### DRIVES, PARKING AREAS, AND UTILITY EASEMENTS MAINTENANCE

THE OWNERS OF THIS PLAN OR PLAT, THEIR SUCCESSORS, AND/OR ASSIGNS IN INTEREST, THE ADJACENT PROPERTY OWNER(S), HOMEOWNERS ASSOCIATION OR OTHER ENTITY OTHER THAN ARAPAHOE COUNTY, IS RESPONSIBLE FOR MAINTENANCE AND UPKEEP OF ANY AND ALL DRIVES, PARKING AREAS, AND EASEMENTS, I.E.: CROSS-ACCESS EASEMENTS, DRAINAGE EASEMENTS, ETC.

#### PRIVATE STREET MAINTENANCE

IT IS MUTUALLY UNDERSTOOD AND AGREED THAT THE PRIVATE ROADWAYS SHOWN ON THIS PLAT/PLAN ARE NOT IN CONFORMANCE WITH ARAPAHOE COUNTY ROADWAY DESIGN AND CONSTRUCTION STANDARDS AND WILL NOT BE MAINTAINED BY THE COUNTY UNTIL AND UNLESS THE STREETS ARE CONSTRUCTED IN CONFORMANCE WITH THE SUBDIVISION STANDARDS IN EFFECT AT THE DATE OF THE REQUEST FOR DEDICATION. THE OWNERS, DEVELOPERS, AND/OR SUBDIVIDERS, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, SHALL BE RESPONSIBLE FOR STREET MAINTENANCE UNTIL SUCH TIME AS THE COUNTY ACCEPTS RESPONSIBILITY FOR MAINTENANCE AS STATED ABOVE.

#### DRAINAGE LIABILITY

IT IS THE POLICY OF ARAPAHOE COUNTY THAT IT DOES NOT AND WILL NOT ASSUME LIABILITY FOR THE DRAINAGE FACILITIES DESIGNED AND/OR CERTIFIED BY (Developer's Engineer). ARAPAHOE COUNTY REVIEWS DRAINAGE PLANS PURSUANT TO COLORADO REVISED STATUTES TITLE 30, ARTICLE 28, BUT CANNOT, ON BEHALF OF (Owner) GUARANTEE THAT FINAL DRAINAGE DESIGN REVIEW WILL ABSOLVE (Owner) AND/OR THEIR SUCCESSORS AND/OR ASSIGNS OF FUTURE LIABILITY FOR IMPROPER DESIGN. IT IS THE POLICY OF ARAPAHOE COUNTY THAT APPROVAL OF THE FINAL PLAT AND/OR FINAL DEVELOPMENT PLAN DOES NOT IMPLY APPROVAL OF (Engineer and/or Firm's Name) DRAINAGE DESIGN.

#### LANDSCAPE MAINTENANCE

THE OWNERS OF THIS PLAN OR PLAT, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, THE ADJACENT PROPERTY OWNER(S), HOMEOWNER'S ASSOCIATION OR OTHER ENTITY OTHER THAN ARAPAHOE COUNTY IS RESPONSIBLE FOR MAINTENANCE AND UPKEEP OF PERIMETER FENCING, LANDSCAPED AREAS AND SIDEWALKS BETWEEN THE FENCE LINE/PROPERTY LINE AND ANY PAVED ROADWAYS.

THE OWNERS OF THIS SUBDIVISION, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, OR SOME OTHER ENTITY OTHER THAN ARAPAHOE COUNTY, AGREE TO THE RESPONSIBILITY OF MAINTAINING ALL OTHER OPEN SPACE AREAS ASSOCIATED WITH THIS DEVELOPMENT.

#### SIGHT TRIANGLE NOTE

(To be used in lieu of graphically depicting the triangle or sight line)

SIGHT DISTANCE RESTRICTIONS, CONSISTING OF A 30 FOOT BY A 30 FOOT SIGHT DISTANCE TRIANGLE OR OF SUCH OTHER DIMENSIONS AS REQUIRED TO PROTECT AASHTO SIGHT LINES, SHALL APPLY TO ALL LAND AREAS ADJACENT TO ALL PUBLIC AND PRIVATE ROAD INTERSECTIONS ON THIS PLAT. THE OWNERS OF SUCH ADJACENT LAND AREAS ARE PROHIBITED FROM ERECTING, GROWING, OR OTHERWISE PERMITTING ANY OBSTRUCTION WITHIN SUCH LAND AREA THAT IS OVER 3 FEET IN HEIGHT ABOVE THE ELEVATION OF THE LOWEST POINT ON THE CROWN OF THE ADJACENT ROADWAY.

#### SIGHT TRIANGLE MAINTENANCE

THE OWNERS OF PRIVATE PROPERTY CONTAINING A TRAFFIC SIGHT TRIANGLE ARE PROHIBITED FROM ERECTING OR GROWING ANY OBSTRUCTIONS OVER THREE FEET IN HEIGHT ABOVE THE ELEVATION OF THE LOWEST POINT ON THE CROWN OF THE ADJACENT ROADWAY WITHIN SAID TRIANGLE.

#### PUBLIC IMPROVEMENTS NOTE

AFTER FINAL DEVELOPMENT PLAN/FINAL PLAT APPROVAL, ISSUANCE OF INDIVIDUAL BUILDING PERMITS WILL BE SUBJECT TO THE FOLLOWING STIPULATIONS AND/OR CONDITIONS PRECEDENT, WHICH OWNER AGREES TO IN CONJUNCTION WITH APPROVAL OF THE FINAL DEVELOPMENT PLAN AND/OR FINAL PLAT. SUCH BUILDING PERMITS WILL BE ISSUED ONLY AFTER THE OWNERS GUARANTEE PUBLIC IMPROVEMENTS IN A FORM ACCEPTABLE TO THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO STATE STATUTE.

#### MAINTENANCE EASEMENT

A MAINTENANCE EASEMENT IS REQUIRED FOR DEVELOPMENTS WITH ZERO SIDE SETBACKS IF ONE STRUCTURE IS BUILT ON THE LOT LINE. IN ORDER TO MAINTAIN STRUCTURE WITH THE ZERO SIDE SETBACK, A MAINTENANCE EASEMENT MAY BE REQUIRED ON THE ADJACENT LOT TO ENABLE MAINTENANCE TO BE PERFORMED ON SAID STRUCTURE FROM THE ADJOINING PROPERTY. EACH LOT OWNER AGREES TO ALLOW ADJACENT LOT OWNERS ACCESS ACROSS THEIR LOT, WITHIN FIVE FEET OF THE COMMON LOT LINE, AS MAY BE NEEDED TO MAINTAIN AND REPAIR THE ADJACENT OWNER'S PRINCIPAL STRUCTURE. EACH ADJACENT OWNER AGREES TO REPAIR ANY DAMAGE WHICH MAY BE CAUSED TO THE LOT OWNER'S PROPERTY FROM THE ADJACENT OWNERS USE OF THIS MAINTENANCE EASEMENT, AND TO TAKE ALL NECESSARY STEPS TO AVOID CAUSING SUCH DAMAGE.

#### DRAINAGE MASTER PLAN NOTE

THE POLICY OF THE COUNTY REQUIRES THAT ALL NEW DEVELOPMENT AND REDEVELOPMENT SHALL PARTICIPATE IN THE REQUIRED DRAINAGE IMPROVEMENTS AS SET FORTH BELOW:

1. DESIGN AND CONSTRUCT THE LOCAL DRAINAGE SYSTEM AS DEFINED BY THE PHASE III DRAINAGE REPORT AND PLAN.
2. DESIGN AND CONSTRUCT THE CONNECTION OF THE SUBDIVISION DRAINAGE SYSTEM TO A DRAINAGEWAY OF ESTABLISHED CONVEYANCE CAPACITY SUCH AS A MASTER PLANNED OUTFALL STORM SEWER OR MASTER PLANNED MAJOR DRAINAGEWAY. THE COUNTY WILL REQUIRE THAT THE CONNECTION OF THE MINOR AND MAJOR SYSTEMS PROVIDE CAPACITY TO CONVEY ONLY THOSE FLOWS (INCLUDING OFFSITE FLOWS) LEAVING THE SPECIFIC DEVELOPMENT SITE. TO MINIMIZE OVERALL CAPITAL COSTS, THE COUNTY ENCOURAGES ADJACENT DEVELOPMENTS TO JOIN IN DESIGNING AND CONSTRUCTING CONNECTION SYSTEMS. ALSO, THE COUNTY MAY CHOOSE TO PARTICIPATE WITH A DEVELOPER IN THE DESIGN AND CONSTRUCTION OF THE CONNECTION SYSTEM.
3. EQUITABLE PARTICIPATION IN THE DESIGN AND CONSTRUCTION OF THE MAJOR DRAINAGEWAY SYSTEM THAT SERVES THE DEVELOPMENT AS DEFINED BY ADOPTED MASTER DRAINAGEWAY PLANS (SECTION 3.4 OF THE ARAPAHOE COUNTY STORMWATER MANAGEMENT MANUAL) OR AS REQUIRED BY THE COUNTY AND DESIGNATED IN THE PHASE III DRAINAGE REPORT.



## 4-2 Specific Notes

The following notes should not mention the owner, developer or subdivider.

### REGIONAL TRANSPORTATION IMPROVEMENT FEE (RTIF) AREA

THIS (Name of Subdivision/Development) IS LOCATED WITHIN AN AREA THAT HAS BEEN IDENTIFIED AS DEFICIENT IN REGIONAL INFRASTRUCTURE IMPROVEMENTS, PRIMARILY REGIONAL TRANSPORTATION INFRASTRUCTURE. THE BOARD OF COUNTY COMMISSIONERS HAS ADOPTED RESOLUTION 375-95A, WHICH REQUIRES FEES, PURSUANT TO THE FEE SCHEDULE ADOPTED BY THIS RESOLUTION, TO BE CHARGED BY THE BUILDING DIVISION, AND COLLECTED UPON THE ISSUANCE OF ALL BUILDING PERMITS FOR NEW CONSTRUCTION WITHIN THE REGION BOUNDARIES. THE FEES, THE REGION BOUNDARIES, THE REGIONAL TRANSPORTATION INFRASTRUCTURE PROPOSED TO BE FUNDED BY THE FEES, AND OTHER PERTINENT PORTIONS OF THE FEE SCHEDULE MAY BE FURTHER STUDIED AND AMENDED FROM TIME TO TIME, AS NEEDED TO ENSURE A FAIR BALANCED SYSTEM.

### AIRPORT INFLUENCE AREA NOTE

(All Plans and Plats wholly or partially within the 55 DNL)

ALL PROPERTY WITHIN THE 55 DAY-NIGHT AVERAGE SOUND LEVEL (DNL) IS EXPECTED TO BE EXPOSED TO DAILY AIRCRAFT NOISE LEVELS THAT EQUAL OR EXCEED AN AVERAGE OF 55 DECIBELS (DNL), A LEVEL OF AIRCRAFT NOISE THAT THE ARAPAHOE COUNTY BOARD OF COUNTY COMMISSIONERS HAS DETERMINED IS THE MAXIMUM ACCEPTABLE LEVEL FOR RESIDENTIAL USE. BECAUSE OF THIS, ARAPAHOE COUNTY HAS REQUIRED THAT ALL RESIDENCES IN THIS AREA AND WITHIN (Project Name) BE CONSTRUCTED IN WAYS THAT LESSEN THE EFFECTS OF THE AIRCRAFT NOISE TO THE RESIDENTS OF (Project Name). THESE CONSTRUCTION TECHNIQUES REQUIRE, BUT ARE NOT LIMITED TO, AIR CONDITIONING, ADDITIONAL INSULATION, INSULATED FENESTRATIONS, AND SIMILAR TECHNIQUES INTENDED TO ACHIEVE AN EXPECTED INTERIOR NOISE LEVEL OF 45 DECIBELS (DNL) IN THE EXPOSURE AREA.

### AIRPORT INFLUENCE AREA

(AVIGATION EASEMENT/HAZARD EASEMENT)

AN AVIGATION AND HAZARD EASEMENT AFFECTING ALL PROPERTY CONTAINED WITHIN THIS (Type Of Plan) HAS BEEN LEGALLY EXECUTED. SAID EASEMENT DOCUMENT CAN BE FOUND IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, OR RECEPTION NUMBER \_\_\_\_\_ OF THE RECORDS OF THE ARAPAHOE COUNTY CLERK AND RECORDER.

THE LANDS CONTAINED WITHIN THIS (Type Of Plan) LIE WITHIN THE AIRPORT INFLUENCE AREA, AN AREA WHICH IS LIKELY TO BE AFFECTED BY AIRCRAFT OPERATIONS AND THEIR POTENTIAL NOISE AND/OR CRASH HAZARDS TO A GREATER DEGREE THAN LANDS SITUATED OUTSIDE OF THE INFLUENCE AREA.

ALL LANDS CONTAINED WITHIN THIS (Type Of Plan) SHALL COMPLY WITH F.A.R. PART 77, "HEIGHT AND OBSTRUCTIONS CRITERIA".

AIRPORT INFLUENCE AREA  
(OFF-SITE IMPROVEMENTS)

TO CARRY OUT ONE OR MORE OF THE FOLLOWING AS MAY BE REQUIRED BY THE BOARD OF COUNTY COMMISSIONERS, OWNERS, SUCCESSORS AND ASSIGNS HEREBY AGREE:

1) TO INCLUDE SAID DEVELOPMENT WITHIN A SPECIAL DISTRICT FOR THE PURPOSE OF PARTICIPATION IN THE CONSTRUCTION OF NECESSARY OFF-SITE IMPROVEMENTS AT THE TIME OF APPROVAL OF FINAL PLANS.

2) TO COOPERATE WITH OTHER OWNERS OF OTHER PARCELS AND/OR OTHER SPECIAL DISTRICTS IN OFF-SITE ROADWAY IMPROVEMENTS AS NECESSITATED BY THE DEVELOPMENT IMPACTS AS MAY BE DETERMINED BY THE BOARD OF COUNTY COMMISSIONERS.

3) TO COMPLETE SUCH OTHER IMPROVEMENTS TO PUBLIC ROADWAYS BROUGHT ABOUT OR IMPACTED BY THIS DEVELOPMENT AS MAY BE DETERMINED BY THE BOARD OF COUNTY COMMISSIONERS.

4) TO PARTICIPATE AND COOPERATE IN ANY TRANSPORTATION MANAGEMENT PROGRAM AS SPECIFIED IN THE AIRPORT INFLUENCE AREA TRANSPORTATION STUDY, IF SUCH A PROGRAM IS APPROVED AND/OR ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS.

FOUR SQUARE MILE AREA NOTE

OWNER, SUCCESSORS, AND ASSIGNS HEREBY AGREE:

A) TO INCLUDE SAID DEVELOPMENT WITHIN A SPECIAL DISTRICT FOR THE PURPOSE OF PARTICIPATING IN THE CONSTRUCTION OF NECESSARY OFF-SITE IMPROVEMENTS AT THE TIME OF APPROVAL OF FINAL PLANS.

B) TO COOPERATE WITH OTHER OWNERS OF OTHER PARCELS AND/OR SPECIAL DISTRICTS IN OFF-SITE ROADWAY AND OPEN SPACE IMPROVEMENTS AS NECESSITATED BY DEVELOPMENT IMPACTS AS MAY BE DETERMINED BY THE BOARD OF COUNTY COMMISSIONERS.

C) TO INCLUDE SAID DEVELOPMENT IN A MASTER DRAINAGE IMPROVEMENT DISTRICT IF SUCH A DISTRICT IS FORMED.

PRIVATE OPEN SPACE

(All Plans and Plats except General Development Plan, Rezoning and Location and Extent)

A. THE PRIVATE PARKS AND/OR OPEN SPACE AS SHOWN ON THIS PLAT OR PLAN SHALL BE MAINTAINED IN PERPETUITY BY THE OWNER(S), HOMEOWNER'S ASSOCIATION, AND/OR ENTITY OTHER THAN ARAPAHOE COUNTY.

B. BUILDING PERMITS WILL BE ISSUED FOR ONLY ONE-QUARTER OF THE LOTS IN THIS SUBDIVISION UNTIL THE PARKS AND/OR OPEN SPACE FACILITIES HAVE BEEN INSTALLED IN ACCORDANCE WITH THE APPROVED PLAN.

C. WHEN A PROJECT CONSISTS OF ONE LOT, THE PRIVATE PARK SHALL BE INSTALLED PRIOR TO THE CERTIFICATE OF OCCUPANCY.

#### STREET LIGHTING

ALL LOTS ARE SUBJECT TO AND BOUND BY TARIFFS WHICH ARE NOW AND MAY IN THE FUTURE BE FILED WITH THE PUBLIC UTILITIES COMMISSION OF THE STATE OF COLORADO RELATING TO STREET LIGHTING IN THIS PLAN OR PLAT, TOGETHER WITH RATES, RULES, AND REGULATIONS THEREIN PROVIDED AND SUBJECT TO ALL FUTURE AMENDMENTS AND CHANGES THERETO. THE OWNER OR OWNERS, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, SHALL PAY AS BILLED, A PORTION OF THE COST OF PUBLIC STREET LIGHTING IN THE PLAN OR PLAT ACCORDING TO APPLICABLE RATES, RULES, AND REGULATIONS, INCLUDING FUTURE AMENDMENTS AND CHANGES ON FILE WITH THE PUBLIC UTILITIES COMMISSION OF THE STATE OF COLORADO.

#### DRAINAGE

ALL DRAINAGE, DETENTION POND AND STORM SEWER EASEMENTS SHOWN HEREON BURDEN AND RUN WITH ALL LANDS DESCRIBED IN THIS PLAT TO THE BENEFIT OF ARAPAHOE COUNTY AND ITS ASSIGNS, AND ARE BINDING UPON THE OWNERS AND THEIR RESPECTIVE SUCCESSORS, HEIRS AND ASSIGNS. THE EASEMENTS ARE GOVERNED BY THE TERMS AND CONDITIONS OF ARAPAHOE COUNTY'S STORMWATER AND DRAINAGE REGULATIONS AND STANDARDS AND ALL TERMS AND CONDITIONS OF RECORD, INCLUDING THOSE RECORDED ON JUNE 5, 1997, AT RECEPTION NUMBER A7066570, AS THOSE REGULATIONS, STANDARDS, TERMS AND CONDITIONS THAT EXIST AT THE TIME OF COUNTY APPROVAL OF THIS DOCUMENT AND AS THEY MAY BE AMENDED FROM TIME TO TIME.

#### PUBLIC USE EASEMENT

ALL PUBLIC USE EASEMENTS SHOWN HEREON BURDEN AND RUN WITH ALL LANDS DESCRIBED IN THIS PLAT TO THE BENEFIT OF ARAPAHOE COUNTY AND ITS ASSIGNS, AND ARE BINDING UPON THE OWNERS AND THEIR RESPECTIVE SUCCESSORS, HEIRS AND ASSIGNS. THE PUBLIC USE EASEMENTS ARE GOVERNED BY THE TERMS AND CONDITIONS OF ARAPAHOE COUNTY'S EASEMENT REGULATIONS AND STANDARDS AND ALL TERMS AND CONDITIONS OF RECORD, IF ANY, AS THOSE REGULATIONS, STANDARDS, TERMS AND CONDITIONS THAT EXIST AT THE TIME OF COUNTY APPROVAL OF THIS DOCUMENT AND AS THEY MAY BE AMENDED FROM TIME TO TIME.

#### STORMWATER MAINTENANCE

THE PROPERTY OWNER(S) SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL PERMANENT BEST MANAGEMENT PRACTICES (BMP'S) AND STORMWATER FACILITIES INSTALLED PURSUANT TO THE SUBDIVISION AGREEMENTS AND THE OPERATIONS AND MAINTENANCE (O AND M) GUIDE IN THE CASE OF PERMANENT BMP'S. REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO, MAINTAINING THE SPECIFIED BMP'S CONTAINED IN THE O AND M MANUAL RECORDED AT RECEPTION NUMBER

\_\_\_\_\_, AND THE STORMWATER FACILITIES SHOWN IN THE APPROVED PHASE III DRAINAGE REPORT AND SHOWN ON THE APPROVED CONSTRUCTION DRAWINGS.

THE OWNERS OF THIS SUBDIVISION, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, OR SOME ENTITY OTHER THAN ARAPAHOE COUNTY, AGREE TO THE RESPONSIBILITY OF MAINTAINING ALL PERMANENT BMP'S AND/OR STORMWATER FACILITIES ASSOCIATED WITH THIS DEVELOPMENT. IF THE PERMANENT BMP'S AND STORMWATER FACILITIES ARE NOT PROPERLY MAINTAINED, THE COUNTY MAY PROVIDE NECESSARY MAINTENANCE AND ASSESS THE MAINTENANCE COST TO THE OWNER OF THE PROPERTY.

### 4-3 Standard Certifications

When appropriate, the following certificates shall be used. Certificates should always be on the cover sheet of the document.

#### BOARD OF COUNTY COMMISSIONERS APPROVAL

APPROVED BY THE ARAPAHOE COUNTY BOARD OF COUNTY COMMISSIONERS, THIS \_\_\_\_ DAY OF (leave 2" blank for month) A.D., 20\_\_\_\_.

CHAIR: \_\_\_\_\_

ATTEST: \_\_\_\_\_

#### PLANNING COMMISSION RECOMMENDATION

NOT RECOMMENDED/RECOMMENDED BY THE ARAPAHOE COUNTY PLANNING COMMISSION, THIS \_\_\_\_ DAY OF (leave 2" blank for month) A.D., 20\_\_\_\_.

CHAIR: \_\_\_\_\_

#### PLANNING COMMISSION APPROVAL

APPROVED BY THE ARAPAHOE COUNTY PLANNING COMMISSION ON THIS \_\_\_\_ DAY OF (leave 2" blank for month), A.D., 20\_\_\_\_.

CHAIR: \_\_\_\_\_

#### PLANNING DIVISION MANAGER APPROVAL

ADMINISTRATIVE SITE PLAN IS APPROVED THIS \_\_\_\_ DAY OF (leave 2" blank for month), 20\_\_ BY THE PLANNING DIVISION MANAGER, OR DESIGNEE.

\_\_\_\_\_

PLANNING DIVISION MANAGER OR DESIGNEE

PLANNING DIVISION MANAGER APPROVAL

ADMINISTRATIVE AMENDMENT TO THE \_\_\_\_\_ (type of existing plan) \_\_\_\_\_ PLAN AMENDING (specific element, e.g. lot line, height requirement) APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ (leave 2" blank for month) \_\_\_\_\_, 20\_\_\_\_ BY THE PLANNING DIVISION MANAGER, OR DESIGNEE.

ALL OTHER ORIGINAL TERMS, CONDITIONS AND NOTES OF THE PREVIOUSLY APPROVED [type of existing plan] AND AMENDMENTS WILL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY EXECUTED BY OWNER AND ARAPAHOE COUNTY.

\_\_\_\_\_  
PLANNING DIVISION MANAGER OR DESIGNEE

AMENDMENT HISTORY

THIS AMENDMENT (Insert Current Case #) TO THE ( Type Of Plan ) FOR ( Project Name ) SETS FORTH THE FOLLOWING CHANGES AS DESCRIBED: (List the plan elements being amended here)

THE PREVIOUSLY APPROVED AMENDMENTS LISTED RELATED TO THE ( Type Of Plan ) FOR ( Project Name ) ARE AS FOLLOWS: (list ALL previous approvals by number, content of the amendment, and Case Number, starting with the most recent amendment)

SURVEYING CERTIFICATE

I, ( Insert name of Surveyor ), A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO DO HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE UNDER MY SUPERVISION AND THAT THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AND THIS PLAT ACCURATELY REPRESENTS SAID SURVEY.

\_\_\_\_\_  
LICENSED LAND SURVEYOR

-- OR --

SURVEYOR NOTE

(This certificate is only required if surveyor opts to use this note instead of the one above)  
THE DIMENSIONS, LOCATIONS AND OTHER INFORMATION REGARDING RECORDED RIGHTS-OF-WAY AND EASEMENTS WERE DERIVED FROM COPIES OF THE ACTUAL RECORDED DOCUMENTS. THE UNDERSIGNED SURVEYOR DID NOT PERSONALLY SEARCH THE PUBLIC RECORDS TO DETERMINE THE RECORDED RIGHTS-OF-WAY AND EASEMENTS AFFECTING THE PROPERTY, BUT INSTEAD RESEARCH WAS OBTAINED FROM \_\_\_\_\_ TITLE INSURANCE COMPANY. THE RESEARCH IS BELIEVED BY THE UNDERSIGNED TO BE RELIABLE, COMPLETE AND CORRECT, AND IS NOT CONTRADICTED BY ANY OTHER INFORMATION KNOWN TO THE SURVEYOR. THIS DISCLOSURE IS PROVIDED TO COMPLY WITH 38-51-106, C.R.S. AND FOR NO OTHER PURPOSE.

LAND SURVEY MONUMENT WARNING

ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, OF THE COLORADO REVISED STATUTE.

ATTORNEY CERTIFICATE

(Use only if the Optional Surveyor's Note is used)

I, (Insert Name of Attorney), AN ATTORNEY AT LAW DULY LICENSED TO PRACTICE IN THE STATE OF COLORADO, REGISTRATION NO. \_\_\_\_\_, STATE THAT I HAVE EXAMINED THE TITLE TO THE PROPERTY DESCRIBED IN THIS PLAT AND STATE FURTHER THAT, IN MY OPINION, TITLE TO ALL LANDS DESCRIBED IN THIS PLAT IS MERCHANTABLE IN THE OWNER AND IS FREE AND CLEAR OF ALL EASEMENTS, RIGHTS-OF-WAY, COVENANTS, LIENS AND ENCUMBRANCES EXCEPT (A) THOSE EASEMENTS AND RIGHTS-OF-WAY DEPICTED ON THE PLAT AND (B) THOSE HELD BY OTHER SIGNATORIES TO THIS PLAT. I FURTHER STATE THAT, IN MY OPINION, THE PERSON SIGNING AS OWNER IS AUTHORIZED TO DO SO.

RECORDER'S CERTIFICATE

THIS PLAN OR PLAT WAS FILED FOR RECORD IN THE OFFICE OF THE COUNTY CLERK AND RECORDER OF ARAPAHOE COUNTY AT \_\_\_\_\_ (A.M./P.M.) ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., 20\_\_\_\_ IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, MAP \_\_\_\_\_, RECEPTION NO. \_\_\_\_\_

COUNTY CLERK AND RECORDER

\_\_\_\_\_  
BY \_\_\_\_\_  
DEPUTY

## 4-4 Specific Certifications

There are two types of certificates of ownership: Certification of Dedication and Ownership and Certificate of Ownership. All documents to be recorded must be notarized.

CERTIFICATE OF DEDICATION AND OWNERSHIP

THE UNDERSIGNED CERTIFIES TO AND FOR THE BENEFIT OF THE BOARD OF COUNTY COMMISSIONERS OF ARAPAHOE COUNTY, THAT AS OF THE DATE SET FORTH BELOW AND THE DATE OF RECORDING OF THIS DOCUMENT, THE UNDERSIGNED CONSTITUTE ALL OF THE OWNERS OF THE PROPERTY WHICH IS THE SUBJECT OF THIS PLAT, THAT THE UNDERSIGNED HAVE GOOD RIGHT AND FULL POWER TO CONVEY, ENCUMBER AND SUBDIVIDE SAME, AND THAT THE PROPERTY IS FREE AND CLEAR OF ALL LIENS, ENCUMBRANCES, EASEMENTS AND RIGHTS OF WAY EXCEPT THE EASEMENTS AND RIGHTS-OF-WAY

DEPICTED ON THIS PLAT, AND THE LIENS HELD BY OTHER SIGNATORIES TO THIS DOCUMENT. IN THE EVENT OF A DEFECT IN SAID TITLE WHICH BREACHES THE WARRANTIES IN THIS CERTIFICATE, THE UNDERSIGNED, JOINTLY AND SEVERALLY, AGREE(S) TO REMEDY SUCH DEFECT UPON DEMAND BY ARAPAHOE COUNTY, WHICH REMEDY SHALL NOT BE DEEMED EXCLUSIVE.

KNOW ALL MEN BY THESE PRESENTS, THAT  (insert owner's name)  BEING THE OWNER(S), MORTGAGEE, OR LIEN HOLDERS OF CERTAIN LANDS IN ARAPAHOE COUNTY, COLORADO, DESCRIBED AS FOLLOWS: BEGINNING .... ETC. CONTAINING \_\_\_\_\_ ACRES MORE OR LESS: HAVE BY THESE PRESENTS LAID OUT, PLATTED AND SUBDIVIDED THE SAME INTO  (Lots, Blocks, Streets)  AS SHOWN ON THIS PLAT, UNDER THE NAME AND STYLE OF  (insert name of plat)  AND DO HEREBY DEDICATE AND CONVEY TO ARAPAHOE COUNTY, COLORADO, AND WARRANTS TITLE TO SAME, FOR THE USE OF THE PUBLIC, THE STREETS AND OTHER PUBLIC WAYS AND LANDS SHOWN HEREON, AND DO HEREBY DEDICATE TO ARAPAHOE COUNTY, COLORADO, AND APPROPRIATE UTILITY COMPANIES AND EMERGENCY ASSISTANCE ENTITIES, THE RIGHTS-OF-WAY AND EASEMENTS AS SHOWN HEREON FOR THE PURPOSES STATED.

EXECUTED THIS \_\_\_\_\_ DAY OF  (leave 2" for month)  A.D., 20 \_\_\_\_\_ .

\_\_\_\_\_  
(Owner of record or authorized agent signature)

**OR**

\_\_\_\_\_  
(insert owner name)

**BY ITS ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
 )S.S.  
COUNTY OF \_\_\_\_\_ )

THE FOREGOING CERTIFICATION OF DEDICATION AND OWNERSHIP WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_\_ DAY OF  (leave 2" for month)  A.D., 20 \_\_\_\_\_ .

BY  (Name)  AS  (Title)

OF  (Entity)  AN AUTHORIZED SIGNATORY.

BY \_\_\_\_\_

NOTARY PUBLIC

WITNESS MY HAND AND SEAL

\_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

CERTIFICATE OF OWNERSHIP

I, ( Insert Name of Owner ), HEREBY AFFIRM THAT I AM THE OWNER OR AUTHORIZED AGENT OF ALL INDIVIDUALS HAVING OWNERSHIP INTEREST IN THE PROPERTY DESCRIBED HEREIN, KNOWN AS (Project Name and Case Number).

I, ( Insert Name of Owner ), HEREBY AFFIRM THAT I AM THE OWNER OR AUTHORIZED AGENT OF ALL INDIVIDUALS HAVING OWNERSHIP INTEREST IN THE PROPERTY DESCRIBED HEREIN, KNOWN AS (Project Name and Case Number).

STATE OF \_\_\_\_\_ )  
 ) S.S.  
COUNTY OF \_\_\_\_\_ )

BY \_\_\_\_\_  
NOTARY PUBLIC

NOTARY NUMBER: \_\_\_\_\_

\_\_\_\_\_ Airport is located (distance and direction from development) of (name of development).  
 \_\_\_\_\_ Airport is a busy airport used by piston and jet aircraft and by helicopters, and is open 24 hours a day, seven days a week. All property within (name of development) will be exposed to the noise, vibrations and other effects and hazards of this airport. All property within (name of development) is subject to the terms of an aircraft overflight easement, which permits all aircraft using the airport to fly anywhere over (name of development). The easement consents to overflying aircraft, and prevents present and future owners and occupants of property within (name of development) from objecting to, or seeking damages due to, aircraft operations. The easement also prevents owners and occupants from installing structures, trees or other objects that could interfere with flight operations at the airport.



#### **4-5.2 NOISE DISCLOSURE FOR RESIDENCES WITHIN AIRPORT INFLUENCE ZONE (FRONT RANGE AIRPORT)**

Residences within the Airport Influence Zone (AIZ) should be aware that property within the AIZ may be subject to overflights by commercial, general aviation, and military aircraft, and subject to noise, vibration, exhaust, air and vehicular traffic and other conditions associated with the operation of this airport. The airport is operational 24 hours per day, seven days a week and flights may occur at all hours of the night.

#### **4-5.3 SAMPLE NOISE DISCLOSURE TO BUYERS FORM (FRONT RANGE AIRPORT)**

ADDENDUM TO THE AGREEMENT FOR PURCHASE AND SALE DISCLOSURES  
TO BUYERS OF LOT/PUD IN \_\_\_\_\_

This is an addendum to the agreement for purchase and sale dated \_\_\_\_\_, between \_\_\_\_\_ (seller) and \_\_\_\_\_ (buyer) to purchase lot \_\_\_\_\_ in \_\_\_\_\_ LOT/PUD in Arapahoe County, Colorado.

Seller and Buyer agree to modify said agreement as follows:

**AIRPORT**

***1. Proximity to the Airport***

\_\_\_\_\_ LOT/PUD is located within proximity to the Front Range Airport. The LOT/PUD is also located within the "Airport Influence Zone" (AIZ) as defined by the Arapahoe County Land Development Code. The purchaser should be aware that property within the AIZ may be subject to overflights by commercial, general aviation, and military aircraft, and subject to noise, vibration, exhaust, air and vehicular traffic and other conditions associated with the operation of this airport. The airport is operational 24 hours per day, seven days a week. Flights may occur at all hours of the night.

***2. Disclosure of Noise Impacts***

Noise contours have been mapped for the Airport. The 55-Ldn (average sound level) noise contour lies within the boundaries of the AIZ. Therefore, homeowners should expect a varying degree of noise from these aircraft which some residents may find intrusive.

***3. Future Operations***

The airport plans to expand its operations in the future to meet an increase in the number of flights. Larger airplanes may use the airport. Night operations may increase, which could increase the noise levels within the AIZ. An additional north/south runway could be constructed in the future, which could change current flight operations at Front Range Airport. Also, future airfield operations support facilities could be constructed on airport property with access provided by 56th, Imboden, or Manilla Roads resulting in increasing vehicular traffic and noise within the AIZ.

#### 4-5.4 AIRCRAFT ACTIVITY COVENANT WITH DISCLOSURE (FRONT RANGE AIRPORT)

AIRCRAFT ACTIVITY COVENANT WITH DISCLOSURE	
The undersigned owners of lot(s) or parcel(s) of ground situated and being in the County of Arapahoe, State of Colorado, and more particularly described as follows: <u>(insert legal description)</u> ;	
Do for themselves, their heirs, successors, administrators and assigns, acknowledge disclosure and agree with the County of Arapahoe, Colorado, the State of Colorado, United States of America or any other governmental agency or department of any of the afore stated political entities or political subdivisions, that the owners or occupants of the land herein described may experience noise intrusions, dust, or particulates resulting from the operation of aircraft to or from the Front Range Airport. These covenants shall run with the land and shall be binding upon each and every property owner owning any of the lands herein described.	
ATTEST:	
STATE OF COLORADO	)
	) ss
COUNTY OF ARAPAHOE	)
The following signature(s) was (were) subscribed and sworn to before me this ____ day of _____, 20__, A.D.	
by _____ and _____, SAID OWNERS	
NOTARY PUBLIC _____	
Business Address: _____	
My Commission Expires _____	
This covenant was filed for record in the office of the Arapahoe County Clerk and Recorder in the State of Colorado, at ____ .M. on the ____ day of _____, 20__.	

#### 4-6 Tree Survey Certificate

Certificate should always be on a tree survey sheet.

##### TREE SURVEY CERTIFICATE

I, (Insert name ), A LICENSED OR CERTIFIED (Landscape Architect, Forester, or Arborist) IN THE STATE OF COLORADO DO HEREBY CERTIFY THAT THE PLAN WAS MADE UNDER MY SUPERVISION AND THAT THIS ACCURATELY REPRESENTS THE EXISTING TREES ON THE SUBJECT PROPERTY.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## 4-7 Landscape Certification

Certification should always be on a landscape sheet of the document.

### LANDSCAPE ARCHITECT CERTIFICATE

I HEREBY CERTIFY THAT THE PORTION OF THIS TECHNICAL SUBMISSION DECREED BELOW WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND RESPONSIBLE CHARGE. I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF COLORADO.

---

Insert Name

---

Signature

PAGES OR SHEETS COVERED BY THIS SEAL:

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SEAL

LICENSE EXPIRES

## 4-8 Irrigation Certification

Certification should always be on an irrigation sheet of the document.

### IRRIGATION DESIGN CERTIFICATE

I HEREBY CERTIFY THAT THE PORTION OF THIS TECHNICAL SUBMISSION DECREED BELOW WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND RESPONSIBLE CHARGE. I AM A DULY CERTIFIED PROFESSIONAL LANDSCAPE IRRIGATION DESIGNER.

---

Insert Name

---

Signature

PAGES OR SHEETS COVERED BY THIS CERTIFICATE:

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## 4-9 Irrigation Audit Certificate

### IRRIGATION AUDIT CERTIFICATE

I, ( Insert name of Provider\_\_\_\_\_), (LANDSCAPE ARCHITECT, LANDSCAPE INSTALLATION PROFESSIONAL) IN THE STATE OF COLORADO DO HEREBY CERTIFY THAT I AM A QUALIFIED WATER EFFICIENT LANDSCAPE PROFFESIONAL

---

Name

---

Date

## Part 5: Charts

### 5-1 Tree Inventory

TREE INVENTORY							
No.	Botanical Name	Size (cal.)	Height	Health	Comments	Removal	Reason

### 5-2 Plant Schedule

PLANT SCHEDULE							
Item	Symbol	Quantity	Botanical Name	Common Name	Size (cal./cont.)	Comment	Hydrozone
Deciduous Trees							
Evergreen Trees							
Ornamental Trees							
Total Trees							
Deciduous Shrubs							
Evergreen Shrubs							
Total Shrubs							
Ornamental Grasses							
Total Ornamental Grasses							
Perennials/Vines							
Total Perennials/Vines							

## 5-3 Planting Requirements

PLANTING REQUIREMENTS							
Required Trees	Proposed Trees	Required Shrubs	Proposed Shrubs	Ornamental Grasses (5 gal.)	Ornamental Grasses (1 gl.)	Ornamental Grass Conversion to Shrubs	Total Shrubs

## 5-4 Plant Diversity

PLANT DIVERSITY					
Trees	Genus	Total No. Trees for Site	Qty. Proposed	Required Genus (Max. 30%)	Proposed Genus %
Shrubs	Genus	Total No. Trees for Site	Qty. Proposed	Required Genus (Max. 30%)	Proposed Genus %

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## Part 6: Forms and Agreements

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### 6-1 Landscape and Irrigation

#### A. CERTIFICATE OF LANDSCAPE INSTALLATION

1. The landscape architect of record shall inspect and certify that the landscape area has been constructed as depicted on the approved landscape plan(s).
2. Prior to the issuance of a certificate of occupancy, the landscape architect of record shall submit a Certificate of Landscape Installation to the County Planning Division. This form can be found at the following link: [xxxxxx Coming Soon to this Development Application Manual.](#)
3. Irrigation Installation  
Irrigation systems shall be installed by a Qualified Water Efficient Landscaper (QWEL) certified professional. This link provides search access to contact information for local landscape service providers who are QWEL certified: <https://www.qwel.net/pub/htdocs/hiremap.html#hiremap>
4. Landscape Irrigation Audit  
Following construction, a landscape irrigation shall be conducted by a third-party Certified Landscape Auditor (CLIA). Irrigation audits shall not be conducted by the person or company who installed the irrigation system. Form available at the following link: [xxxxxx Coming Soon to this Development Application Manual.](#)

### 6-2 Landscaping Agreement and Collateral

To obtain a Certificate of Occupancy prior to completion of all landscaping, the County and a developer may enter into the following Landscape Agreement, accompanied by sufficient collateral (letter of credit, cash or certified funds), to guarantee completion of landscaping requirements.

#### LANDSCAPING AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (hereinafter referred to as "Developer") and Arapahoe County.

WHEREAS, Section 6-3 of the Arapahoe County Land Development Code requires that all landscaping be completed prior to the issuance of a certificate of occupancy; and

WHEREAS, the above section allows a developer to obtain a certificate of occupancy and to occupy a building prior to the installation of all required landscaping by providing collateral guaranteeing such installation; and

WHEREAS, the Developer is the owner of property subject to the County's landscaping requirements and located at \_\_\_\_\_ (street address) and more particularly described as \_\_\_\_\_ (legal description); and

WHEREAS, the Developer has not completed all landscaping and wishes to provide collateral to obtain a certificate of occupancy prior to completion of all landscaping; and

NOW, THEREFORE, the parties hereto agree as follows:

1. The Developer shall construct and install, at its own expense, all of the required landscaping as set forth in the approved Landscape Plan and more particularly described in Exhibit A, attached hereto and incorporated by reference herein.
2. To secure and guarantee performance of the Developer's landscaping obligations as set forth herein, the Developer agrees to provide the County with collateral in the form of \_\_\_\_\_ in the amount of \$\_\_\_\_\_, 115% of the estimated cost of labor and materials for the required landscaping. The estimated cost is attached hereto and incorporated by reference herein as Exhibit B. The term of the above collateral shall be a period of at least one year from the date of this Agreement.
3. The Developer agrees to complete the installation of all required landscaping as set forth herein by no later than \_\_\_\_\_.
4. Upon installation of the landscaping required by the approved Landscape Plan and inspection by the County to confirm compliance with said Plan, the County shall release the collateral provided by the Developer.
5. In the event the Developer fails to install all of the landscaping within the above specified period of time, the Developer authorizes the County to use the collateral deposited with the County to install all required landscaping and further grants the County and its authorized agents permission to enter onto the subject property to install such landscaping.

Developer's Company Name: \_\_\_\_\_

By Authorized Agent Signature: \_\_\_\_\_

Authorized Agent Title: \_\_\_\_\_



STATE OF COLORADO )

) ss

COUNTY OF \_\_\_\_\_ )

Subscribed, sworn to, and acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D.,

by \_\_\_\_\_ of \_\_\_\_\_.

Authorized Agent Name

Developer's Company Name

Witness my hand and official.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Stamp

Arapahoe County

Bryan D. Weimer, P.W.L.F

Director of Public Works and Development

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## Part 7: Plant List

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Plant material and their use within a site and the streetscape environment serve both functional and aesthetic requirements. Plants provide shade, reduce glare, serve as windbreaks, and help to reduce and direct noise. Plant material also satisfies the aesthetic needs with colors, textures, and scents. It is for these reasons that their selection and placement are extremely important. It is for these reasons that their selection and placement are extremely important. The County requires native and xeric plant species are listed and updated regularly at this link: [Plant List](#)

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## Part 8: Final Document Standards

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### A. REQUIREMENTS FOR FINAL DOCUMENTS TO BE RECORDED AND FINAL DOCUMENTS FOR PERMANENT PWD RECORDS

1. Applicants must submit a complete, electronic copy of the signed final plans and stamped final engineering reports for a final review before approval by official County signature(s) are placed in the documents. The final documents shall be submitted via ACA portal. All plan sets must be digitally submitted in 24" x 36" format except where requirements established in the section of this Manual corresponding to the application being considered state otherwise. Engineering reports may be submitted in 8.5x11" if appropriate.
2. Final documents shall contain the information and be prepared according to the requirements established in the section of this Manual corresponding to the application being considered.
3. Any blanks (typically reception numbers for easements) **must** be filled in before final documents are submitted.
4. Final document signature sheets shall have original signatures, notary stamps, Engineer stamps and Colorado Professional Land Surveyor (P.L.S.) seals on the cover sheet. Landscape pages shall have original signature/seals of Landscape Architect and certified installation professionals. Please note that any sheet with copyright statement will still be made available for public review per CORA regulations.
5. Final documents must be fully executed by owner(s), notaries, surveyors, engineers, attorneys, etc. before submittal. Signatures **MUST** be signed with a black or blue pen and shall be legible and scanned into the entire final document submitted electronically.
6. A hard paper copy of any final document signature sheet must be printed on paper in the scale to match electronic final documents submittal. These may be mailed in or dropped off to the Public Works and Development Planning Division office in person after your project is deemed approved and ready for official County signature(s).
7. A fully executed (with all official County signatures) electronic copy of your plan set will be provided by email for your records upon completion of the final document process.

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## Part 9: Public Notice Signs and Mailings

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This Part 9 provides examples of signs to be posted and letters to be mailed for public hearings and the affidavits that are required as evidence that signs and mailings were completed in accordance with the requirements of this Manual and the LDC. Please refer to the Land Development Code for the specific noticing requirements for individual land development applications.

Applicants should note that the 15 day notification period for the posting of signs and mailing notifications does not include the day of the hearing. The notification period is in calendar days, not business days, and includes holidays. If your hearing is on a Tuesday, the sign must be posted and the mailings postmarked by the Monday two weeks prior. The 15-day notification period is a minimum requirement.

PWD staff will provide applicants with the wording to be included on signs, mailings, and certifications once hearing dates are established. The examples provided below are included for illustrative purposes and SHOULD NOT be used to prepare signs, letters, or certifications.

### 9-1 Public Notice Signs

#### 9-1.1 SIGNS FOR A PUBLIC HEARING BEFORE THE PLANNING COMMISSION OR BOARD OF COUNTY COMMISSIONERS

Signs for applications requiring public hearings before either the Planning Commission or Board of County Commissioners:

**NOTICE OF PUBLIC HEARING FOR (Project Type)\***

**(CASE NUMBER: \_\_\_\_\_)**

Notice is hereby given that the property upon which this sign is posted shall be considered for a (type of case) to the (project name) pursuant to the Arapahoe County Land Development Code. Further information concerning this proposal may be obtained by calling the PWD Office at (720) 874-6650.

The hearing is to be held before the Planning Commission on the \_\_\_\_\_ day of (Month), (Year), in the Arapahoe County Lima Plaza, Arapahoe Board Room, 6954 South Lima Street, Centennial, Colorado, at **6:30 p.m.**, or as soon hereafter as possible.

**- OR -**

A hearing is to be held before the Board of County Commissioners on the \_\_\_\_\_ day of (Month), (Year), in the County Administration Building, 5334 South Prince Street, Littleton, Colorado, at **9:30 a.m.** or as soon thereafter as possible.

**\*(must be four inch letters in red)** (All other lettering must be two-inch letters on white background)

### **9-1.2 SIGNS FOR A PUBLIC HEARING BEFORE THE BOARD OF ADJUSTMENT**

Signs for Variances, Interpretations and Special Exception Uses:

**NOTICE OF (ZONING VARIANCE, INTERPRETATION, SPECIAL EXCEPTION USE)\***

Notice is hereby given that property upon which this sign is posted shall be considered for a (variance) (interpretation) (special exception use) in zone category (insert zone district: A-1, B-1, etc.) in (specify variance/interpretation/special exception use requested) requirements. Additional information may be obtained from the Arapahoe County Recording Secretary to the Arapahoe County Board of Adjustment at 720-874-6711. Such hearing is to be held on \_\_\_\_ day of \_\_\_\_, 20\_\_, at \_\_\_\_ a.m./p.m. in the public hearing room at the PWD Building at 6954 S. Lima Street, Centennial, Colorado, 80112 or as soon thereafter as possible.

DATE OF POSTING

NAME OF APPLICANT


\*(**must be four inch letters in red**) (All other lettering must be two-inch letters on white background)



### 9-1.3 CERTIFICATION OF SIGN POSTING

Applicants must provide a signed, notarized affidavit that the sign(s) required for a public hearing was posted on the date and in the locations(s) required and another affidavit certifying the sign(s) was in place for the required number of days and met all of the requirements for public hearing signs contained in the LDC. The required sign posting forms will be sent to applicants once hearing dates are established.

#### A. SIGN POSTING FORM A

<p style="text-align: center;"><b>POSTING INSTRUCTION FORM "A"</b></p> <p style="text-align: center;"> <b>Arapahoe County</b> <small>Colorado's River</small></p> <p style="text-align: center;"><b>Public Works and Development</b> 6924 S. Lima St., Centennial, CO 80112 Phone: 720-874-6650 FAX 720-794-6611 <a href="http://www.arapahoegov.com">www.arapahoegov.com</a></p> <div style="border: 1px solid black; padding: 5px; text-align: center;"><p><b>SUBMIT THIS FORM TO THE PLANNING DIVISION NO LATER THAN 15 DAYS PRIOR TO THE PUBLIC HEARING (DO NOT INCLUDE THE DAY OF THE HEARING IN YOUR FORM SUBMISSION DEADLINE CALCULATIONS)</b></p></div> <p><b>CASE NUMBER:</b> _____</p> <p><b>CASE NAME:</b> _____</p> <p><b>CASE MANAGER:</b> _____</p> <p style="text-align: center;"><b>(ATTACH LEGIBLE PHOTOGRAPH)</b></p> <p style="text-align: center;"><b>Attached is picture of a sign erected on the following described property:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>The sign is facing _____</p> <p>and is legible and visible from said right-of-way.</p>
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**B. SIGN POSTING FORM B**

**POSTING INSTRUCTION FORM "B"**

FORM MUST BE PRESENTED TO THE PLANNING DIVISION  
ON THE FIRST BUSINESS DAY PRIOR TO THE PUBLIC HEARING



**Public Works and Development**

6924 S. Lima St., Centennial, CO 80112 Phone: 720-874-6650 FAX 720-794-6611  
[www.arapahoe.gov](http://www.arapahoe.gov)

CASE NUMBER: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

CASE MANAGER: \_\_\_\_\_

*(INSERT LEGAL DESCRIPTION and LEGIBLE PHOTO OF SIGN)*

I hereby certify, under oath, that the above-described property was posted continuously for a period of \_\_\_\_\_

Days. From: \_\_\_\_\_, 20\_\_ To: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State of Colorado )  
County of \_\_\_\_\_ ) ss.

Subscribed and sworn before me this \_\_\_\_\_ day of: \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_  
Notary Public

**C. SIGN POSTING CERTIFICATION FOR BOA CASES**

<b>AFFIDAVIT CERTIFICATION OF SIGN POSTING</b>			
*ATTACH PHOTOGRAPH OF SIGN HERE*			
Attached is a photograph of a sign erected on the following described property:			
_____	_____	_____	_____
Mailing Address	City	State	Zip Code
Lot: _____ Block: _____ Subdivision: _____			
I hereby certify under oath that the above described property was posted with the foregoing sign continuously for a period of _____ days, from _____, 20____, to _____, 20____; that said sign was not less than 3 feet by 4 feet in size; that the bottom edge of said sign was not less than 4 feet above natural grade; that said sign was firmly affixed to posts. I certify that the nearest dedicated roadway was _____; and that said sign was posted legibly on that dedicated public roadway.			
_____ Signature			
_____ Print Name			
_____ Date			
STATE OF COLORADO     ) )ss COUNTY OF ARAPAHOE    )			
Subscribed and sworn before me by _____ this _____ day of _____, 20____.			
Witness my Hand and Official Seal.			
My Commission Expires: _____			
Notary Number: _____			
_____ NOTARY PUBLIC			

## 9-2 Public Notice Mailings

### 9-2.1 SAMPLE LETTER FOR PUBLIC NOTICE MAILING

For public notices requiring a mailing, PWD staff will provide applicants with a letter similar to the one below for applicants to address and mail.

<b><u>NOTICE OF PUBLIC HEARING</u></b>	
(INSERT DATE)	
(INSERT ADDRESSEE)	
<b>RE:</b>	<b>Case: [Insert Case # and Project Name]</b>
<b>Location:</b>	
Please be advised that (applicant) on behalf of (owner), has made application to Arapahoe County for a <b><u>(project type)</u></b> on the above referenced property. (Planning Staff will detail the requirements of each individual proposal.) <b>[DESCRIBE THE PROPOSAL]</b> <i>(Include a detailed description of the site and the use(s) proposed. 1) Use plain English. <b>DO NOT</b> use unexplained abbreviations (i.e., FAR, GSF, etc.). The goal is to explain your development in plain and simple terms. 2) Include all “negative” aspects of the development. Failure to accurately describe the impact of your development on neighboring owners will risk a determination by the Board of County Commissioners that the notice was inadequate, which will delay action on your case.)</i>	
A public hearing will be conducted on the referenced application at:	
<b>Time:</b>	<b>(Insert specific time)</b>
<b>Date:</b>	<b>(Insert specific date)</b>
<b>Location:</b>	<b>Arapahoe County Lima Plaza, Arapahoe Board Room 6954 South Lima Street, Centennial, CO 80112</b>
<b>OR, for a Board of County Commissioner hearing:</b>	
<b>Arapahoe County Administration Building, East Hearing Room 5334 S. Prince St, Littleton, CO 80120</b>	
As a neighboring landowner and member of the public you are encouraged to attend this public hearing. For more information about this application, contact <u>(Project Representative)</u> , at <u>(Firm Name)</u> at <u>(Phone Number)</u> or <u>(Planner)</u> , Planning Division, PWD Department, Arapahoe County Government, at (720) 874-6650.	
Sincerely, <b>[INSERT NAME]</b>	
<i>(Include Representative Capacity)</i>	

### **9-2.2 CERTIFICATE OF MAILING**

Applicants shall submit the following certification to the Planning Division as soon as the mailing is accomplished, along with a map showing the properties to which notices were sent.

CERTIFICATION OF MAILING	
I hereby certify under oath that the attached letter was mailed to all property owners, on _____ (date) __, 20__, as described in the mailing list included with this application and on file with the Planning Division.	
Signature	_____
Date	_____
State of Colorado	)
	) ss.
County of _____	)
Subscribed and sworn before me by _____ this __ day of _____, 20__.	
Witness my Hand and Official Seal.	
My commission expires:	_____

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