



Minor Subdivision Plat

A minor subdivision is one consisting of five or fewer lots. Boundary and lot line adjustments, subdivisions that create individual townhouse lots, utility easement vacations, and individual duplex (or single-family attached lots) in a multi-family development may also be eligible for Minor Subdivision platting.

Use This Document During

Step 1: Pre-Application	Step 2: Formal Application	Step 3: Development Review	Step 4: Construction
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Related Documents

- Final Plat Tile Blocks and Certificates
- Final Subdivision Plat Requirements

Overview

Applications for Minor Subdivisions shall be submitted to the Community Development Department and will be reviewed for completeness. Staff will review each proposed Minor Subdivision application in relation to the approval criteria. The minor subdivision plat will be referred to the Engineering, Utility, City Attorney's office, and other appropriate agencies. Based on the results of those reviews, the Community Development Director will approve, approve with conditions, or deny the proposed Minor Subdivision.

The Applicant must consult with all public private utility companies services in the area, including without limitation CenturyLink, XCEL Energy, and Comcast, and with the Community Development, Utility, and Engineering Departments before submitting the Minor Subdivision Plat application.

Note: A listing of the applicable sections of the LDC is provided for your review; please refer to these sections for more details: Section 3.9 Minor Subdivisions.

Approval Criteria

- A. **Minor Subdivisions Other Than Boundary/Lot Line Adjustments and Utility Easement Vacations.** The Community Development Director shall approve a Minor Subdivision application if it meets the following criteria:
- The minor subdivision is consistent with the Comprehensive Plan.
 - The minor subdivision is consistent with and implements the intent of the specific zoning district in which it is located.
 - As applicable, the minor subdivision is consistent with the terms and conditions of any previously approved development plan.
 - The minor subdivision complies with all applicable use, development, and design standards set forth in this Code, including applicable standards in Articles 5, 6, and 7, that have not otherwise been modified or waived pursuant to this Article.
 - Adequate and sufficient public safety, transportation, utility facilities and services, recreation facilities, parks, and schools are available to serve the subject property, while maintaining sufficient levels of service to existing development.
- B. **Boundary or Lot Line Adjustments.** The Community Development Director shall approve a Boundary/Lot Line Adjustment if it meets the following criteria:
- The adjustment does not increase the number of lots or parcels or create new lots or parcels.
 - The adjustment does not affect a recorded easement without the prior approval of the easement holder.
 - Street locations will not be changed.
 - The adjustment will not create any nonconformities, or increase the degree of nonconformity of any existing structure or use.

Submittal Checklist

Land Development Application Core Requirements

- Complete Application Form and Processing Fees
- Legal Description, Current Proof of Ownership, Title Commitment and Covenants
- Statistical Fact Sheet
- Legal Description in Microsoft Word (doc, docx)

Application Items Specific To Minor Subdivision Plat

- Addressing Plan
- Architectural Elevations and Guidelines
- Development Overview Letter
- Engineering Legal Description
- Erosion Control Plan
- Final Drainage Report and Plan
- Final Landscape and Tree Preservation Plan
- Final Utility Plan
- Immigration Affidavit
- Minor Subdivision Plat Map
- Photometric Lighting Plan
- Private Covenants
- Public Improvements and Construction Plan
- Site Plan Map
- Soils Report/Geotechnical Study
- Stormwater Management Plan
- Title Commitment Policy
- Traffic Impact Report/Traffic Study
- Water Rights Questionnaire