

Section 4 – Submittal Requirements

(orig. 7-12-05)

A. Intent and Purpose

The purpose of this section is to provide applicants with a clear description of the types of documents that may be required for specific development applications. The documents listed are typically required when the application is initially submitted; however, based on the type of development application, the documents may be required later in the application process prior to hearing, determination or recordation. (orig. 4-20-10; am. 12-17-19)

B. Requirements

1. The table below identifies the submittal requirements for each specified application type. Each submittal document is listed as either a required document (R) or an additional document (A). A required document is a document that is required to be submitted for a specific application. An additional document is a document that may be required based on the specific information listed in the Submittal Requirement Definitions below or that can be required by the Case Manager based on the specific circumstances of the application. (orig. 4-20-10; am. 12-17-19)
2. An applicant should review the submittal requirements with the County prior to applying. A review of the submittal requirements can be accomplished by meeting with Staff or by going through the Pre-Application Review Process. (orig. 4-20-10)
3. Submittal requirements for a Final Plat will also include any documents that may be needed to address conditions of approval placed on the associated Preliminary Plat by the Planning Commission. (orig. 4-20-10)
4. The Case Manager, the Planning Commission or the Board of County Commissioners may require the applicant to submit additional documents, not listed in the table below, in response to unique circumstances or based upon information received from referral agencies or other sources. (orig. 4-20-10)
5. The Director of Planning and Zoning may waive submittal requirements if he/she determines that the information would not materially aid in reviewing the application. A waiver may be considered for the following: (orig. 4-20-10; am. 12-21-10; am. 9-27-11; am. 12-13-16; am. 12-17-19)
 - a. Required document (R). (orig. 12-17-19)
 - b. Additional documents (A) that are required based on the specific information listed in the Submittal Requirement Definitions below or that the Case Manger has determined will be required as a part of the specific development application. (orig. 12-17-19)
6. All documents submitted for a referral process must be submitted electronically. (orig. 7-12-05; am.4-20-10; am. 12-13-16; am. 12-17-19)
7. The submittal requirements for the Pre-Application Review Process are listed in the Pre-Application Review Process section of this Regulation. (orig. 4-20-10)
8. The table below identifies the submittal documents. (orig. 4-20-10; am. 12-21-10; 04-30-13; am. 9-24-13; am. 11-24-15; am. 12-13-16; am. 5-21-19; am. 12-17-19)

Document Type		Preliminary and Final Plat	Preliminary Plat	Final Plat	Rural Cluster	Exemption	Minor Adjustment	Residential Structure Exclusion	Vacation
Table Key									
R	A document that is required to be submitted for an application.								
A	A document that is required based on the specific information listed in the Submittal Requirement Definitions below or that is required by the Case Manager based on the specific circumstances of an application.								
1	Application Form	R	R	R	R	R	R	R	R
2	Application and Referral Agency Fees	R	R	R	R	R	R	R	R
3	Cover Letter	R	R	R	R	R	R	R	R

	Document Type		Preliminary and Final Plat	Preliminary Plat	Final Plat	Rural Cluster	Exemption	Minor Adjustment	Residential Structure Exclusion	Vacation
	Table Key									
	R	A document that is required to be submitted for an application.								
	A	A document that is required based on the specific information listed in the Submittal Requirement Definitions below or that is required by the Case Manager based on the specific circumstances of an application.								
4	Proof of Ownership			R			R	R	R	
5	Title Insurance Commitment		R		R	R		A		
6	Access		A	A	A	A	A	A	A	
7	Preliminary Plat Document			R						
8	Supplemental Information		R			R				
9	Final Plat Document		R		R					
10	Exemption Document						R		R	
11	Minor Adjustment Document							R		
12	Rural Cluster Development Plan					R				
13	Survey									A
14	Legal Description									A
15	Boundary Closure Sheets and Digital DWG, DXF or DGN Files		R		R	R	R	A	R	A
16	Water Supply Information		R	R	A	A	R	A	R	
17	Wastewater Information		R	R	A	R	R	A	R	
18	Fire Protection Proof		R	R	A	R	R	A		
19	Wildfire Hazard Mitigation Plan		A	A	A	A	A	A		
20	Construction Plans		A	A	A	A	A	A		A
21	Exhibit A		A		A	A	A	A		A
22	Transportation Information		A	A	A	A	A	A		A
23	Deeds/Easements/Agreements		A	A	A	R	A	A		A
24	Phase II Drainage Report and Plan			R						
25	Phase III Drainage Report and Plan		R		R	R	A	A		A
26	Geologic and Geotechnical Report		R	R	A	R	A	A		A
27	Radiation Assessment/Report/Plan		A	A	A	A	A	A		
28	Parking Plan		A	A	A			A		
29	Landscape Plan		A	A	A		A	A		A
30	Slope Analysis					A				
31	Vegetation Preservation Plan		A	A	A	A	A	A		A
32	Wildlife and Vegetation Assessment/Plan		R	R						
33	Sensory Impact Assessment/Report/Plan		R	R	A					
34	Utility Report/Plan		R	R						
35	Letters of No Objection (Utilities)									R
36	Historical, Archaeological, and Paleontological Report/Plan		R	R		A				
37	Environmental Questionnaire/Assessment		R	R		R	R	A		A
38	Certificate of Taxes Due		A		A	A	A	A		
39	Mylar		R		R	R	R	A	R	
40	Improvements Agreement		A		A	A	A	A		
41	Recording Fees		R		R	R	R	R	R	
42	Mineral Estate Notification Form		A	A	A	A	A			
43	Cash-in-Lieu of Construction		A		A	A	A	A		

Reference the section below for further information related to each submittal document.

C. Submittal Requirement Definitions

1. Application Form: A fully completed and executed application on the form provided by Planning and Zoning. (am. 7-12-05; am.4-20-10)
2. Application and Referral Agency Fees:
 - a. Application Fee: Application Fee as specified by the Board of County Commissioners. The fee shall be made payable to the Jefferson County Treasurer. (am. 7-12-05; am. 4-20-10)
 - b. Referral Agency Fees: Review fees charged by a referral agency shall be made payable to the reviewing agency based on current rates and paid at the time of application. The fee amounts can be obtained by contacting Planning and Zoning. (am. 7-12-05; am. 4-20-10)
3. Cover Letter: The cover letter shall include the name, address and phone number of both the property owner(s) and any appointed representative. The cover letter must provide a clear, concise description of the proposal and should include a graphic depiction of the proposal as necessary for clarification purposes. (am. 7-12-05; am. 4-20-10; am.12-21-10)
 Vacation: The cover letter should include a graphic depiction of the property that is proposed to be vacated. (orig. 12-21-10)
4. Proof of Ownership: A copy of a current deed, title commitment or title policy showing that the person signing as the owner on the application is indeed the fee owner of the property. (orig. 7-12-05; am. 4-20-10)
5. Title Insurance Commitment: A copy of a recent title insurance commitment or policy, dated within 180 calendar days of the date of application, issued by a company authorized to transact title insurance business in Colorado. The legal description on the commitment shall exactly match the legal description of the proposed development. The commitment or policy shall indicate the names and addresses of all current surface owners, mortgagees or lien holders; and any mineral estate owners or lessees of mineral owners. The names submitted shall be listed as they appear on the relevant title documents and instruments that have been recorded with the County Clerk and Recorder. The applicant must provide an electronic version of the Title Insurance Commitment with clickable links to all associated documents; however, if that that is not possible, electronic copies of the documents listed in said commitment or policy shall be submitted for review. Any easement listed in said commitment must be shown and labeled on the survey document. Any easement within a Jefferson County Right-of-Way will need subordination from the easement holder. The applicant may be required to have the commitment updated to remove any unacceptable liens or encumbrances. (am. 7-12-05; am. 4-20-10; am. 12-13-16; am. 7-17-18; am. 12-17-19)
 Plat, Rural Cluster and Exemption: The title insurance commitment or policy will need to be updated to have an effective date that is within 45 days of the recordation date of the development Mylar (orig. 12-17-19)
6. Access: Prior to acceptance of a Formal Application, Planning and Zoning must verify that all of the access locations that will be utilized to serve the proposed development meet the criteria listed below. Planning and Zoning may allow the formal application to be accepted without meeting the criteria below, if the circumstances related to proving access should be finalized during the processing of the development application. (orig. 4-20-10; am. 12-21-10; reloc. 12-13-16)
 - a. The right of access must be in accordance with the Access Standards of the General Provisions and Regulations Section of the Zoning Resolution. (orig. 4-20-10; am. 3-26-13; am. 12-13-16)
 - (1) The provision for “road of record” may only be considered:
 - (a) For applications that do not increase upon the number of existing building sites and where there are existing properly permitted dwelling structures within the building sites or,
 - (b) For any application where the proposal does not increase the number of existing building sites within a platted subdivision, regardless of whether there are existing properly permitted dwelling structures. (orig. 4-20-10; am. 12-21-10; reloc. and am. 12-13-16; am. 7-17-18)
 - (2) If a development is proposing to create or authorize additional lots or building sites, then the right of access must be shown to be transferable to the future owners within the development. (orig. 4-20-10; reloc. 12-13-16)
 - b. The required width of the access right must also be in accordance with the Access Standards of the

General Provisions and Regulations of the Zoning Resolution, unless a variance or a minor variation has been granted. In cases where a Variance or a Minor Variation is being considered, the evaluation will include a review of the physical location and the physical standards of the access. (orig. 4-20-10; am. 3-26-13; reloc. 12-13-16)

Note 1: The physical location of an existing access and the physical standards of an existing access, shall be described as a part of this proof of access review, however, the resolution of any issues that arise related to the physical location or standards will be resolved at the time of processing the application, except as described above. (orig. 4-20-10; reloc. 12-13-16)

Note 2: If the location of the access for the development changes from that originally verified, as described above, then additional access information may be required by the Case Manager. (am. 7-12-05; am. 4-20-10; am. 11-24-15; am. 12-13-16)

Note 3: As a part of the review of the development application, the applicant will have to prove that the physical location and physical standards of the existing access are in conformance with the Access Standards of the Zoning Resolution, the requirements of this Regulation and the Transportation Design and Construction Manual. The review of the physical location and physical standards of the existing access may lead to the requirement for the right of access and width of the access to be re-evaluated and for additional rights to be obtained by the applicant. (am. 7-12-05; am. 4-20-10; am. 11-24-15; am. 12-13-16)

7. Preliminary Plat Document: A Preliminary Plat prepared in accordance with the Format section of the Preliminary Plat Process. (orig. 7-12-05; am. 4-20-10; am. 11-24-15)
8. Supplemental Information: Supplemental Information prepared in accordance with the Format section of the Preliminary and Final Plat Process. (am. 7-12-05, am. 4-20-10; am. 7-17-18)
9. Final Plat Document: A Final Plat prepared in accordance with the Format section of the Final Plat Process. (am. 7-12-05; am. 4-20-10)
10. Exemption Document: An Exemption prepared in accordance with the Format section of the Final Plat Process. (orig. 4-20-10)
11. Minor Adjustment Document: A Minor Adjustment prepared in accordance with the Format section of the Final Plat Process, unless the Minor Adjustment qualifies for the 8½ X 11 format. If a Minor Adjustment proposal is only to revise an improvement agreement, then the Minor Adjustment document will not be required. (orig. 4-20-10)
12. Rural Cluster Development Plan: A plan showing the location of lots and open area prepared in accordance with the Rural Cluster Format section. (orig. 12-21-10)
13. Survey: The format of the survey shall comply with the Final Plat provisions for format and survey as set forth in this Regulation. Any documents of record that are referenced on the survey document shall also be submitted with the survey document. A survey may be required if the legal description on a deed is not adequate to determine the size and shape of the parcel in question, or if there appears to be conflicts with adjoining deeds or surveys. In addition, a survey may be required in order to establish the location of the physical improvements in relation to parcel boundaries. (orig. 12-21-10)

Vacation: If a Survey is determined to be a submittal requirement as part of the Vacation of Rights-of-Way process a legal description and exhibit will be required by a licensed surveyor. In addition, multiple legal descriptions and exhibits will be required if the vesting of the land will be divided amongst multiple parties. (orig. 12-17-19)

14. Legal Description: The legal description of the property designated as a lot, block or tract on a recorded plat or aliquot description or a metes and bounds description. Copies of all documents called for or referred to in the legal description must be submitted. (orig. 12-21-10)

Vacation: A legal description will be required for the area being vacated if a determination is made by Planning and Zoning that the property being vacated cannot be adequately described in a general manner. (orig. 12-21-10)

15. Boundary Closure Sheets: A copy of the boundary closure sheets for the exterior boundary of the development. Digital files in the form of AutoCAD DWG, AutoCAD DXF or MicroStation DGN shall be submitted electronically. Files shall include only the following layers: exterior plat boundary with land corner ties, interior lot and tract lines, centerlines of rights-of-way, and new and existing easements. (am. 7-12-05; am. 4-20-10; am. 12-17-19)

Minor Adjustments: Boundary closure sheets will be required for all applications where the Minor Adjustment document is prepared in accordance with the Format section of the Final Plat Process. (orig. 4-20-10)

16. Water Supply Information: Information on the proposed water supply in accordance with the Water Supply Section of this regulation. (orig. 4-30-13)

Final Plats: Water Supply information will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the information that was submitted with the Preliminary Plat. (orig. 4-20-10)

Rural Clusters: Water Supply information will only be required when the proposal is being supplied with water through a Public Water District or Private Water Company. (orig. 12-21-10)

Minor Adjustment and Residential Structure Exclusion: The required Water Supply information is either a will serve letter from the water district or company, or the submittal of a well permit. (orig. 4-30-13; am. 7-17-18)

17. Wastewater Information: Information on the proposed wastewater disposal in accordance with the Wastewater Section of this regulation. (orig. 4-30-13)

Final Plats: Wastewater information will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the report that was submitted with the Preliminary Plat. (orig. 4-20-10)

Minor Adjustments: Wastewater information is required if the proposal will create additional lots. If the proposal will not create additional lots, the Minor Adjustment Onsite Wastewater Treatment System Review Form from Public Health shall be provided for all Onsite Wastewater Treatment Systems. (orig. 4-20-10; am. 7-17-18)

18. Fire Protection Proof: A written statement from the appropriate fire district, indicating that they serve the referenced property. If the property is not located within a fire protection district, a contract with a district or a municipality indicating that they will provide service to the property shall be required. (am. 7-12-05; am. 4-20-10)

Final Plats: Fire Protection Proof will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the proof that was submitted with the Preliminary Plat. (orig. 4-20-10)

Minor Adjustments: Fire Protection Proof will only be required if the proposal will create additional lots. (orig. 4-20-10)

19. Wildfire Hazard Mitigation Plan: Wildfire Hazard Mitigation Plan(s) prepared in accordance with the Fire Protection Section of this Regulation for all developments located within the boundary of the Wildfire Hazard Overlay District. (am. 7-12-05; am. 4-20-10; am. 7-17-18)

Final Plats: A Wildfire Hazard Mitigation Plan will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the report that was submitted with the Preliminary Plat. (orig. 4-20-10; am. 7-17-18)

Exemptions and Minor Adjustments: A Wildfire Hazard Mitigation Plan will only be required if the proposal will create additional lots or if comments are received from Colorado State Forest Service at the time of Pre-Application or 1st referral with concerns on lot size, access and development impacts where there would be a need for a Wildfire Hazard Mitigation Plan . (orig. 4-20-10; am. 7-17-18; am. 12-17-19)

Rural Cluster: A Wildfire Hazard Mitigation Plan is not required if the Conservation Easement or Management Plan specifically addresses forest management and wildfire mitigation practices. (orig. 12-21-10; am. 7-17-18)

20. Construction Plans: When the provisions of any applicable County regulation or plan require improvements associated with a development application, those improvements will be incorporated into the Civil Construction Plans. The construction plans shall be comprised of the following applicable plans: (orig.4-20-10)

- a. Circulation Improvement Plans prepared in accordance with the Transportation Design and Construction Manual and the Circulation section of this Regulation. The plans shall include any design elements required to address necessary improvements identified in a Traffic Analysis or Study. (am. 7-12-05; am. 4-20-10; am 11-24-15)

- b. Trail construction plans, as required by the Transportation Design and Construction Manual and the Trails Section of this Regulation. (orig. 4-20-10; am. 11-24-15)
- c. Grading, Erosion and Sediment Control Plans prepared in accordance with the Grading, Erosion and Sediment Control Section of this Regulation and the Land Disturbance Section of the Zoning Resolution. (am. 7-12-05; am. 10-25-05; am. 4-20-10)
- d. Fire protection measures as required by the Fire Protection Section of this Regulation shall be incorporated into the plans listed below, as appropriate. (orig. 4-20-10)
- e. Geologic and Geotechnical Plans prepared in accordance with the Geologic and Geotechnical Section of this Regulation and in conformance with the requirements of the Geologic and Geotechnical Report, unless waived by the County Engineering Geologist. (am. 7-12-05; am. 10-25-05; am. 4-20-10)
- f. Floodplain mitigation measures as required by the Floodplain Section of this Regulation shall be incorporated into the plans listed below, as appropriate. (orig. 4-20-10)
- g. Water Supply System Plans prepared in accordance with the Water Supply Section of this Regulation. (am. 7-12-05; am. 4-20-10)
- h. Wastewater Collection Plan(s) prepared in accordance with the Wastewater Section of this Regulation. (am. 7-12-05; am. 4-20-10)
- i. Groundwater Collection Plans as required by the Subsurface Groundwater Collection Systems Section of this Regulation. (am. 7-12-05; am. 4-20-10)

Preliminary Plats: Civil Construction Plans for Preliminary Plats shall only include a preliminary grading plan that must include mitigation measures for developments that are in the Designated Dipping Bedrock Overlay District. In addition, preliminary mitigation plans shall be submitted if the property is in a zoned geohazard area as identified in the Geologic Hazard Overlay District or if the property contains a known geologic hazard. (orig. 4-20-10)

Vacation: Construction plans may be required as specified in the Vacation of Rights of Way Section of this Regulation (orig. 12-17-19)

- 21. Exhibit A: When the provisions of any applicable County Regulation or plan require improvements or fees associated with a development application, then a detailed list of those improvements and fees will need to be provided. The detailed improvement/fee list will be divided into different sections, as applicable, for the different types of improvements or fees associated with the project. The different categories that may be included are public improvements, landscape improvements, cash in-lieu of construction and fees as described in the Developments Agreements, Warranties and Guarantees Section of this Regulation. The Exhibit A may either be submitted with the initial application or at the time of resubmittal after the 1st Referral. (orig. 4-20-10; am. 9-24-13)

Minor Adjustments: If a Minor Adjustment proposal is to divide the improvement requirement between different entities, then an Exhibit A that shows how the improvements will be divided between the entities will be required at the time of formal application. (orig. 4-20-10)

- 22. Transportation Information: Detailed Transportation Information will be required during the development process in accordance with the following provisions, unless it was submitted with a previous process and the information related to transportation has not changed. In addition, the submittal of an analysis or a study may be required by the underlying zoning regardless of the number of vehicular trips being generated. (am. 7-12-05; am. 4-20-10; am. 11-24-15)
 - a. Transportation Analysis: A Transportation Analysis may be required by Planning and Zoning to determine the amount and/or distribution of traffic generated from a proposed development. A transportation analysis is a computation of the vehicular traffic that is generated by a proposed development that is expected to generate less than 1000 average daily trips. The analysis should address any onsite and offsite improvements that may be necessary to mitigate traffic impacts from the proposed development. Required improvements may include the addition of turning lanes, and bicycle/pedestrian facilities, including any other improvements which may be suggested by the analysis. (orig. 4-20-10; am 11-24-15; am. 7-17-18)
 - b. Minor Transportation Study: A Minor Transportation Study is required when a proposed development is expected to generate 1000 average daily trips or more, and the traffic impacts are localized as determined by Planning and Zoning. The study should address any onsite and offsite improvements

that may be necessary to mitigate traffic impacts from the proposed development. Required improvements may include the addition of traffic signals, turning lanes and bicycle/pedestrian facilities, including any other improvements which may be suggested by the study. (orig. 4-20-10; am. 11-24-15)

- c. Major Transportation Study: A Major Transportation Study is required when a proposed development is expected to generate 1000 average daily trips or more, and the traffic impacts are regional as determined by Planning and Zoning. The study should address any offsite improvements that may be necessary to mitigate traffic impacts from the proposed development. Required improvements may include the widening of existing streets; the addition of new intersections or interchanges; and the addition of traffic signals, turning lanes and bicycle/pedestrian facilities, including any other improvements which may be suggested by the study. (orig. 4-20-10; am 11-24-15)
- d. Updated Analysis/Study: Updated information may be required when there is a proposed alteration to the traffic patterns of a development that previously required an analysis or a study. Planning and Zoning may require either a new transportation analysis or study or an amendment to the analysis or study on file as a part of the previous development. (orig. 4-20-10; am 11-24-15)

Final Plats: A Transportation Analysis or Study will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the study that was submitted with the Preliminary Plat. (orig. 4-20-10; am 11-24-15)

Vacation: Transportation information may be required if it is determined by the County that the elimination of Right-of-Way may have adverse impacts on street/road system. (orig. 12-21-10; am 11-24-15)

- 23. Deeds/Easements/Agreements: Separate deeds, easements and agreements may be required as a part of the development application. (am. 7-12-05; am. 4-20-10)

If any interest (fee simple, easement or otherwise) in a street, road, tract, parcel or strip of land is to be dedicated to the County, the property owner shall indemnify the County from any and all damages, claims, losses, injuries and expenses (including attorney's fees) related to or arising out of the presence of hazardous materials, whether known or unknown, including, without limitation, any clean-up costs for such hazardous materials. Such indemnification shall be in a form acceptable to the County Attorney's Office. (am. 7-12-05)

Rural Clusters: A Conservation Easement, Management Plan and/or sample deed restriction language are required as specified in the Rural Cluster process. (orig. 12-21-10)

Vacation: Because the Vacation Resolution and other approval condition documents will be recorded shortly after any approval by the Board of County Commissioners, the final executed versions of any deeds, easements or agreements must be submitted prior to the case being scheduled for a public hearing. (orig. 12-17-19)

- 24. Phase II Drainage Report and Plan: Phase II Drainage Report and Plan prepared in accordance with the Storm Drainage Design and Technical Criteria. (am. 7-12-05; am. 4-20-10)
- 25. Phase III Drainage Report and Plan: A Phase III Drainage Report and Plan prepared in accordance with the Storm Drainage Design and Technical Criteria. (am. 7-12-05; am. 4-20-10)

Exemptions: If the proposal is to create additional lots or to legalize a lot that does not currently contain a dwelling structure, then a Phase III or Abridged Drainage Report is required per the Storm Drainage Design and Technical Criteria Manual. (orig. 7-17-18)

Minor Adjustments: If there will be alterations or modifications to an approved Drainage Report/Plan or existing drainage system, a Phase III Drainage Report may be required as determined by Planning and Zoning. (orig. 7-17-18)

Vacation: A Phase III Drainage Report may be required if the Vacation includes street/road construction. (orig. 12-17-19)

- 26. Geologic and Geotechnical Report: A Geologic and Geotechnical Report prepared in accordance with the Geologic and Geotechnical Section. The County Engineering Geologist may defer the submittal of the report to a subsequent development process or to the building permit process, if he/she determines that the information required for the subsequent process or building permit will sufficiently provide recommendations for foundation design, floor slab, pavement design and site grading. (am. 7-12-05; am. 10-25-05; am. 4-4-06; am. 4-20-10)

Final Plats: A Geologic and Geotechnical Report will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the report that was submitted with the Preliminary Plat. (orig. 4-20-10)

Exemptions: If the proposal is to create additional lots or to legalize a lot that does not currently contain a dwelling structure, then the provisions of this Section will apply if the proposal is in the Designated Dipping Bedrock Overlay District, the Geo-Hazard Overlay District, in an area of known geologic hazards or on slopes greater than 30%. (orig. 4-20-10)

Minor Adjustments: If the proposal is to create additional lots, to move a building envelope or to reconfigure lots, then the provisions of this Section will apply if the proposal is located in the Designated Dipping Bedrock Overlay District, the Geo-Hazard Overlay District, in an area of known geologic hazards or on slopes greater than 30%. (orig. 4-20-10)

Vacation: A Geologic and Geotechnical Report may be required if the Vacation includes street/road construction. (orig. 12-17-19)

27. Radiation Assessment/Report/Plan: The proposed development shall evaluate and mitigate naturally occurring and man-made radiation hazards. During the evaluation of the Environmental Questionnaire/Assessment, if radiation (not associated with radon gas) is identified as a potential hazard, a Radiation Assessment will be required. (am. 7-12-05; am. 4-4-06, am. 10-25-05; am. 4-20-10; am. 12-13-16; am 5-21-19)
28. Parking Plan: A Parking Plan prepared in accordance with the provisions of the Off-Street Parking and Loading Section of the Zoning Resolution is required when the development is not meeting the off-street parking standard required for each lot. The Parking Plan must show how the overall development will meet the parking requirements by providing additional parking spaces outside of the deficient lots. The additional parking spaces must be in the general vicinity of the deficient lot(s), while still being in the same overall development area, and must have acceptable pedestrian connections. (orig. 5-21-19)
29. Landscape Plan: Required when necessary to ensure developments comply with zoning documents or to ensure compliance with the Landscaping Section of the Zoning Resolution. The areas to be landscaped may include common areas, greenbelts, traffic islands, buffer areas and streetscapes. The plan shall include, but not be limited to, species, general location of plantings, type of ground cover, berms, walls, fences and bodies of water and water courses. The intents and purposes of such features shall be indicated on the plan. The Landscaping Plan shall be prepared in accordance with the provisions in the Landscaping Section in the Zoning Resolution. (am. 7-12-05; am. 4-20-10; am.12-13-16)

Non-Residential: The landscape plans for non-residential developments are typically reviewed and approved with a subsequent Site Development Plan. The only exception would be when a zoning document specifies that the landscaping shall occur at the time of platting, unless a minor variation is granted for this requirement. (orig. 4-20-10)

Vacation: A Landscape Plan may be required if a relocated street/road has an impact to existing landscaping or in situations where landscaping may be needed in order to mitigate impacts to adjoining properties. (orig. 12-21-10)
30. Slope Analysis: Required when necessary to ensure developments comply with recommendations of applicable community plan or when topographical constraints would result in development that requires significant cut and fill activities or presents adverse impacts to health, safety and welfare. The analysis shall include a scaled site plan based upon a topographic contour map with contour intervals of not less than 5 feet. Areas of between 0-20%, 20%-30% and greater than 30% slope shall be indicated. The plan shall include the location of existing and proposed building footprints and other development, proposed roads, sidewalks, rock outcroppings, ridges, tree stands, water courses or other geographical features. (orig. 12-21-10)
31. Vegetation Preservation Plan: Required when necessary to ensure developments comply with zoning documents or when there is vegetation onsite that would meet the preservation criteria of the Landscaping Section of the Zoning Resolution. The plan must be prepared by a registered landscape architect or forester. The plan shall consist of a scaled site plan and indicate vegetation to be preserved, proposed grading activities, and measures to be taken to protect existing vegetation. (orig. 4-20-10)
32. Wildlife, Vegetation, and Landscaping Report/Plan: Wildlife, Vegetation, and Landscaping Report/Plan prepared in accordance with the Wildlife, Vegetation and Landscaping Section. (am. 7-12-05; am. 4-20-10)

Final Plats: A Wildlife and Vegetation Assessment/Plan will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the report/plan that was submitted with the Preliminary Plat. (orig. 4-20-10; am. 7-17-18)

33. Sensory Impact Assessment/Report/Plan: Sensory Impact Assessment/Report/Plan prepared in accordance with the Sensory Impact Section. (am. 7-12-05; am. 4-4-06; am. 4-20-10)

Final Plats: A Sensory Impact Assessment/Report/Plan will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the assessment/report/plan that was submitted with the Preliminary Plat. (orig. 4-20-10)

34. Utility Report/Plan: Utility Report/Plan prepared in accordance with the Utilities Section. (am. 7-12-05; am. 4-20-10)

Final Plats: A Utility Report/Plan will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the report/plan that was submitted with the Preliminary Plat. (orig. 4-20-10)

35. Letters of No Objection (Utilities): Letters of no objection from all applicable utility providers stating they have no concerns with the proposed case. (orig. 12-17-19)

36. Historical, Archaeological, and Paleontological Report/Plan: A Historical, Archaeological, and Paleontological Report/Plan prepared in accordance with the Historical, Archaeological, and Paleontological Section. (am. 7-12-05; am. 4-20-10)

Final Plats: A Historical, Archaeological, and Paleontological Report/Plan will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the report/plan that was submitted with the Preliminary Plat. (orig. 4-20-10)

37. Environmental Questionnaire/Assessment: An Environmental Questionnaire/Assessment in accordance with the Environmental Assessments Section. (orig. 10-25-05; am. 4-20-10)

Final Plats: An Environmental Questionnaire/Assessment will only be required if it was not submitted with the Preliminary Plat or if the Preliminary Plat approval conditions require revisions to the questionnaire/assessment that was submitted with the Preliminary Plat. (orig. 4-20-10)

Minor Adjustments: The Environmental Questionnaire/Assessment will only be required if the proposal will create additional lots or when there is dedication of Right-of-Way or County easements. (orig. 4-20-10; am. 7-17-18)

Vacation: The Environmental Questionnaire/Assessment will only be required for the dedication of Right-of-Way and/or County easements. (orig. 7-17-18)

38. Certificate of Taxes Due: A certificate of taxes due indicating that all ad valorem taxes applicable to the development for prior years have been paid. The certificate of taxes due will be required when the development proposal is a plat, an exemption to legalize an improper division of land, and, for any other process that creates additional lots. The certificate can be obtained in the County Treasurer's Office. (am. 7-12-05; am.4-20-10)

39. Mylar: The Mylar shall: (reloc. 7-12-05)

- a. Reflect all corrections as indicated on the red marked print. (reloc. 7-12-05)
- b. Be reproduced with permanent black lines of high quality, be a minimum of 0.003 inches in thickness, and have a matte finish on both sides. Sepia Mylars are not acceptable for recording. (reloc. 7-12-05; am. 10-25-05; am. 7-17-18)
- c. Not have any erasures. (reloc. 7-12-05; am. 4-20-10)
- d. Be signed in fine tip, black permanent ink by: (am. 7-12-05; am. 4-20-10; am. 7-17-18)
 - (1) the fee simple owners and the holders of deeds of trust (if applicable), with signatures notarized.
 - (2) the developer's surveyor on all sheets (if applicable). The surveyor shall stamp and date all sheets with the signature through the seal.
 - (3) the developer's attorney or the developer's title company (if applicable).
- e. Have the appropriate seals affixed. No seals shall be placed within the margins. All appropriate seals must be clearly readable. If a seal blurs, it is acceptable to place a second seal beside it with more appropriate ink. (reloc. 7-12-05; am. 7-17-18)

- f. Have margins of 2 inches on the left side, 1 inch on top and, 0.5 inches on all other sides. The margins must be completely blank. (orig. 7-17-18)

Minor Adjustments: If the Minor Adjustment qualified for the 8½ X 11 format or is an amendment to only an improvements agreement, then the executed document will be required in place of the Mylar. (orig. 4-20-10)

- 40. Improvements Agreement: The executed Improvements Agreement with the attached Exhibit A is required if there are improvements associated with the proposed development or if there is an amendment to an improvement agreement through a Minor Adjustment process. By entering into an improvement agreement, an applicant may begin site construction without submitting a performance guarantee for the improvements, with the understanding that the construction will need to be completed or a performance guarantee submitted prior to sale or issuance of a building permit. The Improvements Agreement shall: (am. 7-12-05; am. 4-20-10)
 - a. Match the County standard template unless alterations have been approved by the County Attorney's Office. There are different templates for an original improvement agreement and an amended improvement agreement. (orig. 4-20-10)
 - b. Be signed by the fee simple owners and the holders of deeds of trust, with signatures notarized. (orig. 4-20-10)
 - c. Have the attached Exhibit A that has been signed by the developer and by the preparer of the exhibit. (orig. 4-20-10; am. 9-24-13)

Plats, Rural Clusters and Exemptions: Prior to scheduling the hearing, the applicant must submit the executed Improvements Agreement or submit a letter indicating that they agree to the terms of the improvement agreement and that they will submit the executed agreement prior to recordation of the Mylar. (orig. 12-17-19)

- 41. Recording Fees: Recording fees shall be those currently charged by and made payable to the Clerk and Recorder. (reloc. 7-12-05)
- 42. Mineral Estate Owner Notification Form: An executed Mineral Estate Owner Notification Form must be provided in order for the case to be scheduled for a public hearing. The Case Manager will provide the blank form for the applicant to use to satisfy this requirement. The notification requirements are not applicable to the following: (orig. 7-12-05)
 - a. A one-lot subdivision. (orig. 4-20-10, am. 12-21-10)
 - b. An exemption to legalize an improper division of a single parcel. (orig. 4-20-10)
 - c. A two-lot subdivision, if the original lot has been properly subdivided. (orig. 4-20-10, am. 12-21-10)
- 43. Cash-In-Lieu of Construction: If the County has agreed to take a cash payment for a portion, or all, of the improvements required for a development, the cash payment shall be made prior to recordation of the Mylar, unless the County has agreed to incorporate the payment into the requirements of the Improvements Agreement. (orig. 4-20-10)