

AMENDED FINAL PLAT

DEVELOPMENT PERMIT APPLICATION REVIEW PROCESS (TCLUR Chapter 9, Section 9.8)

OVERVIEW

An Amended Final Plat (AFP) is used primarily, but not exclusively, to (1) combine two or more platted lots in the same filing of the same subdivision with the same zoning and ownership; or (2) relocate the boundary line between 2 or more platted lots in the same filing of the same subdivision provided not other buildable lots are created; (3) change a platted building envelope; (4) remove a restrictive plat note; or (5) otherwise alter a recorded Final Plat. To combine two platted lots (so-called "lot line vacation"), see Section 9.8.D for modified procedures

PROCESS

PRE-SUBMITTAL MEETING WITH
PLANNING STAFF

Pre-Submittal Meeting with Planning Staff. Reviews requirements of the application and highlights information needed for decision makers to make a determination.

APPLICATION SUBMITTED

Application Submitted. Based on Pre-Submittal Meeting, Applicant prepares materials and submits them to Planning Department for review to see whether the application is complete.

COMPLETENESS REVIEW - APPLICANT
NOTIFIED IN WRITING OF
OUTSTANDING DEFICIENCIES

Completeness Review. Staff formally reviews the application to determine whether all information required has been submitted and the amended plat is correctly prepared. Staff notifies Applicant in writing and in detail of any items still outstanding.

APPLICANT REVISIONS

Applicant Revisions. Applicant makes any changes and/or provides any missing information necessary to make the application complete. Staff will provide a review agency list and indicate the number of copies of the complete application, including paper copies of the amended plat, needed. Applicant submits copies.

FORMAL COUNTY AND OUTSIDE
AGENCY REVIEW

Formal County & Agency Review. Copies of the complete application are distributed to Staff and appropriate agencies for review and comment based on compliance with Federal, State, and County regulations.

APPLICANT REVISIONS

Applicant Revisions. Applicant makes any final changes or addresses any referral comments. A plat Mylar is prepared, as are final versions of any required documents. Applicant secures all required signatures on all documents, other than the signature of the Board of County Commissioners.

BOARD OF COUNTY COMMISSIONERS
HEARING DATE SET / STAFF REPORT

Hearing Date Set/Staff Report. When all fully executed documents are received by Staff, a hearing before the Board of County Commissioners is scheduled, normally within 30 days. A Staff Report is prepared and distributed at least 10 days prior to the Board's hearing.

BOARD OF COUNTY COMMISSIONERS
HEARING

Board of County Commissioners' Hearing. Staff (and Applicant as necessary) make presentations; public comment will be taken. At the end of the hearing the Board will vote on a Resolution to approve, approve with conditions, or deny the Amended Final Plat and any related documents. If all is approved, the plat and all documents will be executed by the Board and recorded.

APPLICATION CHECKLIST

- A properly completed **Application Form**, together with the additional materials required by *Section 3.2*.
- A **copy of the original Final Plat** showing the lot, lots, or restrictive plat note to be amended.
- Four paper copies of the new plat** (Amended Final Plat, or AFP) prepared by a Surveyor, showing the proposed amendment and meeting the requirements of *Appendix C Plat Specifications and Certificates*. Any plat notes shall be carried forward.
- Demonstration that any **new lands** to be incorporated, if any, **have zoning identical** to that of the originally platted lot(s). NOTE: A rezoning application may also be required.
- Demonstration that the proposed AFP **does not cause a new, or exacerbate a** legal pre-existing non-conforming, **violation of the requirements of *Chapter 5 Site Development***.
- Demonstration that all lots affected **have adequate legal access** and are physically accessible, or capable of being physically accessible, from a public street or road by conventional vehicle.
- Satisfactory evidence demonstrating the existence of a legal, physical, adequate and dependable **water supply** for all lots affected.
- For all lots affected, satisfactory evidence demonstrating the existence of a **waste water disposal system**, or other lawful means of disposing of human wastes.
- Demonstration that all lots created by the proposed AFP **do not cause a new, or exacerbate a** legal pre-existing non-conforming, **violation of the requirements of *Chapter 6 Critical Areas*** of these Regulations; **AND that no lot site conditions will create hazards** to life, or property; and that **all lots will contain safe, adequate building sites**.
- Any amended protective covenants, declarations, party wall agreements or other documents to be filed for recording in the Office of the Clerk and Recorder at the time of recording.
- If required, a Subdivision Improvements Agreement or Development Agreement guaranteeing any subdivision improvements to be made, if any, or to ensure any condition of approval.

EVALUATION STANDARDS

1. The proposed AFP is part of an existing, previously approved Final Plat.
2. The proposed AFP is not inconsistent with the intent of the original Final Plat.
3. The proposed AFP does not adversely affect adjacent property owners or holders of easements, including interference with access, or the requirements of infrastructure such as roads, water supply, or waste water provisions, or zoning uses or dimensional limitations. Does not create hazardous off-site conditions.
4. The proposed AFP is consistent with the purposes, goals, objectives and policies of all applicable legislatively adopted Teller County master plan(s) or map(s).
5. The proposed AFP does not create more buildable lots than previously existed.
6. Satisfactory evidence has been presented demonstrating that all affected lots have or will have adequate access, water supply, and a waste water disposal system.
7. The proposed AFP does not cause a new, or exacerbate a legal pre-existing non-conforming, violation of the Standards as established in these Regulations for *Chapter 5 Site Development*, and *Chapter 6 Critical Areas*.
8. If the amendment alters a restrictive plat note, it has been clearly demonstrated that the need for the restrictive plat note no longer exists.
9. The proposed AFP is technically correct and has been properly executed by all required parties other than the Board of County Commissioners.
10. Any Agreements have been executed by all parties other than the Board of County Commissioners.

CONTACT US!

The information above is a **summary only**. The Land Use Regulations may require more or less than is stated in this brochure.



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