

CITY OF RIFLE
MINOR SUBDIVISION APPLICATION INFORMATION & PACKET
SKETCH & FINAL PLAT CHECKLISTS

The term subdivision applies to any division of land into two or more separate parcels, lots, separate interests or interests in common. A minor subdivision is the division of land into four or fewer separate parcels, lots, sites, tracts or interests. Minor subdivisions are also used for condominiumization of property or the creation of town homes.

The purpose of the minor subdivision review is to evaluate the design of the proposed subdivision and to insure that future residents or occupants of the subdivided property can be safely, efficiently, and adequately served by public facilities, services, and utilities and that the land uses conform to all land use regulations of the City.

There are two steps to the Minor Subdivision process. The first is a conceptual design called a Sketch Plan. The second is the Final Plat submittal includes finalization of all engineering and planning documents as well as Home Owner Association guidelines and the Subdivision Improvement Agreement.

Each subdivision will be evaluated on a case by case basis by City staff, the Planning Commission and the City Council. Approval or conditional approval is granted only in conjunction with approval or conditional approval of subdivision Sketch and Preliminary Plans (or combination of) and Final Plats by the Rifle Planning Commission and the City Council. The applicant may appeal to City Council if the Planning Commission denies the application. Sketch Plan approval shall be valid for one year and the applicant must submit a complete application for a Preliminary Plan within one year from the date of decision of the Planning Commission. If applicant allows the Sketch approval to expire they will be required to resubmit the project.

The Planning Commission and City Council approval is based on the following review criteria:

1. Conformance of the proposal with the City of Rifle Municipal Code
2. The compatibility of the proposal with the character of the surrounding area, including but not limited to the architectural character of the neighborhood, the average lot and building sizes in the neighborhood, and the relative value of the proposed structure to the value of other structures in the neighborhood
3. The desirability for the proposed use in the specific area of the City
4. The potential for adverse environmental effects that might result from the proposed use
5. Compatibility of the proposed use and the site (or subdivision) plan with the City of Rifle Comprehensive Plan
6. The potential impact of the proposed use upon the value of property and buildings within the surrounding area
7. Conformance of the proposal with the approval requirements concerning water and sewer tap availability for high volume use requests

The City Council indicates approval of the Final Plat by authorizing the Mayor to sign two reproducible Mylar Final Plats of the subdivision and by causing the Final Plat and associated documents to be recorded in the office of the Garfield County Clerk and Recorder.

Sketch Plan Process

_____Applicant shall pick up or obtain Minor Subdivision Packet containing all necessary Subdivision Applications off City Website and read completely before submitting applications

_____Applicant shall decide whether to combine Sketch and Preliminary applications or provide them separately. Note that fee schedule varies depending on combination

_____Applicant shall schedule and attend a pre-application meeting with the Planning Department for the Sketch Plan Application

_____Applicant shall fill out Land Use Application completely with all necessary attachments (page 3-4) and submit with fee and deposit at least **60 days** prior to a regular Planning Commission meeting. Please note Title 16 permits staff 90 days referral for all complete applications. Updated fee sheets are available from the Planning Administrator or on the City webpage www.rifleco.org

_____Applicant shall schedule and attend a meeting with Planning Staff to review Sketch application for completeness

_____Planning Staff shall determine a date for public hearing in front of Planning Commission

_____Applicant shall determine who the mineral estate owners of the property they seek to develop and notify them by certified mail 30 days prior to the initial public hearing

_____Applicant shall pick up Public Notice sign and pay \$75 deposit. The sign shall be placed on subject property where it is easily seen by the general public at least 10 days prior to public hearing

_____Applicant shall place Public Notice in local newspaper (Citizen Telegram) at least 10 days prior to the public hearing (fill out outline on page 18 and submit to newspaper)

_____Notice must be given to property owners within 200' of the proposed rezoning via certified mail at least 10 days prior to the public hearing (copies of completed outline on page 18 should be mailed to property owners)

_____Planning Staff shall review proposed application and additional requirements may be determined at this time. Staff will send out referrals to relevant agencies that might be affected by the proposed rezoning. Referral comments are due within 15 days and will be made public record at the public hearing

_____Planning Staff will verify that public notice requirements are met 10 days prior to the public hearing by checking newspaper and certified mail receipt

_____Planning Staff will write a staff report for the proposed Sketch Subdivision Plan to the Planning Director and a copy of this report will be sent to the applicant and the Planning Commission prior to the public hearing

_____Applicant shall attend and present their project to Planning Commission at the public hearing and be prepared to answer questions

_____If Planning Commission approves the Sketch Plan the applicant shall be permitted to proceed to the Preliminary Plan Application. If the applicant proposed a Sketch/Prelim Combo then Planning Commission shall make a recommendation to City Council regarding the Final Plat

Please submit the following with your Sketch Plan for a complete application:

A.) 1 CD/DVD Disk containing a digital Copy of the entire project in PDF format

1. An application form filled out completely and signed (only one with original signatures)
2. A legal description of the property included in the application

3. A title commitment or title policy for the subject property that is no more than ninety (90) days old
4. The names and addresses of any owners of mineral rights for the property
5. A vicinity map indicating the location of the property included in the land use application
6. A map showing the soils types and their boundaries, as shown on Soil Survey maps prepared by the U.S. Department of Agriculture, Soil Conservation (SCS) Service, and the tables of interpretation for the soils types shown on the SCS maps
7. A preliminary report assessing the potential radiation hazards at the site
8. A report assessing the impacts resulting from the development of the proposed subdivision to the lakes, streams and topography of the subdivision site
9. Evidence of adequate legal access from a public road to the subdivision site in accordance with City, county or state highway standards as applicable
10. A report identifying the utility companies that will provide electricity, natural gas, telephone, cable television, etc. to the proposed subdivision
11. A statement describing the planning objectives to be achieved by the Subdivision and the relationship of the Subdivision to the Comprehensive Plan
12. A statement indicating the owner's intentions with respect to future selling or leasing of all or portions of the Subdivision including land, dwelling units and nonresidential buildings
13. A development schedule indicating the estimated timing and phasing of construction activities. The schedule shall include the estimated area allocated for each land use in each phase of development. The total area of common open space provided in any phase of the development shall also be indicated.
14. **A Subdivision Sketch Plan** (full size & folded) which shall contain the following information presented either graphically or as a statement on the map:
 - ❖ The name of the proposed subdivision.
 - ❖ A vicinity map, at a scale of not less than one (1) inch equals two thousand (2,000) feet, depicting the location of streets, highways and utility systems within one-half ($\frac{1}{2}$) mile of any portion of the proposed subdivision. The vicinity map shall also show the natural drainage courses of streams within one-half ($\frac{1}{2}$) mile of any portion of the subdivision, with the limits of tributary areas shown where reasonable. A U.S.G.S. quadrangle map at the scale of one (1) inch equals two thousand (2,000) feet may be used as the basis of the vicinity map.
 - ❖ The location of the one-hundred-year floodplain of any drainage with tributary areas of forty (40) acres on or adjacent to the site of the proposed subdivision.
 - ❖ Topography of the proposed subdivision showing, at a minimum, ten-foot topographic contours which shall clearly and accurately depict the site topography and the location of existing natural and manmade features on and adjacent to the site.
 - ❖ Legal description of the site and indicated along the perimeter boundary of the proposed subdivision.
 - ❖ Written legal description of the site of the proposed subdivision.

- ❖ Labeled access to the site (City street, county road, state highway, public right-of-way, easement, etc.).
- ❖ Location, type and size of existing utility lines, including water, sewer, natural gas, oil and gasoline, cable television, electric, etc.; utility easements; and other easements on and adjacent to the site of the proposed subdivision.
- ❖ General location and general scaled dimensions of existing and proposed lots, streets, alleys, road rights-of-way, parks and open space, irrigation ditches and waterways within and immediately adjacent to the site of the proposed subdivision.
- ❖ Names, mailing addresses and telephone numbers of: the owner of the property to be subdivided, the applicant, designer, engineer and surveyor that may be associated with the preparation of the application.
- ❖ Land use summary statement:
 - Total area of the proposed subdivision
 - Acreage of developable land
 - Number of residential and nonresidential lots and the area of land designated for each type of use
 - Statement of any uses other than detached single-family dwelling units
 - Number of residential dwelling units by type of dwelling unit
 - Gross and net residential density (units per acre of developable land designated for residential uses)
 - Total area of nonresidential floor space
 - Total number of proposed off street parking spaces
 - Existing and proposed zoning

15. Minor Subdivisions are often at a smaller scale and may or may not require the following reports or statements:

- ❖ The proposed terms of reservations or dedications of sites for public and private common facilities.
- ❖ The proposed plan for the phased development of the subdivision if applicable.
- ❖ Evidence that all lots and parcels will have access to a public right-of-way.
- ❖ The method proposed for the maintenance of all public and common areas and facilities including provisions for the maintenance of the subdivision roads.
- ❖ A Sewage Disposal Report prepared in accordance with the requirements of the Public Works Director or his/her designee including:
 - A general written description of the collection system to be designed per the requirements of the Colorado Department of Health and the Public Works Director or his/her designee.
 - Evidence that the collection and treatment system will conform with all state and local laws and regulations.
 - A map of the sewage collection system at the same scale as the Preliminary Map showing the lots to be served and the site topography. The collection system may be shown on the Preliminary Plan Map.
 - A report prepared by a licensed, professional engineer summarizing the effects of the proposed subdivision on the City sewer system.
- ❖ A Preliminary Street Plan and Profile prepared per the specifications of the Public Works Director or his/her designee including graphic alignment, dimensions of right-of-way widths, curve radii and tangent lengths. The Street Plan must contain sufficient detail to ensure that the proposed street plan will satisfy City requirements and bears logical relationships to the grades of existing public streets at the point of intersection. The proposed typical structural and geometric cross sections; location, type, and approximate size of appurtenant structures such as bridges and culverts, street lighting, and traffic control devices shall be shown. Road

grades must be designated within the road rights-of-ways. The Preliminary Road Plan information may be annotated on the Preliminary Plan Map.

- ❖ A Preliminary Drainage Report including the following data. Drainage criteria set forth by the Public Works Director or his/her designee must be used as a guideline. Information required under this section may be annotated on copies of the Preliminary Plan Map if feasible and practical.
 - A contour map defining on site drainage basins and illustrating existing drainage patterns, paths of flow and concentration points with estimates of contributory acreage and the peak flow of runoff.
 - A U.S.G.S contour map (7 1/2 minute quadrangle) showing all off site drainage basins which drain through the subdivision and illustrating paths of flow with estimates of contributory acreage and peak flow of runoff.
 - A sketch of the proposed subdivision showing the consequent changes in the drainage patterns, concentration points and flooding limits with estimates of acreage, runoff coefficients and peak flow for the areas to be developed both now and in the future within each basin, and showing the limits of flooding and peak flow of runoff from off site basins. Calculations must be based on a twenty five (25) year frequency storm for the design of drainage structures and a one hundred (100) year frequency storm to be used to designate areas subject to flooding.
 - A narrative explaining the proposed method of managing the increased drainage at the concentration points and areas where the drainage pattern or characteristics will be changed.
- ❖ A Preliminary Irrigation Plan, if irrigation water will remain with the property, which must designate, on copies of the Preliminary Plan Map, the irrigation water distribution plan including all distribution facilities such as ditches, diversion structures, lakes, easements, etc. A narrative must accompany the plan explaining the nature of the organization that will own the irrigation water and the entity that will own and maintain the irrigation distribution system. A letter from any ditch company presently responsible for any irrigation system providing irrigation water to the site must also be submitted. The ditch company letter must indicate the approval in concept of the Preliminary Irrigation Plan and must also indicate that the other users of the ditch company's water and facilities will not be injured by the development of the approved subdivision.
- ❖ A Geotechnical (Soils/Geology) Report, describing soils and geological conditions of the site specifically addressing the suitability of the soils and geology for the land use proposed. Any mitigation efforts required to properly develop the property must be identified in the report. The report must include maps and written information, as appropriate, addressing the following:
 - A soils/geologic map showing the proposed subdivision, including the lots and road alignments, the natural topography of the site shown by contour lines, the location of any test holes used in the investigation, surface geology and the designation of soils types and their boundaries based on the National Cooperative Soil Survey prepared by the U.S.D.A. Soil Conservation Service (SCS).
 - A narrative report describing the bedrock geology of the site; the surface geology of the site; the hydrology of the site including the depth to groundwater, and a table of interpretations of the soils types as prepared by the SCS. The report shall identify any geological hazards and soil conditions that may preclude development of any part of the site or that may require particular design considerations.
 - Any radiation hazards must be identified.
- ❖ A Utility Report identifying the utility companies that will provide electricity, natural gas, telephone, cable television, etc. to the proposed subdivision. The report must reference the Preliminary Plan Map, which must show the location of the utility facilities.

Final Plat Process

____ Applicant shall fill out Land Use Application completely with all necessary attachments (page 11-14) and submit with fee and deposit at least **60 days** prior to a regular Planning Commission meeting. Please note Title 16 permits staff 90 days referral for all complete applications. Updated fee sheets are available from the Planning Administrator or on the City webpage www.rifleco.org

____ Applicant shall schedule and attend a meeting with Planning Staff to review application for completeness

____ Planning Staff shall review proposed application. Staff will send out referrals to relevant agencies that might be affected by the proposed rezoning. Referral comments are due within 15 days and will be made public record at the public hearing

____ Public Works and Engineering shall approve the construction drawings prior to Planning Staff setting a date for City Council

____ Department head meeting shall determine the City Council Agenda. Planning Staff shall notify applicant of their scheduled date for public hearing

____ City Clerk shall be responsible for issuing public notice for the project. Applicant shall be billed for any advertising costs

____ Planning Staff will write a staff report for the proposed project to the Planning Director and a copy of this report will be sent to the applicant prior to the public hearing

____ Applicant shall attend and present their project at the public hearing with City Council and be prepared to answer questions

____ City Council shall make a resolution to approve, approve with conditions, or deny the application. Approval of Minor Subdivision final plans shall be by resolution and filed by City Clerk. If approved, the applicant is able to proceed to the Final Plat process of recording Mylar copies

____ Planning Staff shall submit paper copy of the Final Plat for review by GIS Staff

____ GIS staff shall review and redline plat copy and submit corrections to Planning Department

____ Planning staff shall review plat copy and GIS changes, scan redlines and file hard copy

____ Planning staff notifies applicant of changes to be made if any to the project and supplies applicant with a digital copy of redline

____ Applicant makes necessary changes to plat and supplies Planning Department with complete final plat Mylar

____ Upon approval of paper copy, applicant shall obtain all non-city signatures on two (2) Mylar copies and submit both copies to the Planning Administrator

_____ The City Council shall authorize the mayor to sign the Mylar and any associated documents to be recorded

_____ Planning Administrator shall obtain City signatures required on Final Plat, and file copies of the plat as required by state statute

_____ Planning Administrator shall obtain conforming copy of Final Mylar from Garfield County

_____ Planning Administrator shall scan Conforming Copy Mylar to City records, archives hard copy in City files, and archives digital copy of application

_____ Planning Administrator shall email PDF copy of Mylar to GIS Department to initiate updates to the City parcel layer and other relevant data associated with the filing of the plat

Please submit the following with your Final Plat for a complete application:

- A. One (1) CD/DVD Disk containing a digital Copy of the entire project in PDF format
1. An application form filled out completely and signed (only one with original signatures)
 2. A legal description of the property included in the application
 3. A title commitment or title policy for the subject property that is no more than ninety (90) days old
 4. The names and addresses of any property owners within two hundred (200) feet of any portion of the property
 5. A statement of purpose of the application and a brief description of the proposal
 6. A vicinity map indicating the location of the property included in the land use application
 7. Release or subordination agreement, in a form acceptable to the City Attorney, of any existing encumbrances against those portions of the property dedicated to the public for the use of the public, including, but not limited to, those dedications for streets, rights-of-ways, utilities and other easements, and so forth
 8. Engineering plans, descriptions and cost estimates for streets and roads (including curb and gutter if required, traffic control devices, signage, and street lighting), drainage facilities, water distribution lines, sewage collection and treatment facilities, bridges, telephone lines and other telephone equipment, electric power lines and other electric equipment, natural gas pipes and other natural gas equipment, cable television distribution cables and other equipment, irrigation facilities, and any other utilities, public improvements or subdivision improvements that may be required as part of the Preliminary or Final Plan approvals. All plans shall be prepared in accordance with the criteria established in these regulations or by the Public Works Director or his/her designee and shall be marked "Approved For Construction" and signed by an official of the appropriate service authority or utility company or the Public Works Director or his/her designee. All engineering plans shall be prepared and signed by a professional engineer licensed by the State of Colorado.
 9. A Subdivision Improvements Agreement with guarantees shall be executed between the subdivider and the City wherein the subdivider shall agree to install drainage structures, fire hydrants, curb and gutter, complete street paving, sidewalks, bicycle paths, culverts and bridges, street lights, street signs, and other improvements where required, at the expense of the subdivider, either prior to acceptance of the Final Plat or within a specified time not later than six (6) months from the start of any phase of the

development as approved by the City Council. The Subdivision Improvements Agreement shall also define responsibilities for and describe terms and stipulations relative to provision of water and sewer improvements. The Subdivision Improvements Agreement shall also describe terms and stipulations relative to the transfer of water rights from the subdivider to the City pursuant to the City of Rifle Municipal Code.

10. Certification of the Garfield County Treasurer that all applicable *ad valorem* taxes have been paid and are not in arrears
11. The subdivision protective covenants
12. Evidence that all services including water, sewage disposal, and street access conform to state and local laws and shall be available to each subdivision lot and condominium unit in a manner permitted by law and the covenants of the subdivision. On double frontage or corner lots, street access shall be designated by the Public Works Director or his/her designee.
13. A copy of the Colorado State Land Survey Monument Record forms for any survey corners as required to be filed by Colorado law
14. Condominium Declarations (applicable if the subdivision includes condominium units) and/or Common Interest Community documents as required by Article 33.3, Title 38, C.R.S as amended, and including the following:
15. A statement defining the character, duration, rights, obligations and limitations of condominium Common Interest Community ownership including any restrictive covenants affecting individual units;
16. A statement of the method by which the proportionate valuation of common elements shall be assessed to individual units; and
17. Provisions for creating conditions, restrictions and limitations on time sharing ownership, if applicable
18. Evidence that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service for any proposed subdivision. Submission of a letter of agreement between the subdivider and utility serving the site shall be deemed sufficient to establish that adequate provision for electric or natural gas service to a proposed subdivision has been made.
19. **Final Subdivision Plat:** The Final Plat shall be drafted legibly, with black waterproof ink, on sheets of permanent reproducible material, such as mylar, measuring 24 inches by 36 inches with clear margins of two (2) inches on the left side of the plat and one half (1/2) inch on the remaining sides. Where multiple sheets are necessary to depict the total filing, the legal description of the subdivision boundary and all certifications and dedications shall be shown on the cover or title sheet and a key map indicating the location of subsequent sheets of the subdivision shall also be shown on the cover or title sheet. The scale of the Final Plat shall be one inch equals fifty feet (1" = 50'). The Final Plat shall meet the minimum standards for land survey and subdivision plats as required by the laws of the State of Colorado. All Final Plats shall clearly and accurately set forth and include the following information in the format prescribed in addition to any other information required to be shown on the Final Plat as a condition of the Preliminary Plan approval:
 - ❖ The name of the subdivision
 - ❖ The legal description of the boundary of the subdivision
 - ❖ The date of the survey and monumentation of the subdivision and the location and description of the primary control points for the survey and all of the property monumentation on the perimeter

boundary of the subdivision and the basis of bearing of the survey

- ❖ The definition of the scale of the Final Plat and an arrow indicating north relative to the basis of bearing used
- ❖ The names of all streets or roads, block indicators and lot numbers depicted in a manner permitting easy lot identification
- ❖ A vicinity map at a scale of one inch equals two thousand feet (1" = 2,000') showing the subdivision in relation to section lines and township and range lines
- ❖ The perimeter boundary and the boundaries of lots, blocks and road rights-of-ways shall be drawn in solid black lines; easements or other rights-of-ways shall be shown in dashed lines. Each lot shall be numbered with dimensions and area noted. The following standards shall be complied with:
 - Perimeter and lot boundaries shall be shown to the nearest 0.01 foot
 - Areas of less than one (1) acre shall be shown to the nearest one (1) square foot and areas of greater than one (1) acre shall be shown to the nearest 0.001 acre
 - Bearings shall be shown to the nearest second of arc
 - Central angles of all curves shall be shown to the nearest second of arc
 - Curve radii, arc lengths, tangent lengths, and other curve data shall be shown to the nearest 0.01 foot
 - Widths, and other dimensions of all easements, rights-of-ways and roads shall be shown
- ❖ The location of all irrigation facilities and major drainage channels and facilities shall be shown
- ❖ The Final Plat shall include the following certifications and other information as required by the laws of the State of Colorado. (see page 17 for provided examples)
 - The names and addresses of all owners of record of the property being subdivided including the owners of surface and mineral estates, mineral lessees and holders liens or security interests of record in the property
 - A certificate of dedication and ownership executed by all owners of the property to be subdivided and also signed by all holders of any recorded security interest in the property to be subdivided. Each signature shall be notarized. An indication of the purpose for dedication or reservation of sites other than residential lots shall be included in the certification
 - A Surveyor's Certificate signed by a registered professional land surveyor licensed by the State of Colorado
 - An Attorney's Certificate or Title Company Certificate indicating that all lands shown on the Final Plat are free and clear of liens claims or encumbrances of record except as noted
 - The City of Rifle City Council Certificate of Approval and Acceptance
 - The City of Rifle Planning Commission Approval and Acceptance
 - The Planning Director or his/her designee's certificate of approval
 - Certificates of approval from utility companies serving the property
 - The Garfield County Clerk and Recorder's Certificate which shall indicate the time of recording and reception number. Note: This Certificate will not be completed until the Final Plat is recorded
- ❖ If the subdivision includes condominium units, a separate Condominium Plat shall be submitted in addition to the Final Plat. The Condominium Plat shall be prepared by a professional surveyor

____ licensed by the State of Colorado and shall be submitted within thirty (30) days of completion of
____ construction of each condominium building. If the condominiums are a conversion of existing
____ structures, the Condominium Plat shall be submitted with the Final Plat. The Condominium Plat
____ shall depict the following information:

- Vertical and horizontal location of each air space unit with dimensions and area indicated;
 - The relation of individual units to limited and general common elements;
 - Designation of any limited common elements reserved for the exclusive use of any individual unit;
 - The identification of each condominium unit by number or other symbol, including both the unit and any limited common elements reserved for the unit;
 - The location of all exterior and internal load bearing walls held in common ownership;
 - The elevation of each condominium unit in relation to a benchmark established on one of the permanent exterior boundary monuments of the platted subdivision in which the condominium is located, with a statement describing the U.S. Government benchmark to which the project benchmark is referenced.
- ❖ If a subdivision lot fronts on more than one street, the Public Works Director or his/her designee shall designate the street to be used for access to the lot and such designation shall be noted on the Final Plat

B.) 2 Mylar copies of the Final Plat (ONLY After Council/Staff Approval)

C.) One (1) CD/DVD Disk Geographic Information Systems (GIS) Update Submittal

1. Prior to the City's execution and recordation of a Final Plat, the applicant shall submit to the City of Rifle's GIS Department for review and approval an electronic copy of the Final Plat
2. Prior to the release of the letter of credit or other security securing the public improvements, the applicant shall submit an electronic copy of the Final As-Built Drawings to be reviewed and approved by the Public Works & GIS Departments

Electronic submittals may be provided on CD/DVD Disk or via email and should be provided in an ESRI compatible file or a .DWG AutoCad file. All electronic drawings shall be directly tied to the City's established coordinate system UTM Zone 13N, NAD 83, shall be converted to Grid coordinates and shall reference at least one of the City's established control points. Copies of the City's control points can be found on the City web page at www.rifleco.org

D.) One (1) Final AS-Built Mylar

1. The applicant shall submit a copy of the Final As-Built Drawings on Mylar which will be added to the City's permanent record prior to the release of the letter of credit or other security securing the public improvements.

MISC. Guidelines & Regulations

Land Fees: The appropriate fees in lieu of land dedications or as specified in an applicable Subdivision Improvements Agreement, must be submitted prior to recording the Final Plat.

Monumentation: Permanent monuments on the perimeter boundary of the subdivision must be set before the subdivision plat is recorded. All monuments required by this Title or by law must conform to Colorado State law regarding monumentation of land surveys. Street and roadway centerline monuments must also be set at each point of curvature and each point of tangency within thirty (30) days of completion of construction of the road or street. Such monuments must be five-eighth inch (5/8") iron rod or rebar twenty-four (24) inches long solidly embedded in the ground with a durable cap bearing the Colorado registration number of the surveyor responsible for the establishment of the monument. Street monuments must be located four (4) inches below the finished surface of the roadway.

Drawing Requirements

Any maps or other graphic plans must be drawn in black or dark blue waterproof ink or may be clearly legible "blueprint " copies or photocopies. The dimensions of all maps must be twenty-four by thirty-six (24 x 36) inches or eight and one-half by eleven (8½ x 11) inches unless another size is approved by the planning staff prior to submittal of the application. However, no map shall exceed twenty-four by thirty-six (24 x 36) inches. In the case of multiple sheets, a key showing the relationship of individual sheets shall be provided and locations of adjacent sheets shall be indicated on each sheet. Each map or other graphic plan shall include:

1. The section, township and range of the property included in the application;
2. The name, address, and telephone number of the owner and applicant;
3. The name, address, and telephone number of the person or firm that prepared the map and the date of preparation;
4. A north arrow and scale which shall not exceed one inch equals fifty feet (1" = 50'); and
5. The title of the map which shall also indicate the type of application.

Qualifications of Preparers of Maps and Reports

All maps and reports must bear suitable evidence of the professional qualifications of the person responsible for the preparation of the map or report. Maps containing information pertaining to water supply, sanitation, wastewater treatment, utilities, drainage, soils, grading, roads, structures, or any other engineering information must be certified by a Professional Engineer licensed in the State of Colorado. All required documents containing land survey descriptions and topographic maps must be certified by a Professional Land Surveyor licensed in the State of Colorado. All data submitted regarding environmental studies and other disciplines, not currently requiring registration by the State of Colorado, must be accompanied by a resume of such qualifications sufficient to demonstrate the author's degree of expertise and experience. Geology maps and reports must be prepared and certified by a qualified geologist. Additional professional qualifications may be specified in other sections of these regulations.

PUBLIC NOTICE

You are hereby notified that the City of Rifle Planning Commission (or Board of Adjustment) will conduct a Public Hearing to consider the following application. The Public Hearing will be held on _____ (date) at 7: 00 p.m. in Council Chambers at Rifle City Hall, 202 Railroad Avenue.

Applicant:

Request:

Legal Address:

Common Description or Address:

For more information, contact the Rifle Planning and Development Department at 202 Railroad Ave., Rifle, CO 81650 (970) 625-6224.