

SUBDIVISIONS – TECHNICAL CRITERIA

PROJECT NAME:

APPLICANT:

DATE:

PRELIMINARY PLAT

- LAND USE APPLICATION FORM (submit original, signed form)**
- SUBDIVISIONS - TECHNICAL CRITERIA FORM (submit 28 copies)**
- APPLICATION FEE AND FEE AGREEMENT (submit check along with original, signed agreement)**
- TITLE COMMITMENT (submit 3 copies)**
- SURROUNDING AND INTERESTED PROPERTY OWNERSHIP REPORT (submit 8 copies)**
 - Current list of names and addresses of surrounding property owners (within 300 feet of property), mineral interest owners, mineral and oil and gas lessees, ditch companies.
 - Applicant's certification that list is complete and accurate.
- PRELIMINARY PLAT (submit 8- 24"x36" copies and 20 - 11"x17" copies)**
 - Title of project
 - North arrow, scale (not greater than 1"=100') and date of preparation
 - Vicinity map
 - Names and addresses of owners, applicant, designers, engineers and surveyors
 - Legal description
 - Total acreage of property
 - Existing contours at 2' intervals
 - Name and location of abutting subdivisions or owners of abutting property
 - Lots, blocks, and street layout with approximate dimensions and square footage for each lot
 - Consecutive numbering of all lots and blocks
 - Existing and proposed rights-of-way and easements on and adjacent to the property
 - Existing and proposed street names for all streets on and adjacent to the property
 - Existing and proposed zoning on and adjacent to property
 - Location and size of existing and proposed water and sewer lines and fire hydrants
 - Existing and proposed curb cuts on and adjacent to subject property
 - Location by field survey or aerial photography of existing and proposed watercourses and bodies of water such as irrigation ditches and lakes. Watercourses should include direction of flow.
 - Floodplain boundary with a note regarding the source of information
 - General location of existing surface improvements such as buildings, fences or other structures that will remain on the property as part of the subdivision
 - Location and acreage of sites to be dedicated for parks, playgrounds, schools or other public uses
 - Location, function and ownership and manner of maintenance of any private open space
 - Land use table - the table should include: land uses, approximate acreage of each land use, and percentage of each land use
 - Total number of lots
 - Number of each type of dwelling unit proposed
- GENERAL DEVELOPMENT INFORMATION (submit 28 copies) - a written description which addresses the following:**
 - Explanation of how the preliminary plat is consistent with the sketch plan, and, if there are any differences, what they are and is the plan still consistent with the community's vision.
 - Explanation of how the items of concern expressed by the Planning Commission and Board of Trustees, at the time of sketch plan review, have been addressed.
 - Explanation of how the plan is consistent with the *Milliken Land Use Code* and *Milliken Comprehensive Plan*.

PRELIMINARY PLAT

- PRELIMINARY GRADING AND DRAINAGE PLAN AND REPORT (submit 8 copies)** - this plan and report must be certified by a registered professional engineer, including storm drainage concepts such as locations for on-site detention or downstream structural improvements and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways on and adjacent to the site as well as any FEMA application required.
- MASTER UTILITY PLAN (submit 8 copies)** - this plan should be prepared by a registered professional engineer.
- PRELIMINARY LANDSCAPE PLAN (submit 8- 24"x36" copies and 20 - 11"x17" copies)**
 - Scale (not greater than 1"=100'), north arrow, site boundary
 - Existing and proposed streets
 - Existing and proposed utilities and easements
 - Existing 2' contours
 - General grading concepts for proposed improvements, typical cross sections of streets and special treatment areas
 - Describe the design intention and how the proposal is consistent with the purpose and intent of these regulations
 - Existing site features
 - Proposed landscaping
 - Areas to be irrigated and method of irrigation
 - Typical detail drawings at 1"=20' to illustrate perimeter treatment, buffering, typical front yard, and any special treatment areas on the site
 - Proposed public and private open space with information about how it will be maintained
- PRELIMINARY OPEN SPACE AND ECOLOGICAL CHARACTERIZATION PLAN (submit 8- 24"x36" copies and 20 - 11"x17" copies)** combine with preliminary landscape plan if possible
 - Scale (not greater than 1"=100'), north arrow, site boundary
 - Existing and proposed streets
 - Existing and proposed utilities and easements
 - Existing 2' contours
 - Existing site features
 - Floodplains, wetlands, wildlife habitat, endangered species, archaeological/historic areas or other resources indicating how they will be preserved and integrated into the design of the development
 - Species of wildlife using the area, times/seasons area is to be used and the "value" the area provides for the species
 - Wildlife travel corridor
 - General ecological functions provided by the site and its features
 - Bank, shoreline and high water mark of any perennial stream or body of water on the site
 - Open space network and pedestrian circulation system - show how they will function within the proposed development
 - Areas to be irrigated and method of irrigation
 - Areas considered open space and if they will be public or private
 - Open space use and method of maintenance
 - Conceptual design for neighborhood park (if applicable)
 - Description of the design intention and how the proposal is consistent with the purpose and intent of the open space regulations
- TRAFFIC STUDY (submit 3 copies)** - must be prepared by a professional traffic engineer.
- DRAFT OF PROPOSED COVENANTS AND ARCHITECTURAL DESIGN GUIDELINES (submit 3 copies)**
- MINERAL, OIL AND GAS RIGHTS DOCUMENTATION (submit 8 copies)** - provide evidence that the surface owner has contacted the lessees of mineral, oil and gas rights associated with the site and is working towards a resolution. Include the name of the contact person, their phone number and mailing address.

PRELIMINARY PLAT	
<input type="checkbox"/>	SOILS REPORT AND MAP (submit 3 copies) - include a copy of the report and map (prepared at the time of sketch plan) in the appropriate referral agency packets.
<input type="checkbox"/>	GEOLOGIC REPORT (submit 3 copies) - include a copy of the report (if one was prepared at the time of sketch plan) in the appropriate referral agency packets.
<input type="checkbox"/>	COLORADO HISTORICAL SOCIETY RECORDS SEARCH (submit 3 copies) - required only if specifically requested by the Town.
<input type="checkbox"/>	PUBLIC HEARING NOTIFICATION ENVELOPES (submit 2 set of stamped, addressed envelopes)

TOWN BOARD ACTION – PRELIMINARY PLAT	
APPROVED:	DATE:
DISAPPROVED:	DATE:
CONDITIONALLY APPROVED:	DATE:
COMMENTS:	
SIGNATURE OF MAYOR	

PROJECT EVALUATION WORKSHEET FOR PRELIMINARY PLAT APPLICATIONS

PROJECT NAME:	
APPLICANT:	PROJECT LOCATION:
NAME OF REVIEWER:	DATE:

PRELIMINARY PLAT REVIEW CRITERIA	
CRITERION	HAS CRITERION BEEN MET?
A. The preliminary plat represents a functional system of land use and is consistent with the rationale and criteria set forth in the Code and the <i>Milliken Comprehensive Plan</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
B. The application is consistent with the approved sketch plan and incorporates the Planning Commission's recommendations and conditions of approval.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
C. The land use mix within the project conforms to Milliken's <i>Zoning District Map</i> and <i>Land Use and Public Facilities Map</i> and furthers the goals and policies of the <i>Milliken Comprehensive Plan</i> including: <ol style="list-style-type: none"> 1. The proposed development promotes Milliken's small town, rural character. 2. Proposed residential development adds diversity to Milliken's housing supply. 3. Proposed commercial development will benefit Milliken's economic base. 4. Parks and open space are incorporated into the site design. 5. The proposed project protects Milliken's environmental quality. 6. The development enhances cultural, historical, educational and/or human service opportunities. 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
D. The utility and transportation design is adequate, given existing and planning capacities of those systems.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
E. Negative impacts on adjacent land uses have been identified and satisfactorily mitigated.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
F. There is a need or desirability within the community for the applicant's development and the development will help achieve a balance of land use and/or housing types within Milliken, according to Milliken's goals.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments: