

## Subdivision Pre-Application Requirements and Process

Anyone proposing to subdivide their property is required to meet with the local Subdivision Administrator, or shall have their representatives meet with the Subdivision Administrator, prior to the submittal of a subdivision preliminary plat application. The meeting is called a *Pre-Application Meeting* and is required for minor and major subdivisions, areas that will provide multiple spaces for recreational camping vehicles or mobile homes, land subdivisions created by rent or lease, planned unit developments (PUD), condominiums, and cluster developments. (Refer to section II-A-4 of the Park County Subdivision Regulations)

\*\*\*The pre-application will be scheduled within three working days of receiving a written or emailed pre-application request and all required information—meetings will not be scheduled if ALL required information is not submitted to the Subdivision Administrator\*\*\*

**Purpose:** Pre-application meeting goals;

- present subdivision regulations and criteria;
- familiarize the subdivider with the applicable goals and objectives of Park County;
- identify potential problem areas;
- provide information on state laws, local regulations, Growth Policy provisions; and
- answer any questions the subdivider may have.

**Process:** A request for a pre-application meeting shall be made in writing or by email to the Park County Planning office or Subdivision Administrator. The request shall include:

- Name, address, and phone number of property owner;
- Name, address, and phone number of representative, if different from property owner;
- Complete legal description of the parcel or parcels proposed to be subdivided;
- Written description of the proposed development plans;
- All information identified below under *Pre-Application Meeting Materials*.

**\*\*\* NOTE:** *Any designated representative of the property owner must have a legally binding power of attorney granting authority to represent the property owner for the purpose of subdividing the property \*\*\**

## **Pre-Application Meeting Materials:**

The following information is required for the pre-application meeting in accordance with the Park County Subdivision Regulations; section **II-A-4.B**:

*\* The following information is taken directly from the Park County Subdivision Regulations, section **II-A-4.B**;*

- B. For the pre-application meeting request, the subdivider shall provide to the subdivision administrator, at least three business days prior to the meeting, a sketch of the proposed subdivision showing the layout of the proposed features in relation to existing site conditions.
  - 1. The sketch may be a freehand sketch drawn directly on a print of a topographic map of the area proposed for division at a scale of 1 inch to 400 feet or larger that is adequate to show the property and must include the following:
    - a. Information on the current status of the site, including:
      - i. location;
      - ii. approximate tract and lot boundaries of existing tract of record;
      - iii. description of general terrain;
      - iv. natural features on the land, including water bodies, floodplains geologic hazards, and soil types;
      - v. existing structures and improvements;
      - vi. existing utility lines and facilities serving the area to be subdivided;
      - vii. existing easements and rights of way;
      - viii. existing zoning or development regulation standards;
      - ix. existing conservation easements;
      - x. existing covenants or deed restrictions; and
      - xi. noxious weeds.
    - b. Documentation on the current status of the site, including:
      - i. ownership information, such as a deed, option to buy or buy-sell agreement, including permission to subdivide;
      - ii. water rights, including location of Agricultural Water User Facilities;
      - iii. any special improvement districts; and
      - iv. rights of first refusal for the property.

2. Information on the proposed subdivision, including:
  - a. tract and proposed lot boundaries;
  - b. proposed public and private improvements;
  - c. location of utility lines and facilities;
  - d. easements and rights of way; and
  - e. public parks, public trails, open space and proposed conservation easements.

3. At the pre-application meeting:

The subdivision administrator shall identify, for informational purposes, the state laws, local regulations and growth policy provisions that may apply to the subdivision review process including, but not limited to:

- a. zoning regulations;
  - b. floodplain regulations;
  - c. building codes; and
  - d. fire codes.
4. The subdivision administrator shall provide the subdivider with a list of public utilities, local, state and federal agencies, and any other entities that could have an interest in the proposed subdivision and that may be contacted for comment by the subdivision administrator, planning board or County Commission on the subdivision application. The subdivision administrator shall also identify the timeframes that the public utilities, agencies, and other entities are given to respond; and
5. The subdivision administrator shall identify particular additional information the subdivision administrator anticipates will be required for review of the subdivision application. This does not limit the ability of the subdivision administrator to request additional information at a later time.

- C. Unless the applicant(s) submits a subdivision preliminary plat application within four (4) months for a minor subdivision, and six (6) months for a major subdivision, of this pre-application meeting, the subdivider must request a new pre-application meeting prior to submitting the subdivision preliminary plat application.