



COMMUNITY DEVELOPMENT

Pitkin County Land Use Application Manual

INTRODUCTION

The intent of this manual is to give landowners, developers, planners, architects and engineering consultants a guide for preparing land use applications that comply with the Pitkin County Land Use Code. This document includes descriptions of the information required for the various types of land use reviews provided for in the Land Use Code as well as a schedule of review fees and a primer on calculating impact fees. In addition, this document includes an appendix that contains the standard application forms and a copy of the public notice affidavit required for noticed public hearings. There is also a list of the various master plans and other referral documents used in the review process. Information regarding the development review process is contained in Chapter 2 of the Pitkin County Land Use Code. The review standards and approval criteria for each of the review types identified in this manual are also contained in the Pitkin County Land Use Code and are referenced in the appropriate locations throughout this manual.

APPLICATION SUBMISSION REQUIREMENTS

1) GENERAL APPLICATION INFORMATION (REQUIRED FOR ALL APPLICATIONS)

All development applications shall include, at a minimum, the information and materials described in this General Application Information section. During the pre-application conference, the Community Development Department staff may authorize modifications to the required submission contents. A copy of the signed Fee Agreement Form and a check for the amount of the estimated review fee as identified on the Pre-application Conference Summary Form must also be provided at the time the land use application is submitted to the Community Development Department. A copy of the current Fee Agreement Form and the Fee Schedule, upon which the development review fees are based, is included in the Appendix of this manual. Applications involving more than one type of approval will need to incorporate the submission requirements for all applicable review types. However, efforts should be made to avoid duplication and to keep the application concise.

1.1 Applicant's Background Information: A letter signed by the applicant containing the applicant's name, address and telephone number, or, if applicable, the name, address and telephone number of the representative authorized to act on behalf of the applicant and a statement granting authorization to the representative.



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Community Development Department
130 South Galena Street
Aspen, Colorado 81611

1.2 Parcel Description & Vicinity Map: The street address, and current legal description of the parcel on which the development is proposed to occur and an eight and one-half inch by eleven inch (8 ½” x 11”) vicinity map locating the subject property within Pitkin County. Directions for locating the property from the nearest major intersection must also be provided.

1.3 Demonstration of Legal Creation and Disclosure/Proof of Ownership: The application shall include documentation that the property was legally established in accordance with the applicable laws in place at the time (see Appendix ___ for information regarding the chronology of land use legislation governing subdivision, cumulation and merger). Disclosure of ownership of the parcel on which the development is proposed to occur, consisting of a current certificate from a title insurance company or attorney licensed to practice law in the State of Colorado, listing the names of all owners of the property and all mortgages, judgments, liens, easements, contracts and agreements affecting use and development of the parcel and proof of the owner’s right to use the land for the purposes identified in the development application. This shall normally require proof of complete ownership or written consent from all owners. The staff may also request the applicant to supply a title history for the subject property and contiguous property demonstrating the chain of title or a letter confirming non-merger from an attorney or title company.

1.4 Legal Access: Sufficient information to demonstrate that the applicant has adequate legal access to the parcel from a public right-of-way for the development proposal.

1.5 Standards Report: Written text demonstrating that the proposed development complies with the applicable substantive review standards.

1.6 Pre-Application Conference Summary Sheet: A copy of the pre-application conference summary sheet provided to the applicant after the pre-application conference.

1.7 Site Utilization Maps: The required maps and other graphic exhibits are described in the Review-Specific Application Submission Requirements section of this manual. However, specific requirements may vary for each property and will be specified by the staff on the Pre-application Conference Summary form. The required site utilization maps must be provided in 24” x 36” format, except where noted otherwise by the staff, for the full number of applications specified on the Pre-application Conference Summary form. In addition, two of each of the required site utilization maps must be provided in 8 ½” x 11” format. The 24” x 36” site utilization maps must be folded to fit within a legal sized folder with the name of the application visible. Rolled site plans will not be accepted.

1.8 Copies of Application: The number of required copies will be specified on the Pre-application Conference Summary form.

2) REVIEW-SPECIFIC APPLICATION SUBMISSION REQUIREMENTS

2.1 Administrative Reviews

2.1.1 - Activity Envelope and Site Grading, Earthmoving and Vegetation Removal Prior to Approval of a Site Plan.

Review Process and Criteria for Approval: The process for review of an “activity envelope” with or without vested rights is described in Section 2-30-20 of the Pitkin County Land Use Code. Special requirements for activity envelope and site plan applications where vested rights are sought are described in Section 2-20-170 of the Pitkin County Land Use Code. If the applicant’s intention is to create a vested right in an Activity Envelope, the application must include the necessary information for mailed and posted notice as required by the Pitkin County Land Use Code. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. In the event an objection is filed with respect to an application for administrative review for establishment of an activity envelope with vested rights, the application will be remanded to the Hearing Officer and will be reviewed under the one-step procedure (2-30-30 of the Pitkin County Land Use Code). Criteria for approval are described in Section 2-30-20(g) and Sections 7-10-50 and 7-10-60 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided for applications for activity envelopes where no vested rights are sought. For the submission requirements for activity envelopes with vested rights, refer to Section 2.2.1 of this Manual. The Pitkin County Land Use Code is based on a philosophy of avoidance where possible and mitigation where necessary when it comes to site planning where physical constraints such as geologic hazards, wildfire hazard and wildlife habitat exist. The Land Use Code also contains provisions that allow the Community Development Department staff to work with applicants to balance impacts where sites contain multiple-overlapping constraints. To accommodate this process this section identifies information that is required only when it has been determined that certain constrained areas can not be avoided. Due to the great variety of situations which can arise on any given property, the Community Development Department staff may modify or combine any of the submission requirements listed below as appropriate for any given site. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form.

In the event a property owner intends to conduct site grading, earthmoving or vegetation removal activities on the property prior to Site Plan approval or issuance of a building permit, the property owner must obtain a Clearing, Grading, Grubbing and Earthmoving Permit from the Community Development Department in addition to establishing an Activity Envelope pursuant to Section 2-30-20(g) of the Pitkin County Land Use Code. The submission requirements for a Clearing, Grading, Grubbing and Earthmoving Permit are described on the Clearing, Grading, Grubbing and Earthmoving Permit Application form, which is included in the Appendix of this Manual.

Application for site grading, earthmoving and vegetation removal shall show compliance with criteria in Section 7-20-130 of the Pitkin County Land Use Code.

Activity Envelope Plan: An Activity Envelope Plan showing existing conditions, the proposed activity envelope location and configuration and the proposed driveway alignment is required. This drawing must also show preliminary grading for the access drive alignment demonstrating that the driveway can be done in conformance with the Driveway Standards contained in the Pitkin County Asset Management Plan. This shall be a neat, legible drawing prepared on a twenty-four inch (24”) by thirty-six inch (36”) format sheet. The drawing shall show all pertinent dimensions and be clearly labeled. The Activity Envelope Plan must contain the following information:

- A. Title identifying type of review and the name of the project or property;
- B. Vicinity map at a scale of no smaller than one inch equals two thousand feet (2,000’) and a size of no less than five inch (5”) by five inch (5”) showing commonly known landmarks and the relationship of the parcel to proximate roads;
- C. Boundaries of the parcel;
- D. North directional arrow;
- E. Date;
- F. Existing water courses, drainage ways, wetlands or other surface water features, if any;
- G. Scale: The Activity Envelope and access drive shall be depicted at a scale of not smaller than one inch equals fifty feet (50’);
- H. Legal description of parcel;
- I. Location and dimensions of activity envelope setbacks from property lines;
- J. Disclaimer stating: “environmental hazard areas exist that might affect the property, any improvements and occupancy thereof;”
- K. Community Development Director signature block (see Appendix for examples of signature blocks);
- L. Owner signature block (see Appendix for examples of signature blocks);
- M. Topographic information depicting two foot (2”) contour intervals within the proposed Activity Envelope and along the proposed access, and extending at least ten feet (10’) beyond the envelope and access; additional topographic information may be required on a site specific basis upon further review;
- N. Slope analysis: Slopes shall be delineated within the Activity Envelope with two-foot contour intervals. Slopes between each two foot (2’) contour in each of the following categories shall be designated by a distinct graphic pattern:
 - 1) Slopes that are fifteen (15) percent or greater, but less than thirty (30) percent;
 - 2) Slopes that are thirty (30) percent or greater, but less than forty-five (45) percent;
 - 3) Slopes that are forty-five (45) percent or greater;

- O. Where the Activity Envelope contains any portion of a 100-year floodplain as depicted on the FEMA Flood Insurance Rate Maps or as determined by an independent floodplain study conducted by a Colorado-Registered engineer, or as determined by the Pitkin County Floodplain Administrator, the floodplain shall be shown on the Activity Envelope Plan. Where there is a perennial stream (identified by a blue line on U.S. Geological Survey maps); intermittent stream or streambed known or apparent from field study (excluding man-made waterways such as ditches and water features); isolated, natural wetland, and associated riparian area within the proposed Activity Envelope the “existing high water mark” shall be shown on the Plan;
- P. Where the Activity Envelope includes any geologic hazard (rockfall, landslide, avalanche, alluvial fan, talus slopes, Mancos shale, faults, expansive soil and rock, or ground subsidence) or severe or moderate wildfire hazard as these hazards are depicted on the hazard maps maintained in the Community Development Department, the hazard area shall be depicted on the Activity Envelope Plan. The Plan must show the extent and severity of the hazard;
- Q. Where the Activity Envelope includes any area of wildlife habitat as shown on the adopted Wildlife Resource Information System (WRIS) maps, which are maintained in the Community Development Department, the habitat shall be depicted on the Activity Envelope Plan. The Plan must show the extent and type of habitat for all species that are mapped;
- R. Where the Activity Envelope includes any portion of an historically irrigated area, the Activity Envelope Plan shall show the irrigated area and the application shall include the acreage of the entire historically irrigated area and the acreage of that portion of the historically irrigated area located within the Activity Envelope;
- S. Where the Activity Envelope includes any structure or other historic resource listed on the Pitkin County Historic Inventory, or designated to the Historic Register, the historic structure or resource must be depicted on the Activity Envelope Plan. The application should also include photographs of the historic resource and any other available information describing its history and significance;

Technical Reports: Where the Activity Envelope includes any areas of physical constraints that can not be avoided, due to the nature or extent of the constraints, additional information will be required.

- A. *Geologic or Engineering Report* - Where the constraints include geologic hazards, steep slopes, potentially unstable soils, floodplain or significant drainage channels, the application must include a geologic or engineering report providing an analysis of the hazard and recommended mitigation measures pursuant to the applicable requirements contained in Development Standards Chapter (Chapter 7) of the Pitkin County Land Use Code. These reports must be prepared by a qualified professional geologist or an engineer registered and licensed in the State of Colorado.

- B. *Wildfire Hazard Analysis and Mitigation Report* - Where the constraint is moderate or severe wildfire hazard, the application must include a Wildfire Hazard Analysis and Mitigation Report, prepared by a wildfire expert acceptable to the County. This report must address the standards, criteria and mitigation requirements contained in Section 7-20-60 of the Pitkin County Land Use Code. A list of Wildfire Hazard Experts certified in Pitkin County is included the Appendix of this manual.
- C. *Drainage Study* - All applications for Activity Envelopes shall include a preliminary drainage study which shall demonstrate compliance with the standards and criteria contained in Section 7-20-30 of the Pitkin County Land Use Code.
- D. *Stream, Wetland and Riparian Area Setback Analysis* - Where an applicant is seeking a reduction from the required stream, wetland and riparian area buffer the application must include an analysis demonstrating the following:
 - 1) The land eliminated from the required buffer area does not include any areas of slopes greater than 30 percent;
 - 2) The land eliminated from the required buffer area does not include highly erodible soils and/or the streambank along the stretch of river where the variance is requested is not unstable;
 - 3) The proposed use of the property does not present a special hazard to water quality or wetlands (e.g. storage or handling of hazardous or toxic materials);
 - 4) The 100-year or intermediate regional flood zone does not exceed the minimum 50-foot required setback;
 - 5) The proposed reduction in buffer area would not jeopardize any existing trees, shrubs or other natural features that contribute to streambank stability, habitat enhancement for aquatic species or riparian area protection;
 - 6) The proposed reduction to the required buffer area would not adversely affect any habitat for plant, animal or other wildlife species listed as threatened or endangered by the United States Fish and Wildlife Service;
 - 7) The proposed reduction to the required buffer area would not adversely affect any habitat for plant, animal or other wildlife species listed by the State of Colorado as rare, threatened, or endangered, species of special concern, or species of undetermined status;
 - 8) The land eliminated from the required buffer area is not does not provide storm and flood water storage capacity needed to prevent or minimize flood damage;
 - 9) The proposed reduction to the required buffer area would not adversely affect fish spawning, breeding, nursery or feeding grounds;
 - 10) The land eliminated from the required buffer area is not needed to preserve areas of special recreational, historical, archeological, scenic, or scientific interest.

2.1.2 - Agricultural Stand

Review Process and Criteria for Approval: The process for review of an “agricultural stand” is described in Section 2-30-20 of the Pitkin County Land Use Code. Criteria for approval are described in Section 2-30-20(g)(9) and Section 4-30-50(b) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided for applications for agricultural stands.

- A. A letter signed by the property owner granting permission for the use of the site for vending purposes;
- B. The standards report shall include a description of the proposed agricultural stand and shall demonstrate compliance with the requirements of Section 4-30-50(b) of Pitkin County Land Use Code;
- C. A sketch showing the proposed location of the agricultural stand and demonstrating that the stand is adequately set back from the adjacent road and does not block any required access drive or disrupt vehicular or pedestrian circulation in the surrounding area;
- D. A graphic depiction (drawing, photograph, etc.) of any proposed signage;

2.1.3 - Caretaker Dwelling Unit

Review Process and Criteria for Approval: The process for review of a Caretaker Dwelling Unit (CDU) is described in Section 2-30-20 of the Pitkin County Land Use Code. This process requires public notice pursuant to Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 4-30-50(e) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided for applications for caretaker dwelling units.

- A. Site Plan showing the subject property and confirming that the property meets the minimum lot area and parking requirements of Section 4-30-50(e) of the Pitkin County Land Use Code. The site plan shall be prepared at a minimum scale of 1” = 100’ and shall include the date it was prepared, north arrow, scale, name and address of the property owner, name and address of the person who prepared the drawing, property boundaries and required setbacks with dimensions. The Site Plan shall show the location of the proposed CDU relative to the required setbacks and the principal dwelling. The drawing shall also identify the parking space to be dedicated to the CDU.

2.1.4 - Certificate of Appropriateness for Historic Registry Property

2.1.5 - Certificate of No Effect for Historic Registry Property

Note: This section to be written after completion of the historic preservation guidelines and based on Section 7-20-100...especially 7-20-100(c) and Section 2-30-20(g)(14 and 15).

2.1.6 - Demolition Certificate for Historic Properties

Note: This section to be written after completion of the historic preservation guidelines and based on Section 7-20-100(d) and Section 2-30-20(g)(16).

2.1.7 - Demolition Extensions

Note: This section to be written after completion of the historic preservation guidelines and based on Section 7-20-100(d)(2).

2.1.8 - Minor Amendment to a Development Permit or Approval

2.1.9 - Major Amendment to a Development Permit or Approval (where original approval was by administrative review)

Review Process and Criteria for Approval: The process for review of a minor amendment to a development approval, or a major amendment to a development approval where the original approval was granted administratively, is described in Section 2-30-20 of the Pitkin County Land Use Code. If the original review process required a noticed public hearing, then the amendment process will also require a noticed public hearing. If a noticed public hearing is required, public notice must be provided pursuant to Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 2-20-150(b) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information described below must be provided. Due to the great variety of situations which can arise on any given property, the Community Development Department staff may modify or combine any of the submission requirements listed below or require additional information not listed as appropriate for any given site. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form.

Standards Report: The Standards report should provide a detailed description of the proposed amendment and should address the reasons and justification for the amendment. The Standards Report should demonstrate compliance with the approval criteria in Section 2-20-150(b) of the Pitkin County Land Use Code and should include a copy of the original approval resolution, or other documentation of the original approval, including any site plan or other recorded drawings.

Drawing Requirements: If the proposed activity requiring the amendment includes alterations to the site layout or changes to an approved site plan, then a new site plan will be required showing all changes overlaid on the approved site layout. The site plan shall be prepared at a minimum scale of 1" = 50' and shall include the date it was prepared, north arrow, scale, name and address of the property owner, name and address of the person who prepared the drawing, property boundaries and required setbacks with dimensions. The Site Plan shall show any previously approval building or activity envelope and any revisions proposed to the envelope or the access drive. If the proposed amendment involves changes to a structure that received scenic review approval or for which the original approval included conditions regarding its mass or appearance, the amendment application should include architectural elevation drawings, sketches, photographs or other graphics as necessary to describe the proposed changes to the structure. The application should address how the proposed changes affect the visual impacts of the structure and what, if any, changes are proposed to any previously-required measures to mitigate the visual impacts of the structure.

If the proposed activity requiring the amendment includes any increase in floor area, the application should include floor plans showing the proposed expansion and demonstrating compliance with the criteria in Section 2-20-150(b) of the Pitkin County Land Use Code.

2.1.10 - Satellite Reception Devices (up to two devices)

Review Process and Criteria for Approval: The review process and criteria for approval of up to two Satellite Reception Devices, that do not comply with Section 4-30-50(g) of the Pitkin County Land Use Code, is described in Section 2-30-20(g)(8) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information should be provided.

Standards Report: The Standards Report should describe the number, size and location of all proposed satellite reception devices. Photographs and/or sketches should be provided, as needed, to illustrate the visual impacts of the proposed devices as viewed from neighboring parcels and public rights-of-way.

Drawing Requirements: If landscaping is required to screen the proposed satellite reception device(s) (see Section 2-30-20(g)(8) of the Pitkin County Land Use Code) a Landscape Plan should be required showing all necessary plantings and any other measures proposed to screen the satellite reception device. The drawing can be limited to the area where any necessary screening is to occur and should be drawn at a scale of 1"=20' or greater. The Landscape Plan should illustrate the number, species and size of all plants to be installed, whether through labeling on the plan drawing or by the use of a plant schedule included on the drawing. Proposed plants should be depicted at the size and fullness that would be achieved after 5 growing seasons based on the size of the plants at installation. If elements other than plants are proposed to accomplish the necessary screening (fences, walls, etc.), these elements should be shown on the Landscape Plan

and sketches should be provided showing their appearance. The Landscape Plan should also depict the irrigation system necessary to provide water for proposed plantings until such time as they are established.

2.1.11 - Signs

Review Process and Criteria for Approval: The process for review of signs is described in Section 2-30-20 of the Pitkin County Land Use Code. Criteria for approval are described in Section 7-60 of the Pitkin County Land Use Code.

Application Submission Requirements: The following information must be provided for sign permit applications.

- A. A completed Community Development Department Permit Application form (see Appendix for a copy of this form).
- B. A letter of consent from the property owner, if the applicant is not the owner;
- C. A sketch of the proposed sign in its intended location on the building or property showing the context of the sign (wall mounted, freestanding, in-window, etc.), the sign face, height of the sign (freestanding and wall mounted signs) and lettering. This sketch shall be drawn to scale and be labeled with the dimensions of the sign surface and all lettering, graphics and logos;
- D. A description of the sign's specifications and method of construction including its supports, materials and colors. A description of the type, intensity and design of the sign's illumination, if any, shall also be provided. Where the subject property includes more than one business, the application should include information regarding the dimensions of all other sign as needed to calculate the permitted sign area (see Section 7-50-60 for design standards); and
- E. A site plan showing the location of the sign on the property relative to property lines; yard setback lines; building envelope or activity envelope boundaries, if any; roads; pedestrian walkways and existing buildings. The site plan should indicate the front, side and rear of the property for purposes of measuring required setbacks and should show all street frontages. The site plan should be drawn at a scale of 1"=50' or greater and should be clearly labeled, including all appropriate dimensions.

2.1.12 - Site Plan

Review Process and Criteria for Approval: The process for review of a Site Plan with or without vested rights is described in Section 2-30-20 of the Pitkin County Land Use Code. The applicant will be required to provide the public notice information described in the Pitkin County Land Use Code and is responsible for mailed and posted notice. A copy of the affidavit confirming that the

required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. In the event an objection is filed with respect to an application that has been submitted for administrative review of a Site Plan, the application will be remanded to the Hearing Officer and will be reviewed under the one-step procedure (Section 2-30-30 of the Pitkin County Land Use Code). Criteria for approval are described in Section 2-30-20(g) and Sections 7-10-50 and 7-10-60 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided for applications for Site Plan where no vested rights are sought. For the submission requirements for Site Plan review with vested rights, refer to Section 2.2.9 of this manual. The Pitkin County Land Use Code is based on a philosophy of avoidance where possible and mitigation where necessary when it comes to site planning where physical constraints such as geologic hazards, wildfire hazard and wildlife habitat exist. The Land Use Code also contains provisions that allow the Community Development Department staff to work with applicants to balance impacts where sites contain multiple-overlapping constraints. To accommodate this process this section identifies information that is required only when it has been determined that all constrained areas can not be avoided. In the case where an “activity envelope” has already been approved and no change to that envelope is requested, items S through X in the following list can be ignored. Due to the great variety of situations which can arise on any given property, the Community Development Department staff may modify or combine any of the submission requirements listed below as appropriate for any given site. Where the subject property is a simple site with few constraints, the mapping requirements in this section can be combined onto a single drawing (site plan) if the drawing can be made to read clearly. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form.

In the event a property owner intends to conduct site grading, earthmoving or vegetation removal activities on the property prior to issuance of a building permit, the property owner must obtain an Clearing, Grading, Grubbing and Earthmoving Permit from the Community Development Department in addition to establishing an Activity Envelope pursuant to Section 2-30-20(g) of the Pitkin County Land Use Code. The submission requirements for a Clearing, Grading, Grubbing and Earthmoving Permit are described on the Clearing, Grading, Grubbing and Earthmoving Permit Application form, which is included in the Appendix of this Manual. Application for site grading, earthmoving and vegetation removal shall show compliance with criteria in Section 7-20-130 of the Pitkin County Land Use Code.

Site Plan: A Site Plan showing existing conditions, the proposed, or previously approved, activity envelope and driveway alignment is required. This drawing must also show the footprint of all proposed structures and other improvements including such major elements as swimming pools, corrals, and parking areas. This drawing must also show any grading or site preparation necessary to accommodate the type of development contemplated on the property. Examples of grading and site preparation include areas of vegetation clearing, grading to create level area(s) for building foundations and installation of retaining walls. This shall be a neat, legible drawing prepared on a

twenty-four inch (24”) by thirty-six inch (36”) format sheet. The drawing shall show all pertinent dimensions and be clearly labeled. The Site Plan shall contain the following information:

- A. Title identifying type of review and the name of the project or property;
- B. Vicinity map at a scale of no smaller than one inch equals two thousand feet (2,000’) and a size of no less than five inch (5”) by five inch (5”) showing commonly known landmarks and the relationship of the parcel to proximate roads;
- C. Boundaries of the parcel;
- D. Legal description of parcel;
- E. North directional arrow;
- F. Date;
- G. Scale: The Activity Envelope and access drive shall be depicted at a scale of not smaller than one inch equals fifty feet (50’);
- H. Disclaimer stating: “environmental hazard areas exist that might affect the property, any improvements and occupancy thereof;”
- I. Community Development Director signature block (see Appendix for example);
- J. Owner signature block for all reviews (see Appendix for example);
- K. Existing and proposed utility lines and easements;
- L. Existing water courses, drainage ways, wetlands or other surface water features, if any;
- M. Existing vegetation in the area of the proposed or approved Activity Envelope, including any tree over 6 inches DBH (diameter at breast height) to be removed, and between the Activity Envelope and all adjacent roads and public use areas, if any.
- N. Topographic information depicting two foot (2”) contour intervals within the proposed Activity Envelope and along the proposed access, and extending at least ten feet (10’) beyond the envelope and access; additional topographic information may be required on a site specific basis upon further review;
- O. Location and dimensions of activity envelope and setbacks from property lines;
- P. Footprints of all proposed structures including square footage and first floor elevations;
- Q. Proposed off-street parking areas and vehicle courts including entry and exit drives, the number of parking spaces and typical dimensions for parking spaces and drive isles.
- R. Proposed trails or other roadways to be dedicated to the public or made available for public use;
- S. Slope analysis: Slopes shall be delineated within the Activity Envelope with two-foot contour intervals. Slopes between each two foot (2’) contour in each of the following categories shall be designated by a distinct graphic pattern:
 - 1) Slopes that are fifteen (15) percent or greater, but less than thirty (30) percent;

- 2) Slopes that are thirty (30) percent or greater, but less than forty-five (45) percent;
 - 3) Slopes that are forty-five (45) percent or greater;
- T. Where the Activity Envelope contains any portion of a 100-year floodplain as depicted on the FEMA Flood Insurance Rate Maps or as determined by an independent floodplain study conducted by a Colorado-Registered engineer, or as determined by the Pitkin County Floodplain Administrator, the floodplain shall be shown on the Activity Envelope Plan. Where there is a stream, river or other material drainage channel within the proposed Activity Envelope and no floodplain has been established the “existing high water mark” shall be shown on the Plan;
 - U. Where the Activity Envelope includes any geologic hazard (rockfall, landslide, avalanche, alluvial fan, talus slopes, Mancos shale, faults, expansive soil and rock, or ground subsidence) or severe or moderate wildfire hazard as these hazards are depicted on the hazard maps maintained in the Community Development Department, the hazard area shall be depicted on the Activity Envelope Plan. The Plan must show the extent and severity of the hazard;
 - V. Where the Activity Envelope includes any area of wildlife habitat as shown on the adopted Wildlife Resource Information System (WRIS) maps, which are maintained in the Community Development Department, the habitat shall be depicted on the Activity Envelope Plan. The Plan must show the extent and type of habitat for all species that are mapped;
 - W. Where the Activity Envelope includes any portion of an historically irrigated area, the Activity Envelope Plan shall show the irrigated area and the application shall include the acreage of the entire historically irrigated area and the acreage of that portion of the historically irrigated area located within the Activity Envelope;
 - X. Where the Activity Envelope includes any structure or other historic resource listed on the Pitkin County Historic Inventory, or designated to the Historic Register, the historic structure or resource must be depicted on the Activity Envelope Plan. The application should also include photographs of the historic resource and any other available information describing its history and significance;

Technical Reports/Activity Envelope: Where the Activity Envelope includes any areas of physical constraints that can not be avoided, due to the nature or extent of the constraints, additional information will be required.

- A. *Geologic or Engineering Report* - Where the constraints include geologic hazards, steep slopes, potentially unstable soils, floodplain or significant drainage channels, the application must include a geologic or engineering report providing an analysis of the hazard and recommended mitigation measures pursuant to the applicable requirements contained in Development Standards Chapter (Chapter 7) of the Pitkin County Land Use Code. These reports must be prepared by a qualified professional geologist or an engineer registered in the State of Colorado.

- B. *Wildfire Hazard Analysis and Mitigation Report* - Where the constraint is moderate or severe wildfire hazard, the application must include a Wildfire Hazard Analysis and Mitigation Report, prepared by a wildfire expert acceptable to the County. This report must address the standards, criteria and mitigation requirements contained in Section 7-20-60 of the Pitkin County Land Use Code. A list of Wildfire Hazard Experts certified in Pitkin County is included the Appendix of this manual.
- C. *Drainage Study* - All applications shall include a preliminary drainage study which shall demonstrate compliance with the standards and criteria contained in Section 7-20-30 of the Pitkin County Land Use Code.
- D. *Stream, Wetland and Riparian Area Setback Analysis* - Where an applicant is seeking a reduction from the required stream, wetland and riparian area buffer the application must include an analysis demonstrating the following:
- 1) The land eliminated from the required buffer area does not include any areas of slopes greater than 30 percent;
 - 2) The land eliminated from the required buffer area does not include highly erodible soils and/or the streambank along the stretch of river where the variance is requested is not unstable;
 - 3) The proposed use of the property does not present a special hazard to water quality or wetlands (e.g. storage or handling of hazardous or toxic materials);
 - 4) The 100-year or intermediate regional flood zone does not exceed the minimum 50-foot required setback;
 - 5) The proposed reduction in buffer area would not jeopardize any existing trees, shrubs or other natural features that contribute to streambank stability, habitat enhancement for aquatic species or riparian area protection;
 - 6) The proposed reduction to the required buffer area would not adversely affect any habitat for plant, animal or other wildlife species listed as threatened or endangered by the United States Fish and Wildlife Service;
 - 7) The proposed reduction to the required buffer area would not adversely affect any habitat for plant, animal or other wildlife species listed by the State of Colorado as rare, threatened, or endangered, species of special concern, or species of undetermined status;
 - 8) The land eliminated from the required buffer area is not does not provide storm and flood water storage capacity needed to prevent or minimize flood damage;
 - 9) The proposed reduction to the required buffer area would not adversely affect fish spawning, breeding, nursery or feeding grounds;
 - 10) The land eliminated from the required buffer area is not needed to preserve areas of special recreational, historical, archeological, scenic, or scientific interest.

Scenic View Protection Exhibits: This section describes the information and exhibits necessary to evaluate compliance with the Scenic View Protection standards contained in Section 7-20-120 of the Pitkin County Land Use Code.

- A. *Context Map* - Map showing any “scenic view protection area(s)” that overlap the property and their relationship to the proposed, or previously approved, Activity Envelope. This map should be prepared at a scale of not less than 1”= 400’ and should clearly label adjacent public roads and other prominent landmarks in the surrounding area. If this can be accomplished with the Site Plan drawing required previously in this section than no additional drawing is necessary.
- B. *Existing Conditions Photos* - Photographs of the area proposed for development taken from at least two selected viewpoints along nearby public roads and/or public use areas. Where the proposed development will be visible from more than one nearby public road or public use area additional photographs should be provided. The selected view points shall depict the worst-case in terms of the visual impacts of the project from the nearby public roads and public use areas. The photographs shall be provided in color and shall not be smaller than 4” by 6” in size.
- C. *Sketches or Graphically Enhanced Photographs* - Sketches or graphically enhanced photographs showing the proposed development from the same viewpoints as the Existing Conditions Photographs shall be provided. These exhibits must depict proposed structures as well as any landscape vegetation and/or landforms or other landscape features proposed for screening. Vegetation should be depicted at the size and fullness that would be achieved after 5 growing seasons based on the size of the plants at installation, as shown on the Preliminary Landscape Plan.
- D. *Elevation Drawings* - Elevation drawings showing the building facades that will be visible from nearby public roads and public use areas shall be provided. The elevations shall be drawn at a scale not less than ¼”= 1’ and shall depict the material, color and texture of the exterior finishes of proposed structures.
- E. *Preliminary Landscape Plan* - This plan must depict topography, existing vegetation (including a brief description of the types of trees and shrubs), and other significant features of the existing landscape. The landscape plan must also show all vegetation, landforms and other landscape features intended to screen proposed structures. The drawing should illustrate the number, species and size of all plants to be installed, whether through labeling on the plan drawing or by the use of a plant schedule included on the drawing. Proposed plants should be depicted at the size and fullness that would be achieved after 5 growing seasons based on the size of the plants at installation. The Preliminary Landscape Plan should also depict the irrigation system necessary to provide water for proposed plantings until such time as they are established.

Lighting Exhibits: This section describes the information and exhibits necessary to evaluate compliance with the Lighting standards contained in Section 7-20-140 of the Pitkin County Land Use Code. The Lighting Plan described in this section is only required when the subject property

is located within a mapped Scenic View Protection Area or where the Community Development Department staff identified lighting and light trespass as an important issue for the proposed development.

- A. *Lighting Fixture Summary* - All Site Plan applications must include a brief description of the exterior lighting strategy for the property. At a minimum, this should include a listing of all light fixtures to be used on the proposed buildings, parking areas and landscaping; orientation of the fixtures (wall mounted, entry, flood, uplighting, overhead, bollard, etc.) and the type of light source to be used in the proposed fixtures (incandescent, high pressure sodium, etc.). Information regarding the control of light fixtures (motion sensors, photocells, timer, etc.) should be provided as appropriate. The location of fixture to be mounted on the proposed structures can be identified on the elevation drawings required for the Scenic View Protection review. The summary should provide a description of the orientation of lighting relative to any adjacent public rights of way.
- B. *Fixture Spec Sheets* - Fixture spec sheets shall be provided for all exterior lighting fixtures to be utilized on the property. The spec sheet must show the height and exterior shielding of the fixture and provide information regarding the output of the light source in watts and the cut-off angle of the fixture shielding. Information regarding the exterior color and finish of the fixtures should also be provided, if known.
- C. *Lighting Plan* - A lighting plan may be required where the site is located within a Scenic View Protection Area. The lighting plan should show the footprints of proposed buildings, parking areas, walkways, and other areas where exterior lighting is intended to be utilized. The lighting plan should show the location of all fixtures and identify the type and height of the fixture. Lighting contours showing the 1.5, 1.0 and .5 foot-candled light pools created by each fixture.

Civil Engineering Report: Applications for Site Plan review shall include an engineering report addressing road design, water supply, wastewater disposal and other utilities and public services. This report shall demonstrate compliance with the applicable standards contained in Sections 7-30, 7-50-10, 7-50-20 and 7-50-30 of the Pitkin county Land Use Code.

2.1.13 - Subdivision Exemptions (Lot Line adjustments and Minor Plat Amendments)

Review Process and Criteria for Approval: The process for review of applications for Lot Line Adjustments and Minor Plat Amendments is described in Section 2-30-20 of the Pitkin County Land Use Code. Criteria for approval are described in Sections 2-30-20(g)(4) and (5) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided.

Subdivision Exemption Plat: - An applicant shall submit a neat legible ink drawing on a twenty-four inch (24”) by thirty-six inch (36”) sheet of mylar showing the following information:

- A. Title identifying type of review;
- B. Vicinity map showing relationship of parcel to proximate public roads;
- C. List of all conditions relating to site development;
- D. Date;
- E. Scale;
- F. Community Development Director signature block; and
- G. Legal descriptions and sketches of:
 - 1) Fathering parcel(s) prior to adjustment;
 - 2) Receiving parcel(s) prior to adjustment;
 - 3) Parcel(s) to be transferred from fathering parcel to receiving parcel; and
 - 4) Resulting parcel(s).
- H. Signature block for owner(s), mortgagee(s), and lien holder(s).

2.1.14 - Temporary Commercial Uses/Special Events

Review Process and Criteria for Approval: The review process and criteria for approval of temporary commercial uses and special events is described in Sections 2-30-20 and 4-30-50(i) of the Pitkin County Land Use Code.

Application Submission Requirements: The application submission requirements and supporting information for temporary commercial uses and special events are described in the Temporary Commercial Use/Special Event Permit hand-out which is included in the Appendix of this Manual. The hand out includes information regarding the requirements for a safety and operations plan as well as a list of contacts for the various departments and agencies which may be involved in the permitting process or provide the services necessary for special events.

Standards Report: The Standards Report should identify the date(s) and hours of the temporary use or special event and should describe all facilities and services necessary to demonstrate compliance with the criteria contained in the Pitkin County Land Use Code, including, but not limited to, security/crowd control, traffic control, sanitation, trash collection and removal, parking, emergency services and site clean up. The standards report should also indicate whether the use or event will recur annually or on a periodic basis thus requiring a “multiple-event temporary use permit.” Proof of general liability insurance/indemnification may also be required depending on the nature of the temporary commercial use or special event.

Drawing Requirements: A map or sketch of the site should be provided showing the layout of the temporary use or special event including all temporary structures, parking areas, ingress and egress, on-site vehicular circulation, sanitation facilities, trash collection, temporary fencing. And any other required special facilities. The map should also identify all impacted properties and their owners. The site plan should be drawn at a scale of 1”=100’ or greater.

2.1.15 - Transfer of Development Right (Issuance of TRD Certificates and Use of TDR Certificates to Increase Floor Area on Certain Receiving Sites – i.e. Sites within the UGB and Sites in Specific Subdivisions located in the Rural Area)

Review Process and Criteria for Approval: The process for issuing a TDR certificate for sale from a sending site and for using a TDR certificate to increase floor area on a receiving site is described in Section 2-30-20 of the Pitkin County Land Use Code. Criteria for issuance or use of a TDR certificate are described in Sections 2-40-30 and Section 6-70-40 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents. The required submission material is only that information related to the preservation site. The ultimate receiver site has no bearing upon the review or approval of a certificate of TDRs

- A. A written statement requesting issuance or use of a TDR certificate and providing the following information:
- B. *Parcel Description - Mining Claim:* The claim name, United States Mineral Survey (USMS) Number and Mining District, Pitkin County Parcel ID Number, number of acres, number and types of improvements existing on-site; *Metes and Bounds Parcel:* legal description, Pitkin County Parcel ID Number, number of acres and number and types of improvements existing on-site. For all property, the staff may also request a certified survey describing and locating the parcel.
- C. *Deed Restriction on Preservation Site -* A deed restriction in a form approved by the County Attorney will be executed and delivered to Pitkin County officials prior to issuance of a TDR certificate. Copies of the standard Deed Restriction and Irrevocable Certificate of Transferable Development Right (TDR) are included in the Appendix of this Manual.

2.1.16 - Water Crossing or Diversion

Review Process and Criteria for Approval: The review process for a water crossing or diversion structure is described in Sections 2-30-20 of the Pitkin County Land Use Code. The review and approval criteria are contained in Section 2-30-20(g)(6).

Application Submission Requirements: The submission requirements for a water crossing or diversion structure are described on the Floodplain/Wetlands Development Permit Application form, which is included in the Appendix of this Manual. Plans and specifications will be required for any water crossing structure, bridge, culvert, hydro power facility, irrigation or diversion structure that extends into the floodplain or riparian area of any stream, drainage way, lake, pond or irrigation ditch. The application may also require submission of a completed “Elevation Certificate,” a copy of which is included in the Appendix of this Manual. Additional hydraulic

studies may also be required to demonstrate compliance with the criteria in Section 2-30-20(g)(6) of the Pitkin County Land Use Code. The application should also include plans and specifications for revegetation or restoration of any area disturbed during the installation of any water crossing or diversion structure. The specific application requirements for each project will be identified on the Pre-application Conference Summary form.

2.2 One-Step Reviews

2.2.1 - Activity Envelope (with vested rights where an objection has been filed with regard to an application for administrative review or where the applicant elects to pursue approval through the one-step process)

(See requirements for Activity Envelopes in Section 2.1.1 of this Manual.)

2.2.2 - Designation to, or Removal from, Historic Register

Review Process and Criteria for Approval: The process for considering designation to, and removal from, the Pitkin County Historic Register is described in Section 2-30-30 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for designation to the Register are listed in Section 7-20-100(c) of the Pitkin County Land Use Code. Justification for removal from the Register is identified in Section 2-30-30(h)(9)(c) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the applicant should provide the appropriate information from the Architectural Inventory Form, which is included in the Appendix of this Manual. In addition, the application should include a Standards Report addressing the review criteria specified above. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form. The following additional information should be provided as appropriate:

- A. **Standards Report:** The Standards Report should include any information necessary to satisfy the criteria for designation to the Pitkin County Historic Register (Section 7-20-100(c)) or justification for removal from the Register (Section 2-30-30(h)(9)(c)) as appropriate. The Standards Report should include a description of the structure and its history and should be accompanied by any of the following types of information available.
- B. **Affidavits:** Statements from persons with personal knowledge either of the property or of any notable people associated with the historic site or facility will be considered if provided in the form of a notarized affidavit.

- C. Recorded Documents: Recorded documents such as deeds, resolutions, proclamations or other documents showing the history of the property may also be provided.
- D. Drawings: Information regarding a notable architect, builder or master craftsman may include original drawings or other documents used in the design and construction of the structure or facility. Drawings and/or photographs showing examples of other work by the same architect, builder or master craftsman should be provided, where possible, to allow comparison with the structure or facility for which designation on the Historic Register is sought.
- E. Photographs or Sketches: Photographs or sketches of the structure or facility being designated should also be provided. These photographs should be dated and labeled for future reference.

2.2.3 - Extension/Reinstatement of Vested Rights

Review Process and Criteria for Approval: The process for extension or reinstatement of vested rights is described in Section 2-30-30 of the Pitkin County Land Use Code. Criteria for review of a request for extension or reinstatement of vested rights are described in Section 2-20-170(d) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents.

- A. Standards Report: The Standards Report shall contain documentation demonstrating compliance with the criteria in Section 2-20-170(d) of Pitkin County Land Use Code and should describe the reasons for seeking an extension or reinstatement of vested rights. Compliance with the conditions contained in the original approval should also be addressed and any progress made pursuing the project, including efforts to obtain any required permits, should be described.
- B. Documentation of Prior Approvals: Copies of all resolutions, ordinances or other documentation associated with any prior approvals should be provided. This should include copies of any recorded drawings such as a site plan or final plat.

2.2.4 - GMQS Exemptions for Preservation of Historic Structures

- a) Additional dwelling unit on a lot/parcel containing an historic structure (6-30-60(a));
- b) One additional dwelling unit on a lot/parcel containing an historic structure where Applicant intends to relocate the historic structure or use exemption on a different parcel (Provision not found in Draft Code);
- c) Change in Use of an Historic Structure (Note: Add language for this provision);
- d) Expansion of an Historic Structure(s) on a Lot/Parcel Containing an Additional Dwelling Unit (Note: Add language for this provision);

Review Process and Criteria for Approval: The process for use of a GMQS Exemption for Historic Preservation is described in Section 2-30-30 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Specific criteria for GMQS Exemptions for the preservation options listed above are described in Section 6-30-60.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information listed below should be provided. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents. The site-specific submission requirements will be identified on the Pre-application Conference Summary form.

- A. **Standards Report:** The Standards Report should contain documentation demonstrating that the structure(s) being preserved meet the criteria for designation to the National and State Register of Historic Places and/or the criteria for listing on the Pitkin County Historic Register, as specified in Section 7-20-100(b) of the Pitkin County Land Use Code. This documentation should include photographs, sketches, historic documents, and affidavits of persons providing personal information, as appropriate. The zone district in which the property is located shall be identified. The square footage of the historic structure(s) shall also be provided unless the property is located within the VC or VR zone district.
- B. **Parcel Description:** In addition to the requirements described in the General Application Information section of this manual, the application shall include information adequate to determine the configuration and legal description of the “fathering parcel” that contains the historic structure(s) as that parcel was configured on June 12, 1978. A survey drawing showing the boundaries of the “fathering parcel” shall be provided.
- C. **Site Plan:** A site plan showing the location of the historic structure(s) in relation to the other existing and proposed structures on the property. The site plan shall show the location and size of the footprint for the proposed additional single-family dwelling, any access drive and other improvements associated with the additional dwelling. The site plan shall be drawn to scale and shall be provided on a 24” by 36” sheet format.

Special Submission Requirements for Projects Involving Relocation of the Historic Structure or Development of Additional Single-family Dwelling on a Different Lot or Parcel: In addition to the information required previously in this section, the following information should be provided:

- A. **Standards Report:** The Standards Report should describe why the proposed relocation of the historic structure or development of the additional single-family dwelling on the alternate parcel is the preferred solution for preservation of the historic structure. If an Activity Envelope has not been approved for the relocation site then the application must include a

request for Site Plan approval and must contain the information required for a Site Plan application (see appropriate section of the manual).

- B. **Site Plan:** A site plan showing the site where the additional single-family dwelling or historic structure(s) will be located and identifying the approved Activity Envelope within which these structures would be located. This drawing will also show any access drive and other improvements necessary to accommodate the structures including any on-site sewage treatment system, water well and all other required facilities and utilities.
- C. **Engineering Analysis:** If the historic structure is to be relocated, the application should include an engineering analysis addressing all issues related to the relocation and containing recommendations for structural stabilization and methods for moving the structure. This report should also provide recommendations for foundation design for the relocated structure. The route to be taken for transporting the structure and all necessary safety provisions necessary during transport should also be addressed. This report should be prepared by an engineer registered in the State of Colorado.

Note: Add special requirements for c and d as they are defined.

2.2.5 - Optional Incentives for Properties Designated to the Historic Register

Review Process and Criteria for Approval: The process reviewing a project where optional growth management incentives are sought in exchange for designating an historic structure to the Pitkin County Historic Register or listing the structure on the Historic Inventory is described in Sections 2-30-30 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Specific criteria for GMQS Exemptions for the preservation options listed above are described in Section 6-30-60.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents.

- A. **Standards Report:** The Standards Report shall contain documentation demonstrating that the structure(s) meet the criteria for listing on the National and State Register of Historic Places and/or the criteria for listing on the Pitkin County Historic Register as specified in Section 7-20-100(b)(2) of the Pitkin County Land Use Code. This documentation should include photographs, sketches, historic documents, and affidavits of persons providing personal information, as appropriate. The zone district in which the property is located must be identified. The square footage of the historic structure(s) shall also be provided, unless the property is located within the VC or VR zone district.

- B. **Parcel Description:** In addition to the requirements described in the General Application Information section of this manual, the application shall include information adequate to determine the configuration and legal description of the “fathering parcel” that contains the historic structure(s) as that parcel was configured on June 12, 1978. A survey drawing showing the boundaries of the “fathering parcel” shall be provided.

2.2.6 - GMQS Exemption for Civic and Institutional Uses

Review Process and Criteria for Approval: The process for reviewing an application for GMQS Exemption for a Civic or Institutional Use is described in Section 2-30-30 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Specific criteria for GMQS Exemption for Civic and Institutional Uses are described in Sections 6-30-110 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents.

Standards Report: The Standards Report shall contain documentation demonstrating that the proposed use or facility provides a basic or fundamental public service or public amenity, will be available to the general public or will be held for the public’s benefit, serves primarily the local community, provides facilities in response to growth and is not itself a growth generator, of is a facility of a non-profit institution whose mission is consistent with the purposes of this the Pitkin County Land Use Code and with the goals and policies of the applicable County master plan (see Appendix for index map and list of County master plans). The Standards Report shall also address the following standards and criteria:

- A. A summary of the employees generated by the proposed civic or institutional use and a strategy for mitigating any employees generated;
- B. Site Plan and summary text addressing how parking required pursuant to Section 7-30-20 of the Pitkin County Land Use Code will be accommodated;
- C. A description of how services and facilities necessitated by the proposed use will be provided. The services and facilities may include, water supply, sewage treatment, drainage control, fire and police protection, roads, transit, trails, schools, library, hospital and parks;
- D. A description of any anticipated adverse environmental impacts including; air quality, surface and ground water, traffic, and any adverse visual impacts on surrounding properties and strategies for mitigating these impacts. Where appropriate, analysis and recommendations of qualified experts, such as traffic engineer, civil engineer, geologist or wildlife biologist should be provided.

2.2.7 - Major Amendment to a Development Permit or Approval (where the original approval was not by administrative review – except for plats)

Review Process and Criteria for Approval: The process for reviewing a request for a major amendment to a development permit (where the original approval was not by an administrative review – except for plats) is described in Section 2-20-150 of the Pitkin County Land Use Code. Criteria for approval will be those identified for type of approval granted originally. If the original approval required a noticed public hearing, then a noticed public hearing is also required for the major amendment review. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents.

- A. A written statement requesting a major amendment to a development permit and describing the reason for the amendment;
- B. An application for major amendment to a development permit must include all of the information and drawings required for a new application of the same type as was originally approved; e.g.
 - 1) For Site Plan Review see 2.1.12 or 2.2.10;
 - 2) For Special Review see 2.2.11;
 - 3) For Caretaker Dwelling Units see 2.1.3;
 - 4) For a full list see the Table of Contents of this Manual.
- C. A copy of the resolution or ordinance and any recorded maps or drawings documenting the original approval must also be provided.

2.2.8 - Non-conforming Use or Structure, Restoration or Expansion with Minor Building Modifications

Review Process and Criteria for Approval: The process for reviewing a request for restoration or expansion of a non-conforming use or structure is described in Sections 2-30-30 and 9-50-30 of the Pitkin County Land Use Code. Criteria for approval are described in Section 9-50-30. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents.

- A. A written statement requesting restoration or expansion of a non-conforming use or structure and describing the reason for the amendment and addressing the following ;
 - 1) Compliance with the general land use policies contained in Section 1-60 of the Pitkin County Land Use Code;
 - 2) Compliance with the applicable County master plan (see the Appendix of this Manual for an index map and list of the County master plans);
 - 3) Demonstrate that the proposed expansion or restoration is intended to meet practical difficulties and hardships that arise from the existing restrictions upon the repair, alteration or restoration of the use or structure;
 - 4) Demonstrate that the purpose of the expansion or restoration is to improve the function and appearance of the use or structure;
 - 5) Demonstrate compatibility with existing adjacent land uses;
 - 6) Provide a summary and calculation of all required exaction fees (See Chapter 8 of the Land Use Code).
- B. Building plans showing proposed expansion or redevelopment of the non-conforming structure;
- C. Site Plan showing the footprint of the non-conforming structure and the proposed expansion or restoration relative to all required setbacks and any approved building envelope or activity envelope;
- D. Site context map showing the subject property with the proposed expansion or restoration of the non-conforming structure and the uses and structures on the adjacent properties;

2.2.9 - Road and Easement Vacations

Review Process and Criteria for Approval: The process for vacating a road right of way or easement is described in Section 2-30-30 of the Pitkin County Land Use Code. Criteria for review of road and easement vacations are described in Sections 2-30-30(h)(7) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided.

- A. *Petition from Abutting Property Owners:* In the case of private applications, a petition from abutting property owners whose means of legal ingress and egress thereto would be affected by such vacation. The petition shall set forth adequate reasons for the vacation.

2.2.10 - Site Plan (with vested rights where an objection has been filed with regard to an application for administrative review or where the applicant elects to pursue approval through the one-step process)

(See requirements for Site Plan review in Section 2.1.12 of this Manual.)

2.2.11 - Special Review Uses

Review Process and Criteria for Approval: The process for review of an application for Special Review is described in Sections 2-30-30 and 2-40-20 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Sections 2-30-30 (h)(1), 2-30-30 (h)(2), 2-40-20 and 4-30 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information listed below should be provided. Due to the great variety of situations which can arise on any given property, the Community Development Department staff may modify, eliminate or combine any of the submission requirements listed below as appropriate for any given site. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form.

Standards Report: The Standards Report should include the information necessary to show compliance with all prior development approvals applicable to the subject property as well as the criteria in Sections 2-30-30(h)(1) and 2-30-30(h)(2) of the Pitkin County Land Use Code. In addition, Section 4-30 of the Pitkin County Land Use Code contains criteria specific to particular uses. If the proposed use is one of those discussed in Section 4-30, then the Standards Report should include any additional information necessary to demonstrate compliance with these additional criteria. The Standards Report should also address the following;

- A. Compliance with the applicable County master plan (see Appendix for index and list of County master plans);
- B. Compliance with the intent of the zone district within which the property is located;
- C. Context Map showing the subject property and immediate vicinity and identifying the existing land uses in the surrounding area;
- D. Description of physical and operating characteristics of the proposed use including, but not limited to:
 - 1) Hour of Operation;
 - 2) Traffic generation;

- 3) Ingress, egress and on-site traffic circulation and parking (unless already addressed on Site Plan per drawing requirements listed above);
- 4) Special equipment or materials needed;
- 5) Potential for noise, vibration or odor impacts on surrounding properties;
- 6) Air quality impacts;
- 7) Visual impacts;
- 8) Lighting;
- 9) Surface or ground water impacts;
- 10) Signage and other visible advertising elements;
- 11) Provision of public facilities, utilities and services;
- 12) Service and materials delivery and pick-up;
- 13) Solid waste handling;

Drawing Requirements: If the requested special review use includes significant physical improvements to the site such as new structures, parking areas or access roads, then a site plan or other survey drawing should be provided to address approval criteria regarding compatibility with adjacent land uses and other standards and criteria related to physical improvements. The site plan or survey drawing should show existing conditions and any proposed, or previously approved, activity envelope and the existing and/or proposed driveway alignment. The drawing should also show the footprint of all proposed structures and other improvements, especially those directly related to the requested special review use. This shall be a neat, legible drawing prepared on a twenty-four inch (24”) by thirty-six inch (36”) format sheet. The drawing shall show all pertinent dimensions and be clearly labeled. The Site Plan must contain the following information:

- A. Title identifying type of review and the name of the project or property;
- B. Vicinity map at a scale of no smaller than one inch equals two thousand feet (2,000’) and a size of no less than five inch (5”) by five inch (5”) showing commonly known landmarks and the relationship of the parcel to proximate roads;
- C. Boundaries of the parcel;
- D. Legal description of parcel;
- E. North directional arrow;
- F. Date;
- G. Scale: Any Activity Envelope or access drive shall be depicted at a scale of not smaller than one inch equals fifty feet (50’);
- H. Existing and proposed utility lines and easements;
- I. Existing water courses, drainage ways, wetlands or other surface water features, if any;
- J. Existing vegetation in the area of any proposed Activity Envelope and between the Activity Envelope and all adjacent roads and public use areas, if any.

- K. Topographic information depicting two foot (2”) contour intervals within any proposed Activity Envelope and along the proposed access drive, and extending at least ten feet (10’) beyond the envelope and access; additional topographic information may be required on a site specific basis upon further review;
- L. Location, floor area and dimensions of all proposed structures, parking areas, driveways and required setbacks from property lines;
- M. Proposed trails or other roadways to be dedicated to the public or made available for public use;

2.2.12 - More than Two Satellite Reception Devices (Special Review)

Review Process and Criteria for Approval: The review process for more than two Satellite Reception Devices which do not comply with Section 4-30-50(g) is described in Section 2-40-20 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. The approval criteria for more than two satellite reception devices are contained in Sections 2-30-30(h)(2) and 2-30-20(g)(8) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided.

Standards Report: The Standards Report should describe the number, size and location of all proposed satellite reception devices. Photographs and/or sketches should be provided, as needed, to demonstrate that the proposed devices will have minimal scenic impacts when viewed from neighboring parcels and public rights-of-way. The standards report should demonstrate compliance with the criteria in Sections 2-30-30(h)(2) and 2-30-20(g)(8) of the Pitkin County Land Use Code.

Drawing Requirements: If landscaping is required to screen the proposed satellite reception device(s) as required in Section 2-30-20(g)(8) of the Pitkin County Land Use Code a Landscape Plan shall be required showing all necessary plantings and any other measures proposed to screen the satellite reception device. The drawing can be limited to the area where any necessary screening is to occur and should be drawn at a scale of 1”=20’ or greater. The Landscape Plan should illustrate the number, species and size of all plants to be installed, whether through labeling on the plan drawing or by the use of a plant schedule included on the drawing. Proposed plants should be depicted at the size and fullness that would be achieved after 5 growing seasons based on the size of the plants at installation. If elements other than plants are proposed to accomplish the necessary screening (fences, walls, etc.), these elements should be shown on the Landscape Plan and sketches should be provided showing their appearance. The Landscape Plan

should also depict the irrigation system necessary to provide water for proposed plantings until such time as they are established.

2.2.13 - Logging (Special Review)

Review Process and Criteria for Approval: The process for review of an application for Special Review for Logging is described in Sections 2-30-30 and 2-40-20 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 4-30-20(f) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. Due to the great variety of situations which can arise on any given property, the Community Development Department staff may modify or combine any of the submission requirements listed below as appropriate for any given site. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form.

Mapping: Map(s) shall be provided at a scale appropriate to illustrate compliance with the criteria identified in Sections 4-30-20(f)(6)(a through d), 4-30-20(f)(7)(d) and 4-30-20(f)(8)(a) of Pitkin County Land Use Code. The maps shall depict all wildlife habitat and geologic hazards, as shown on the maps maintained in the Pitkin County Community Development Department, affecting the proposed logging operation area. The maps shall also show all streams and other surface waters, floodplains and riparian areas located within the proposed logging operation area. These maps shall be clearly legible and provided on a twenty-four (24) inch by thirty-six (36) inch format sheet.

Standards Report: The Standards Report should provide all information necessary to show compliance with the criteria in Sections 4-30-20(f)(6)(e through h) and 4-30-20(f)(7) of the Pitkin County Land Use Code. An engineering analysis may be required to address Sections 4-30-20(f)(7)(e) and (f), depending on the existence of any environmental system such as aquifers, landslide or avalanche prone areas, flood plains, riparian areas or the location of wells on any adjacent property.

Operation and Regeneration Plan: A written report and supplementary drawings addressing the criteria contained in Sections 4-30-20(f)(8) and (9) of the Pitkin County Land Use Code, including the following:

- A. Areas to be logged and relationship to adjacent privately-owned properties and domestic water sources. This should include mapping and identification of water sources for

- adjacent properties, including the location, type and depth of wells in use, and water level elevations within wells, where that information is obtainable;
- B. Hours and days of operation;
 - C. Types of equipment to be used and location where equipment is to be stored while not in use;
 - D. Types of other materials to be used in the operation and plans for delivery, storage and clean up of these materials. If hazardous materials are to be used, the operations plan shall include plans and procedures for storing, handling and spill mitigation for all hazardous materials used;
 - E. Locations, size and condition of all existing and proposed roads to be used and their legal status (private, County, USFS, etc.);
 - F. Estimates of the average and maximum number of trucks to enter and leave the operation area per day and an estimate of the gross vehicle weight of each. Out-of-area traffic patterns shall be described and, when required by the Community Development Department, road impact analyses shall be submitted;
 - G. Phasing plan showing areas to be worked and estimated time duration of each phase;
 - H. Outline of methods to be employed, including description, timing and maintenance, to minimize to the extent possible, any contamination of groundwater, surface water, or other harmful effects to the environment;
 - I. A certified tree count, for all on-site trees, prepared by a landscape architect, surveyor, or engineer registered in the State of Colorado. The tree count shall also include an estimate of the number of trees per acre for the purpose of calculating the number of replacement trees;
 - J. A tree replacement plan drawing showing the general location, number, size and species of replacement trees to be planted. This plan shall also show all surface areas to be disturbed during the operation and identifying methods for establishing ground cover in these areas including the type of ground cover to be used;
 - K. A soils analysis showing the general soils types, physical and chemical properties of the soils within the operation area and describing the compatibility of the soils for woodland productivity.

Supplemental Information: The application shall include evidence of insurance, in a form acceptable to the County Attorney, covering liability for any act of negligence or omission by the applicant or operator related to the proposed logging operation. A description of the form of the required performance bond or other security to ensure full compliance with the all of the terms and conditions of the special use permit.

2.2.14 - Mineral and Gravel Extraction (Special Review)

Review Process and Criteria for Approval: The process for review of an application for Special Review for Mineral or Gravel Extraction is described in Sections 2-30-30 and 2-40-20 of the Pitkin County Land Use Code. This is a special review process and requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit

confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 4-30-20(g) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. Due to the great variety of situations which can arise on any given property, the Community Development Department staff may modify or combine any of the submission requirements listed below as appropriate for any given site. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form.

Mapping: Map(s) shall be provided at a scale appropriate to illustrate compliance with the criteria identified in Sections 4-30-20(g)(4)(a through h), 4-30-20(g)(5)(e) and 4-30-20(g)(6)(a)(1) of Pitkin County Land Use Code. The maps shall depict all wildlife habitat and geologic hazards, as shown on the maps maintained in the Pitkin County Community Development Department, affecting the proposed extraction operation area. These maps shall be clearly legible and provided on a twenty-four (24) inch by thirty-six (36) inch format sheet.

Standards Report: The Standards Report should provide all information necessary to show compliance with the criteria in Sections 4-30-20(g)(4) through (12) of the Pitkin County Land Use Code. The standards report may need to include supplemental information such as studies or reports prepared by an engineer, geologist, noise consultant or landscape architect to address various of the criteria contained in Section 4-30-20(g), depending on the physical characteristics of the site and its proximity to other developed areas, particularly residential areas.

Existing Conditions and Operations Report: A written report and supplementary drawings addressing the following:

- A. Topographic contours of the existing site at five foot (5') intervals or less, using spot elevations taken from a two-hundred foot (200') grid as a minimum or using aerial photography. The topography map shall include land extending at least two hundred feet (200') from the site boundaries. During the pre-application conference the Community Development Department may authorize an applicant to vary the mapping standards;
- B. Mapping of perennial or intermittent water courses and riparian areas width, depth, and direction of flow;
- C. Mapping and identification of water sources for adjacent properties, including the location, type and depth of wells in use, and water level elevations within wells, where that information is obtainable;
- D. Mapping of areas on the property subject to flood hazards;
- E. Proposed excavation areas shown by phases, sequence, thicknesses of overburden, estimated seasonal high and low water table elevations and anticipated depth of final excavation shown by proposed five foot contour intervals;
- F. Areas to be used for the storage of top soil and other overburden material including volume calculations and method of stabilization and dust control;

- G. Storage and loading areas to house any related equipment, including but not limited to scales, scale houses, grading or crushing machinery, storehouses, lighting, fueling and repair facilities;
- H. Locations, size and condition of existing and proposed on-site roads and their points of connection with public roads;
- I. An operating report, incorporating the input of professional consultants, such as registered geologists and professional engineers, and requiring at a minimum, the following:
 - 1) List of the types, numbers and sizes of major equipment to be used on site at any time;
 - 2) Estimates of the average and maximum number of trucks to enter and leave the site per day and an estimate of the gross vehicle weight of each. Off-site traffic patterns shall be described and, when required by the Planning Office, road impact analyses shall be submitted;
 - 3) Hours and days of operation;
 - 4) Anticipated time requirements for phasing limits for each phase of the operation;
 - 5) Outline of methods to be employed, including description, timing and maintenance, to minimize to every extent possible any contamination of groundwater, surface water, or other harmful effects to the environment;
 - 6) Excavation and storage methods which will be used to retain top soil and other overburden to be used in site rehabilitation. Existing topsoil shall be quality tested in order to ensure equal or better quality topsoil is used in the event on-site storage of topsoil can not be accommodated or where additional topsoil must be brought from off site to complete site restoration;
 - 7) Methods and procedures for controlling dust during operation; and
 - 8) Areas to be fenced for safety, if any.

Landscaping Plan: A landscaping plan depicting how vegetation shall be utilized to screen visual impacts of the operation. This plan must depict topography, existing vegetation (including a brief description of the types of trees and shrubs), and other significant features of the existing landscape. The landscape plan must also show all vegetation, landforms and other landscape features intended to screen proposed structures, facilities and extraction areas. The drawing should illustrate the number, species and size of all plants to be installed, whether through labeling on the plan drawing or by the use of a plant schedule included on the drawing. Proposed plants should be depicted at the size and fullness that would be achieved after 5 growing seasons based on the size of the plants at installation. The Preliminary Landscape Plan should also depict the irrigation system necessary to provide water for proposed plantings until such time as they are established.

Rehabilitation Plan: A written report and supplementary drawings at the same scale as the existing conditions and operations drawings describing and depicting rehabilitation. The report and drawings shall be prepared by a professional engineer or registered landscape architect, and requiring, at a minimum the following:

- A. Final contours of the site after restoration at five foot contour intervals;

- B. Complete extent of areas, if any, which will be backfilled and depth of backfill shown with spot elevations and specifications regarding compaction;
- C. Areas and depth of areas to be restored with topsoil and other overburden;
- D. Phasing diagram and summary text clearly illustrating phasing for rehabilitation and the maximum time required for various phases of the rehabilitation plan;;
- E. Complete landscape plan indicating location and type of proposed and existing landscape features to include a complete plant list with phasing and irrigation;
- F. Location of driveways, roads, fences, gates to be part of the rehabilitation plan;
- G. Description of the proposed final use of the site, with discussion of how the proposed use relates to the County Comprehensive Plan and zoning districts within the vicinity of the property;
- H. Description of the disposition of operating facilities, machinery, etc. which shall be removed upon completion of permitted activity; and
- I. Drainage, erosion and sedimentation plans prepared by a professional engineer showing the measures to be taken during extraction, rehabilitation and final use phases to manage drainage and ensure that run off existing the property occurs at historic levels; and
- J. A certified tree count, for all on-site trees with a diameter-at-breast-height (DBH) of four (4) inches or greater, prepared by a landscape architect, surveyor, or engineer registered in the State of Colorado. The tree count shall also include an estimate of the number of trees per acre for the purpose of calculating the number of replacement trees;
- K. A tree replacement plan drawing showing the general location, number, size and species of replacement trees to be planted. This plan shall also show all surface areas to be disturbed during the operation and identifying methods for establishing ground cover in these areas including the type of ground cover to be used; and
- L. A soils analysis showing the general soils types, physical and chemical properties of the soils within the operation area and describing the compatibility of the soils for woodland productivity.

Supplemental Information: The application shall include a toxic waste management and disposal plan, approved by the Pitkin County Environmental Health Department, if toxic materials are to be used in the operation. The application shall include evidence of insurance, in a form acceptable to the County Attorney, covering liability for any act of negligence or omission by the applicant or operator related to the proposed extraction operation. The application shall also include a description of the form of the required performance bond or other security to ensure full compliance with the all of the terms and conditions of the special use permit and those rules and regulations pertaining to rehabilitation.

2.2.15 - Oil and Gas Extraction (Special Review)

Note: To be completed based on Section 4-30-20(h) of the Draft Land Use Code and pending research regarding how other jurisdictions such as Delta County are handling oil and gas review.

Review Process and Criteria for Approval: The process for review of an application for Special Review for Oil and Gas Extraction is described in Sections 2-30-30 and 4-30-20(h) of the Pitkin

County Land Use Code. This is a special review and requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 4-30-20(h) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. Due to the great variety of situations which can arise on any given property, the Community Development Department staff may modify or combine any of the submission requirements listed below as appropriate for any given site. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form.

2.2.16 - Subdivision Exemptions (Fully Developed Lands, New Lots in VC and VR Zone Districts, Parcels for Community and Public Facilities and Open Space, Separation of Platted, Sub-Standard Size Lots)

Review Process and Criteria for Approval: The process for review of applications for Subdivision Exemptions referenced above is described in Section 2-30-30 of the Pitkin County Land Use Code. This review process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Sections 2-30-30(h)(3), 2-30-30(h)(4) and 2-30-30(h)(5) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided.

Subdivision Exemption Plat: - A subdivision exemption plat drawing, which shall be a neat legible ink drawing on a twenty-four inch (24”) by thirty-six inch (36”) sheet of mylar showing the information listed below.

- A. Title identifying type of review;
- B. Vicinity map showing relationship of parcel to proximate public roads;
- C. List of all conditions relating to site development;
- D. Date;
- E. Scale;
- F. Community Development Director signature block (see Appendix for examples of various signature blocks); and
- G. Legal descriptions and sketches of:
 - 1) Fathering parcel prior to adjustment;
 - 2) New lots or parcels being created through subdivision exemption; and

H. Signature block for owner(s), mortgagee(s), and lien holder(s).

Additional Requirements for Fully Developed Land Subdivisions: Fully Developed Lands Subdivisions require compliance with the criteria in Section 2-30-30(h)(3) and also require completion of a Site Plan Review. Therefore, the submission requirements for Site Plan identified in Sections 2.1.16 or 2.2.8, depending on whether vesting is sought, must also be provided. The standards report must provide documentation that the original development was done in conformance with the law at the time of development. If the Fully Developed Lands Subdivision creates non-conforming lots, then the Standards Report must include a discussion of the affordable housing occupancy and price restrictions which are intended to be applied to the property. The standards report must also address the GMQS Exemption criteria in Section 6-30-50(c) of the Pitkin County Land Use Code if growth management exemption is being sought in connection with the subdivision exemption.

Additional Requirements for Parcels for Community or Public Facilities or Open Space: The Standards Report should address the GMQS Exemption criteria and mitigation requirements contained in Section 6-30-110 of the Pitkin County Land Use Code, if growth management exemption is required.

Additional Requirements for Lots Created in the VC and VR Zone Districts: The Standards Report should address the GMQS standards and criteria in Section 6-30-130 of the Pitkin County Land Use Code, where growth management exemption is sought. The application should specify which parcel is to be designated as the “Fathering Parcel” for purposes of assigning the growth management exemption available for that parcel.

2.2.17 - Takings Determination

Review Process and Criteria for Approval: The process for review of a request for a Takings Determination is described in Sections 2-40-130 of the Pitkin County Land Use Code. Criteria for consideration of a Takings Determination are described in Section 2-40-130 of the Pitkin County Land Use Code.

Application Submission Requirements: In the case of a Takings Determination, the information described in the General Application Information section of this manual is not required. The submission requirements are as follows:

- A. A written request for a takings hearing prepared pursuant to the procedures in Section 2-40-130;
- B. A description of the property and the property interest adversely affected by the determination;
- C. Past and current uses of the property;
- D. The petitioner’s original purchase price for the property;
- E. The assessed valuation of the property;
- F. Appraisals and/or preliminary estimates of value made on the property;

- G. Current mortgage principal balance and interest rate;
- H. Past income generated by the property and expenses relating to the property;
- I. Ownership structure for the property (partnership, corporation, etc.);
- J. Owner's tax bracket;
- K. Rental value of the property with and without the offending determination;
- L. Sale value of the property with and without the offending determination; and
- M. Any other information bearing on the difference in the value of the property with and without the offending determination.

2.2.18 - Transfer of Development Rights/Issuance of Certificate for Constrained Site or Visually Constrained Site

Review Process and Criteria for Approval: The process for issuing a TDR certificate for a constrained site is described in Sections 2-30-30 and 2-40-30 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Specific criteria for issuance or use of a TDR certificate for a constrained site are described in Section 6-70-40 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information in this section must be provided. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents. The required submission material is only that information related to the preservation site. The ultimate receiver site has no bearing upon the issuance of TDR certificate.

- A. A written statement requesting the issuance of a TDR certificate (see Appendix for example of Irrevocable Certificate of Transferable Development Right) and providing the following information:
 - 1) *Parcel Description* - See item 1.2 in the General Application Information section of this manual. The information provided must be adequate to prove that the parcel was legally created. The Applicant must also show the acreage of all contiguous parcels in common ownership for the purpose of calculating how many TDR's may be severed from the property.
 - 2) *Existing Conditions Description* - The zone district in which the sending site is located and describing the constraints which make the property severely restricted or undevelopable, including a description of the visual impacts, if development of the property would severely impact or destroy a Scenic View Protection Area as that term is defined in the Pitkin County Land Use Code. A site plan or other map(s) or photographs may be required to illustrate the environmental and visual constraints affecting the

property. A map showing the preservation site relative to the mapped Scenic View Protection Area should be provided.

- B. A deed restriction in a form approved by the County Attorney will be executed and delivered to Pitkin County officials prior to issuance of a TDR Certificate. The deed restriction shall acknowledge that the development right has been severed from the parcel and that future development, as defined in the Pitkin County Land Use Code, is prohibited. The deed restriction shall address what types of activities, not involving structure or regular human occupancy, may still be conducted on the land and obligations regarding maintenance of the land (including weed control and fence maintenance). Copies of the standard Deed Restriction and Irrevocable Certificate of Transferable Development Right (TDR) are included in the Appendix of this manual.

2.2.19 - Transfer of Development Rights

- a. ***Special Review to Use a TDR Certificate(s) to Create a Development Right;***
- b. ***Special Review to Use a TDR Certificate(s) to Increase Floor Area on Certain Parcels in the Rural Area;***
- c. ***Special Review to Use TDR's to Increase Floor Area on a Lot or Parcel with a Base Square Footage Allotment Granted via Growth Management Competition;***

Review Process and Criteria for Approval: The process for use of a TDR certificate to increase floor area and create a development right is described in Sections 2-30-30 and 2-40-30 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Specific criteria for use of TDR for the activities listed above are described in Sections 6-30-50(a), (c), and (d) respectively and Section 6-70-40 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents.

- A. **Standards Report:** The Standards Report should identify the zone district in which the receiver site is located and describe the square footage to be transferred to the property and how the footage associated with the TDR will be used. Compliance with applicable zone district regulations shall also be addressed. If any variations from the applicable zone district regulations have been granted, either by the Board of Adjustment or by the Staff through the Administrative Modifications procedures, a copy of the Board of Adjustment Resolution or the Staff Administrative Decision shall be provided. If prior approvals have been granted for the property, including GMQS allotments for parcels where a base square footage allotment

was granted via growth management competition, a copy of the resolution of approval or other approval document(s) shall be provided.

2.2.20 - Variance from Height or Setback Limitations

Review Process and Criteria for Approval: The process for review of a request for variance from the height or setback limitations is described in Sections 2-30-30 and 2-40-100 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for consideration of a request for a height or setback variance are described in Section 2-40-100 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information in this section will be required as appropriate. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents.

- A. The Standards Report should include a statement describing the requested variance (be specific – state the amount by which the height or setback limit will be exceeded) and why a variance is necessary. The Standards Report should also address the criteria in Section 2-40-90 of the Pitkin County Land Use Code;
- B. Documentation of any required land use approvals, which must be obtained prior to submitting an application for any variance;
- C. A site plan or survey drawing must be provided. If the requested variance is for a structure, the entire structure should be shown with specific and accurate dimensions to the property and setback lines. If the requested variance is for a driveway, the proposed driveway and associated grading should be shown. A profile of the driveway should also be provided. If topography is claimed as part of the conditions creating the hardship, the site plan should include topography prepared by a Colorado-Registered surveyor or engineer. At least one copy of this drawing should be on a 24” by 36” format sheet. Other copies may be reduced but must be legible.
- D. Architectural elevation drawings showing the structure and identifying the element(s) of the structure which will exceed the height limitation. These drawings should be drawn to scale and should be clearly labeled including all important dimensions.
- E. If solar access is claimed as part of the conditions creating the hardship, solar charts (available at most book stores) must be provided;
- F. The vicinity map required in the General Application Information section of this manual should show where the required public notification sign will be located. Clear written directions to the property should also be provided.

2.2.21 - Variance of Historic Preservation Incentive

Review Process and Criteria for Approval: The process for review of a request for variance from the dimensional requirements of the Code to allow the preservation of a designated historic structure is described in Sections 2-30-30 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for consideration of a request for a height or setback variance are described in Sections 7-20-100(g) and 2-40-100 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information in this section will be required as appropriate. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents.

- A. The Standards Report should include a statement describing the requested variance (be specific – state the amount by which the specified dimensional requirement will be exceeded) and why a variance is necessary. The Standards Report should discuss the historic significance of the property and or structures. The Standards Report should also address the criteria in Sections 7-20-100(g) and 2-40-90 of the Pitkin County Land Use Code;
- B. Documentation provided in association with the application for designation to the Historic Register or listing on the Historic Inventory, which must be approved prior to application for a variance;
- C. Documentation of any other required land use approvals, which must be obtained prior to submitting an application for any variance;
- D. A site plan or survey drawing must be provided. If the requested variance is for a structure, the entire structure should be shown with specific and accurate dimensions to the property and setback lines. If the requested variance is for a driveway, the proposed driveway and associated grading should be shown. A profile of the driveway should also be provided. If topography is claimed as part of the conditions creating the hardship, the site plan should include topography prepared by a Colorado-Registered surveyor or engineer. At least one copy of this drawing should be on a 24” by 36” format sheet. Other copies may be reduced but must be legible.
- E. Architectural elevation drawings showing the structure and identifying the element(s) of the structure which will exceed the height limitation. These drawings should be drawn to scale and should be clearly labeled including all important dimensions.
- F. If solar access is claimed as part of the conditions creating the hardship, solar charts (available at most book stores) must be provided;
- G. The vicinity map required in the General Application Information section of this manual should show where the required public notification sign will be located. Clearly written directions to the property from the nearest major roadway intersection should also be provided.

2.2.22 - Variance of Sign Setback or Number of Signs

Review Process and Criteria for Approval: The process for review of request for a variance from the limitations on the number of signs allowed or the required setback for signs is described in Sections 2-30-30 and 2-40-120 of the Pitkin County Land Use Code. Criteria for approval are described in Section 2-40-120 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information in this section will be required as appropriate. During the pre-application conference, the Community Development Office staff may authorize modifications to the required submission contents.

- A. The Standards Report should include a statement describing the requested variance (be specific – state the amount by which the setback limit will be exceeded) and why a variance is necessary. The Standards Report should also address the criteria in Section 2-40-100 of the Pitkin County Land Use Code;
- B. A sketch of the proposed sign(s) in its intended location on the building or property showing the context of the sign (wall mounted, freestanding, in-window, etc.), the sign face, height of the sign (freestanding and wall mounted signs) and lettering. This sketch shall be drawn to scale and be labeled with the dimensions of the sign surface and all lettering, graphics and logos;
- C. A description of the sign’s specifications and method of construction including its supports, materials and colors. A description of the type, intensity and design of the sign’s illumination, if any, shall also be provided. Where the subject property includes more than one business, the application should include information regarding the dimensions of all other sign as needed to calculate the permitted sign area (see Section 7-50-60 for design standards); and
- D. A site plan showing the location of the sign on the property relative to property lines; yard setback lines; building envelope or activity envelope boundaries, if any; roads; pedestrian walkways and existing buildings. The site plan should indicate the front, side and rear of the property for purposes of measuring required setbacks and should show all street frontages. The site plan should be drawn at a scale of 1”=50’ or greater and should be clearly labeled, including all appropriate dimensions.
- E. The vicinity map required in the General Application Information section of this manual should show where the required public notification sign will be located. Clear written directions to the property should also be provided.

2.2.23 – Location and Extent Review

Review Process and Criteria for Approval: The process for reviewing a request for location and extent review is described in Section 2-30-10 of the Pitkin County Land Use Code. Criteria for approval are described in Section 2-30-30 (h) (10). This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the

required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual.

Application Submission Requirements: In addition to the items required in the General Application Information Section of this Manual (Section 1), the following information must be provided. During the pre-application conference, the Community Development Office Staff may authorize modifications to the required submission contents.

Standards Report: A written statement requesting location and extent review and addressing the following:

A. Compliance with the applicable county master plan (see the Appendix of this Manual for an index map and list of the County master plans);

Site Plan: A Site Plan showing existing conditions and the proposed development. This drawing must also show the footprint of all proposed structures and other improvements. This drawing must also show any grading or site preparation necessary to accommodate the type of development contemplated on the property. This shall be a neat, legible drawing prepared on a twenty-four inch (24”) by thirty-six inch (36”) format sheet. The drawing shall show all pertinent dimensions and be clearly labeled. The site Plan shall contain the following information:

- A. Title identifying type of review and the name of the project or property;
- B. Vicinity map at a scale of no smaller than one inch equals two thousand feet (2,000) and a size of no less than five inch by five inch (5”) by (5”) showing commonly known landmarks and the relationship of the parcel to proximate roads;
- C. Boundaries of the parcel;
- D. Legal description of parcel;
- E. North directional arrow;
- F. Date;
- G. Scale: The development area shall be depicted at a scale of not smaller than one inch equals fifty feet (50’);
- H. Existing and proposed utility lines and easements;
- I. Existing water courses, drainage ways, wetlands or other surface water features, if any;
- J. Existing vegetation in the area of the proposed development, including any tree over 6 inches (6”) DBH (diameter at breast height) to be removed, and between the development area and all adjacent roads and public use areas, if any.
- K. Topographic information depicting two foot (2’) contour intervals within the proposed development area;
- L. Setbacks from property lines;
- M. Footprints of all proposed structures including square footage and first floor elevations;
- N. Existing and proposed roads, driveways, trails and parking areas.

2.3 Two-Step Reviews

2.3.1 - GMQS Exemption for Construction of Affordable Housing Located Outside of AH Zones

Review Process and Criteria for Approval: The process for review of an application for GMQS Exemption for construction of affordable housing on a site located outside of the AH zone districts is a special review process which is described in Sections 2-30-30 and 6-30-40(a)(2) of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Sections 2-30-30(h)(2) and 6-30-40(a)(2) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information listed below should be provided. Due to the great variety of situations which can arise on any given property, the Community Development Department staff may modify, eliminate or combine any of the submission requirements listed below as appropriate for any given site. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form.

Standards Report: The Standards Report should include a description of the project and the site where the proposed affordable housing unit(s) are to be located and should contain the information necessary to show compliance with the criteria in Sections 6-30-40(a)(2) and 2-30-30(h)(2) of the Pitkin County Land Use Code. The Standards Report should also address the following;

- A. Compliance with the applicable County master plan (see Appendix for index and list of County master plans) and the Citizen Housing Plan;
- B. Compliance with the intent of the zone district within which the property is located;
- C. Context Map showing the subject property and immediate vicinity and identifying the existing land uses in the surrounding area;
- D. Description of physical and operating characteristics of the property including, but not limited to:
 - 1) Total number of dwelling units;
 - 2) All other uses on the property;
 - 3) Traffic generation;
 - 4) Ingress, egress and on-site vehicular circulation and parking;
 - 5) Potential for noise, vibration or odor impacts on surrounding properties;
 - 6) Visual impacts;
 - 7) Lighting;
 - 8) Surface or ground water impacts;
 - 9) Provision of public facilities, utilities and services;
 - 10) Solid waste handling;

Drawing Requirements: If the requested special review use includes significant physical improvements to the site such as new structures, parking areas or access roads, then a site plan or other survey drawing should be provided to allow evaluation of approval criteria regarding compatibility with adjacent land uses and other standards and criteria related to physical improvements. The site plan or survey drawing should show existing conditions and any proposed, or previously approved, activity envelope and the existing and/or proposed driveway alignment. The drawing should also show the footprint of all proposed structures and other improvements, especially those directly related to the proposed affordable housing unit(s). This shall be a neat, legible drawing prepared on a twenty-four inch (24”) by thirty-six inch (36”) format sheet. The drawing shall show all pertinent dimensions and be clearly labeled. The Site Plan shall also be submitted in a digital format acceptable to the Community Development Department and must contain the following information:

- A. Title identifying the name of the project or property;
- B. Vicinity map at a scale of no smaller than one inch equals two thousand feet (2,000’) and a size of no less than five inch (5”) by five inch (5”) showing commonly known landmarks and the relationship of the parcel to proximate roads;
- C. Boundaries of the parcel;
- D. Legal description of parcel;
- E. North directional arrow;
- F. Date;
- G. Scale: Any Activity Envelope or access drive shall be depicted at a scale of not smaller than one inch equals fifty feet (50’);
- H. Existing and proposed utility lines and easements;
- I. Existing water courses, drainage ways, wetlands or other surface water features, if any;
- J. Existing vegetation in the area of any proposed Activity Envelope and between the Activity Envelope and all adjacent roads and public use areas, if any; and
- K. Location, floor area and dimensions of all proposed structures, parking areas, driveways and required setbacks from property lines.

2.3.2 - GMQS Scoring and Allotments

Review Process and Criteria for Approval: The process for review of GMQS Scoring and Allotments is outlined in Section 2-40-40 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. The scoring standards for GMQS Allotment applications are contained in Chapter 6 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information can be provided. The information described in this section is not required but is intended to describe the type of

information and commitments that will increase the potential for obtaining higher scores in the competition scoring process. This section is divided into two sections, one describing the information for the Residential Competition System and one for the Commercial/Tourist Accommodations Competition System.

Residential Competition System Applications

General Information - The application should include maps and text as necessary to provide a description of the project including a description of existing conditions; proposed land uses; the number and type of residential dwelling lots or units; roads; driveways; areas of open space or agricultural preservations; square footage of any non-residential structures; proposed amenities, facilities or other improvements (e.g.; recreation facilities, trails, horse facilities, retaining walls, entry gates, aesthetic ponds, tennis courts, etc.); major drainage facilities (ponds, major drainage ways, etc.); access or utility easements; public land dedications; etc. Maps should be provided at an appropriate scale given the size of the subject property and on twenty-four (24) inch by thirty-six (36) inch format sheets.

Impacts on Public and Private Facilities - The application shall include a description of how the proposed project complies with the criteria in Section 6-50-20(a)(2) of the Land Use Code, including:

A. Fire Protection:

- 1) A letter from the appropriate fire district confirming their ability to provide fire protection service to the proposed project. This letter should also address the adequacy of existing and proposed streets and driveways for emergency service vehicle access, adequacy of available water sources in terms of pressure and quantity for providing fire-fighting flows;
- 2) The application should also discuss any commitments to provide or pay for new, or improvements to existing, fire fighting facilities necessitated by the project or that are being offered to improve fire protection capabilities in the neighborhood and shall demonstrate the approval and acceptance of the commitments by the applicable fire district.

B. Road System:

- 1) A traffic study, including appropriate maps, prepared by a Colorado Registered engineer describing the road system providing access to the proposed development and describing the traffic impacts associated with the project. This report should include traffic generation from the proposed project as well as projected increases in background traffic on the surrounding road system;
- 2) The application may also include any commitments for road system improvements attributable to the proposed project or being offered to improve road capacity or safety in the neighborhood. The application should include confirmation of acceptance or support for these commitments from the applicable department or agency.

C. Transit and Trail Systems:

- 1) A description of the location of the nearest transit routes and trail systems, proposed connections to these facilities and the capability of the existing transit system to accommodate the proposed project;
- 2) The application should also include any commitments to finance or provide capital improvements (such as bus, bus shelter or trail connections) that enhance the ability of the transit or trail system to serve the proposed development or improve the transit or trails system for the surrounding neighborhood. The application should include confirmation of acceptance or support for these commitments from the applicable department or agency.

Effect on the Environment - The application shall include a description of how the proposed project complies with the criteria in Section 6-50-20(b)(2) of the Land Use Code, including:

A. Water Resources:

- 1) The application should describe proposed setbacks from all streams, ponds, riparian areas and wetlands;
- 2) If applicable, the application should make clear any actions being offered to protect minimum stream flows including whether water rights are being dedicated to an appropriate public agency or whether the applicant commits to retain irrigation water rights with any agriculture or open space lands that are part of the proposed development;
- 3) Describe any techniques proposed to improve efficiency of existing irrigation systems and whether the remaining water is to be dedicated for in-stream flows or increases the amount of agricultural land or protected open space that is able to be irrigated within the development;
- 4) A copy of an application for water augmentation including an estimate of the amount water to be used by the proposed development and the source of the water. The application should describe how augmentation water will be stored and returned to the surface water system. This plan should include maps and text explaining the “plumbing” of the augmentation plan including the location of the original point of diversion for the development and where augmentation water is to be returned to the stream or other surface water body.

B. Wildlife Habitat:

- 1) The application should state whether any mapped wildlife habitat (see habitat maps maintained in the Community Development Department Office) exists on the property and, if so, provide maps and text describing the habitat and any measures proposed to avoid, or minimize, impacts to the habitat. Depending on the type, extent or importance of the habitat, a report from a wildlife biologist or other expert may be appropriate;
- 2) The application should disclose any plans to enhance or restore native wildlife habitat that may have been degraded by human or animal use and activity and

whether the proposed habitat enhancement or restoration is located on site or elsewhere in the County.

Achievement of Community Goals - The application shall include a description of how the proposed project complies with the criteria in Section 6-50-20(c)(1), (2), (3) and (4) of the Land Use Code, including:

- A. Open Space Preservation - Describe the extent to which the proposed project results in the preservation of:
 - 1) Valued open space including undeveloped land that have wildlife, scenic or other desirable resource values;
 - 2) Agricultural lands;
 - 3) Lands or easements which provide access to public lands or public waters;
 - 4) Other undeveloped lands, the preservation of which would be consistent with adopted County Master Plans.
- B. Hazard Mitigation - Describe the extent to which the proposal mitigates the impacts of development or avoids locating development in a floodplain, geologic or wildlife hazard area as these areas are described in Chapter 7 of the Pitkin County Land Use Code.
- C. Development below Allowable Density - Describe the extent to which the proposed development is less than the allowable density, in terms of the number of dwelling units (not including caretaker dwelling units, employee dwelling units, or deed restricted affordable dwelling units) permitted in the applicable zone district.
- D. Reduction of Visible Mass - Describe the extent to which the proposed development contains less floor area than allowed by the underlying zone district; utilizes some of its allowable floor area for sub-grade space; or is below the maximum allowed height for the zone district.

Creative Bonus Points - Bonus points will be available for applications that include creative approaches consistent with the purposes and intent of the scoring categories described in Sections 6-50-20 (a), (b) and (c) of the Pitkin County Land Use Code, and go beyond the standards set in each of these categories. Bonus points may also be awarded for creative approaches that have not been addresses in any of the scoring categories but are consistent with and help to implement the Pitkin County Comprehensive Plan.

Commercial/Tourist Accommodation Competition System Applications

General Information - The application should include maps and text as necessary to provide a description of the project including a description of existing conditions; proposed land uses; layout of lots including building footprint location and configuration, parking areas and access roads and driveways; areas of open space; square footage of commercial structures, number of tourist accommodation units; proposed amenities, facilities or other improvements (e.g.; recreation facilities, trails, retaining walls, entry gates, aesthetic ponds, tennis courts, etc.); major

drainage facilities (ponds, major drainage ways, etc.); access or utility easements; public land dedications; etc. Maps should be provided at an appropriate scale given the size of the subject property and on twenty-four (24) inch by thirty-six (36) inch format sheets.

Impacts on Public and Private Facilities - The application shall include a description of how the proposed project complies with the criteria in Section 6-60-20(a)(2) of the Land Use Code, including:

A. Storm Drainage:

- 1) A drainage plan, including text and graphics as necessary to demonstrate existing drainage conditions and proposed measures and facilities to manage storm drainage from the development site and, where applicable, from neighboring properties;
- 2) Where connection to an existing public or private storm water collection system is contemplated, the application should include any commitments to install the necessary improvements to the system and to maintain the system over the long term. The application should include confirmation of acceptance or support for these commitments from the applicable department or agency.

B. Fire Protection:

- 1) A letter from the appropriate fire district confirming their ability to provide fire protection service to the proposed project. This letter should also address the adequacy of existing and proposed streets and driveways for emergency service vehicle access, adequacy of available water sources in terms of pressure and quantity for providing fire-fighting flows.
- 2) The application should also discuss any commitments to provide or pay for new, or improvements to existing, fire fighting facilities necessitated by the project or that are being offered to improve fire protection capabilities in the neighborhood and shall demonstrate the approval and acceptance of the commitments by the applicable fire district.

C. Road System:

- 1) A traffic study, including appropriate maps, prepared by a Colorado Registered engineer describing the road system providing access to the proposed development and describing the traffic impacts associated with the project. This report should include traffic generation from the proposed project as well as projected increases in background traffic on the surrounding road system.
- 2) The application may also include any commitments for road system improvements attributable to the proposed project or being offered to improve road capacity or safety in the neighborhood. The application should include confirmation of acceptance or support for these commitments from the applicable department or agency.

D. Transit and Trail Systems:

- 1) A description of the location of the nearest transit routes and trail systems, proposed connections to these facilities and the capability of the existing transit system to accommodate the proposed project.

- 2) The application should also include any commitments to finance or provide capital improvements (such as bus, bus shelter or trail connections) that enhance the ability of the transit or trail system to serve the proposed development or improve the transit or trails system for the surrounding neighborhood. The application should include confirmation of acceptance or support for these commitments from the applicable department or agency.

Quality of Design - The application shall include a description of how the proposed project complies with the criteria in Section 6-60-20(b)(2) of the Land Use Code, including:

A. Site Design, Visual Impacts, Parking and Circulation:

- 1) The application should include a preliminary landscape plan reflecting proposed open space and landscaping improvements and the degree to which existing vegetation is preserved;
- 2) Site plan showing internal vehicular circulation, parking lot design, trash collection areas, service vehicle access, emergency service vehicle circulation, loading areas, snow storage areas and proposed pedestrian amenities including paths, sitting areas and outdoor recreation areas;
- 3) Photographs, sketches or other exhibits showing how parking and service areas are screened from public views and techniques (siting, buffering, natural topography, vegetation, setbacks) for minimizing the visual impacts of the development. These exhibits should illustrate the height of proposed structures and the application should discuss the compatibility of proposed structures with surrounding buildings.

B. Guest Amenities:

- 1) Describe all proposed facilities to accommodate guests including, but not limited to, on-site common meeting areas (lobbies and conference areas), on-site dining facilities and on-site recreation facilities.

Achievement of Community Goals - The application shall include a description of how the proposed project complies with the criteria in Section 6-60-20(c)(1) and (2) of the Land Use Code, including:

- A. Employee Housing: Describe the extent to which the proposed project exceeds the required employee housing mitigation requirements described in Section 8-30 of the Pitkin County Land Use Code.
- B. Alternative Transportation Techniques: Describe any plans to provide employee transportation services (such as van pools and bus passes); guest transportation services (applicable to tourist accommodations only); facilities that will encourage bicycling by employees (such as secure bicycle storage, showers, lockers, etc.) or other alternative transportation solutions.

2.3.3 - Land Use Code Amendments

Review Process and Criteria for Approval: The process for review of Land Use Code text amendments is outlined in Sections 2-30-40 and 2-40-10 of the Pitkin County Land Use Code. This process requires a noticed public hearing. However, the only public notice required is publication in a newspaper of general circulation. Newspaper publication is the responsibility of the Community Development Director as provided in Section 2-20-100 of the Pitkin County Land Use Code. Criteria for approval are described in Sections 2-40-10(c) of the Pitkin County Land Use Code.

Application Submission Requirements: The following information must be provided. Additional information may also be required by the Community Development Department upon completion of the pre-application conference. A complete set list of the submission requirements will be identified on the Pre-application Conference Summary form.

Written Statement: The application shall include a statement including the precise wording of the proposed Land Use Code Amendment in compliance with the standards in Section 2-40-10. The proposed language must be drafted in a form consistent with the organization format and style of the Pitkin County Land Use Code and shall include the entire Code section and not specific sentences for sub-sections. This statement shall describe the rationale for the proposed Code text amendment and shall demonstrate compliance the Pitkin County Comprehensive Plan.

2.3.4 - P-I and SKI-REC Master Plans and Amendments

Note: This section to be revised pending staff refinement of review criteria and submission requirements for P/I Master Plans. Review these requirements for compliance with Section 2-40-100 of the Draft Code.

Review Process and Criteria for Approval: The process for review of a P-I or SKI-REC Master Plan is outlined in Sections 2-30-40 and 2-40-80 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirement are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 2-40-80 of the Pitkin County Land Use Code. Information related to Vested Rights is contained in Section 2-20-170 of Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. However, additional information may be required by the Community Development Department once the pre-application conference has been completed. All submission requirements will be identified on the Pre-application Conference Summary form.

SKI-REC Master Plan Format and Content: - SKI-REC Master Plans shall be prepared using the format and content described in this Manual.

- A. Table of Contents
- B. Vicinity map and reduced base map. Vicinity map will show relationship of area to other ski areas in Pitkin County Area. Indicate skiers-at-one-time (SAOT) for the other ski areas.
- C. Master Plan Narrative:
 - 1. Description of the proposed development in summary form, by phases.
 - a. General
 - 1) Description of existing and proposed facilities:
 - a) Public service and maintenance buildings
 - b) Employee housing
 - c) Trails
 - d) Ski lifts and terminal structures
 - e) Parking areas
 - f) Areas covered by snowmaking
 - 2) Circulation conflicts identified
 - 3) Architectural theme established
 - 4) Grading and drainage needs determined
 - b. Establish Total Potential Capacity SAOT
 - 1) Base area capacity
 - 2) Lifts capacity
 - 3) Ski terrain capacity
 - 4) Major support facilities capacity
 - c. Support Facilities
 - 1) Utility lines and locations
 - 2) Construction access roads
 - 2. History of development or feasibility studies conducted to date. Include use statistics and chronology of development.
 - 3. Statement of goals and objectives
 - 4. A summary of key issues and concerns relative to the winter sports site and its future growth.
 - a. Area description and analysis:
 - 1) Total acreage involved and use restrictions;
 - 2) Slope analysis, net skiable terrain by skier skill class;

- 3) Relationship between private land, National Forest land, and other Federal and State lands;
 - 4) Reports on utilities, water supply and power;
 - 5) Soil studies;
 - 6) Visual management plan;
 - 7) Effects of project on transportation systems, bedroom facilities and adjacent communities;
 - 8) Vegetation types;
 - 9) Identification of potential avalanche paths;
 - 10) Other existing uses;
 - 11) Constraints on development, water quality, cultural resources, threatened and endangered wildlife species, etc.;
 - 12) Identification of area and bulk requirements for proposed structures and buildings.
- b. Graphics Section:
- 1) Scale should not be less than one inch equals five hundred feet (“1”=500’) with twenty foot (20’) contours.
 - 2) The Base Map shall include locations for:
 - ◆ Lifts
 - ◆ Runs
 - ◆ Roads
 - ◆ Buildings
 - ◆ Utility Lines
 - ◆ Other existing development
 - 3) Development phasing

2.3.5 - Rezoning to Zone Districts Other Than a PUD Zone District

Review Process and Criteria for Approval: The process for review of Non-PUD Rezoning is outlined in Sections 2-30-40 and 2-40-10 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Sections 2-30-40(i) and 2-40-10 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. Additional information may also be required by the Community Development Department upon completion of the pre-application conference. A complete set list of the submission requirements will be identified on the Pre-application Conference Summary form.

Report on Existing Zone District and Use: A written report explaining the present zone district classification and existing land use of the real property proposed to be amended.

Legal Survey: An accurate legal description and map of the property proposed to be rezoned, indicating the area of the property proposed for rezoning.

2.3.6 - Site Selection for Activities of Local and State Interest

Review Process and Criteria for Approval: The process for review of Site Selection for Activities of Local and State Interest is outlined in Sections 2-30-40 and 2-40-130 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 2-40-130 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided as applicable for each of the various specific facilities. However, additional information may be required by the Community Development Department once the pre-application conference has been completed. All submission requirements will be identified on the Pre-application Conference Summary form.

New Domestic Water and Sewage Treatment Systems

Standards Report: The standards report should include an engineering analysis with text and mapping necessary to describe the need for the proposed facility. This analysis should provide a description of similar existing facilities in the region, their capacities, the current demand on these facilities, and why expansion of the existing facilities is either not practical or not adequate to resolve the problems requiring the proposed facility. The standards report should also provide a description of the proposed facility with enough detail to determine the site characteristics necessary to accommodate the facility. These characteristics could include, but are not limited to, required acreage; land use compatibility; appropriate buffers to adjacent land uses; environmental compatibility; setbacks to surface waters, riparian areas, wetlands and other sensitive environments; appropriate soils and geologic characteristics; vehicular access requirements; projected traffic generation; resource needs; staffing requirements; potential visual impacts; potential air and water pollution impacts; and solid waste generation.

Extensions of Existing Domestic Water and Sewage Treatment Systems

Standards Report: The standards report should include an engineering analysis with text and mapping necessary to describe the need for the proposed expansion. This analysis should provide a description of the existing facility, its capacity, the current demand on the facility, and the projected future additional demand. The standards report should also provide a description of the

proposed expansion, all environmental issues associated with the expansion and measures proposed to mitigate any environmental issues. An analysis of the projected growth that would be accommodated by the proposed expansion must also be provided. This analysis should include a discussion of whether the projected growth is consistent with the applicable, adopted County master plan (see Appendix ___). A carrying capacity analysis must also be prepared for the area which the proposed expansion would serve. The objective of this analysis is to determine the amount of development that can occur within the service area with minimal environmental impact and without exceeding the County's financial ability to provide other required services. This analysis will help establish reasonable parameters for the proposed facility expansion consistent with the environmental and financial constraints of the area within which the facility is located.

Solid Waste Disposal Sites

Standards Report: The standards report should include an engineering analysis with text and mapping necessary to define the requirements of the proposed facility and demonstrate compliance with the criteria in Section 2-40-130(d) of the Pitkin County Land Use Code. This analysis should be structured as a comparison of multiple potential sites. The analysis should include a projection of the functional life of the proposed site(s) based on historic waste generation data and an emphasis on programs to optimize waste recycling. The analysis should include information on soil and geologic conditions on the alternate site(s) as well as data regarding prevailing winds and the down-wind existing land use patterns for the various sites. On-site and off-site pollution should be addressed especially the potential for surface and ground water pollution and air pollution. The potential impact on adjacent property owners shall also be addressed, including traffic impacts, air quality, noise, visual impacts, safety, domestic water supply, and property value.

Airports, Airfields and Landing Strips

Standards Report: The standards report should include text and graphics as necessary to describe the proposed facility and demonstrate compliance with the criteria in Section 2-40-130(e) of the Pitkin County Land Use Code. The facility description should include all on-site improvements associated with the proposed facility including the runway location, length and orientation and the predominant flight path. A map showing any vegetation to be removed to accommodate the proposed facility shall also be included. The report should include a description of any obstructions requiring removal, alteration or identification. A description of the existing land uses on all surrounding properties and for ¼ mile either side of the primary flight path for approximately 1 mile must be provided. Potential impacts on surrounding land uses shall be addressed particularly noise and visual impacts. The report should also address demands on community services and whether the proposed facility complements the economic and transportation needs of the state and the area. The application must include a map showing the proposed facility in relation to the Aspen/Pitkin County Airport and its existing flight paths.

Rapid or Mass Transit Terminal, Stations and Fixed Guideways

Standards Report: The standards report should include text and graphics necessary to describe the proposed facility and its requirements and demonstrate compliance with the criteria in Section

2-40-130(f) of the Pitkin County Land Use Code. A needs analysis should also be conducted for the proposed facility. The application should also include an analysis and comparison of multiple potential sites for the proposed facility and should include a thorough discussion of the alternative site's compliance with adopted County master plans. The description of the contemplated facility should provide enough detail to determine the site characteristics necessary to accommodate the facility. These characteristics could include, but are not limited to, required acreage; land use compatibility; appropriate buffers to adjacent land uses; environmental compatibility; parking and vehicular access requirements; potential visual impacts; and potential air pollution impacts. The analysis should address the impact of the proposed facility on growth and development of adjacent properties and the surrounding region. In the case of a fixed guideway or other linear facility, a corridor analysis should be conducted to study environmental and land-use-compatibility issues associated with multiple alternate alignments.

Arterial Highways and Interchanges and Collector Highways

Standards Report: The standards report should include text and graphics necessary to describe the proposed facility and demonstrate compliance with the criteria in Section 2-40-130(g) of the Pitkin County Land Use Code.

Major Facilities of a Public Utility

Standards Report: The standards report should include text and graphics necessary to describe the proposed facility and demonstrate compliance with the criteria in Section 2-40-130(h) of the Pitkin County Land Use Code.

2.3.7 - Subdivision Exemption for Major Plat Amendments

Review Process and Criteria for Approval: The process for review of an application for Subdivision Exemption for Major Plat Amendment is described in Section 2-30-40 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Sections 2-30-40(i) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information described below should be provided. Due to the great variety of situations which can arise on any given property, the Community Development Department staff may modify or combine any of the submission requirements listed below or require additional information not listed as appropriate for any given site. The site-specific submission requirements will be determined after the pre-application conference and will be identified on the Pre-application Conference Summary form.

Standards Report: The Standards report should provide a detailed description of the proposed amendment and should address the reasons and justification for the amendment. The Standards Report should demonstrate compliance with the approval criteria in Section 2-30-40(i) of the Pitkin County Land Use Code and should include a copy of the original approval resolution, or other documentation of the original approval, including the original final plat drawing. If the proposed activity requiring the amendment results in any increase in community impacts such as traffic generation, noise, scenic impacts, air quality, water quality or other environmental impacts, the Standards Report should address proposed mitigation for these impacts.

Plat Amendment Review Drawing: The application shall include a drawing showing the proposed plat amendments overlaid on the original layout shown on the recorded Final Plat drawing. This drawing shall be prepared at a scale of 1 inch = 100 feet or greater and shall include the date it was prepared, north arrow, scale, name and address of the property owner, name and address of the person who prepared the drawing, property boundaries and required setbacks with dimensions. The drawing shall show any approved building or activity envelope and any revisions proposed to any approved envelope or access drive.

Amended Final Plat Drawing: An Amended Final Plat drawing meeting the following requirements shall be provided.

- A. The Plat shall be legible and certified by a registered land surveyor.
- B. The Plat shall be printed on reproducible mylar twenty-four (24) inches by thirty-six (36) inches in size with a one and one half (1 ½) inch margin on the left side and a one half (1/2) inch margin on the other sides, and drawn to scale which is not less than 1 inch = 100 feet. The Community Development Department may permit the scale of the plat to be varied. The Amended Final Plat shall also be submitted in a digital format acceptable to the Community Development Department for incorporation into the GIS system.
- C. The point of beginning shall be indicated and a survey tie into a governmental monument or other permanent marker established as reliable by the County Surveyor is required.
- D. All bearings and distances of boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions.
- E. All blocks and all lots within each block shall be consecutively numbered.
- F. All streets, trails, bikeways, bridle paths, ski trails, and drainage easements shall be designated as such, names given to all streets, and bearings and dimensions given for all the above.
- G. On all curves, sufficient data must be given to enable the re-establishment of the curves:
 - 1) Deflection of curve by arc definition;
 - 2) Radius of curve;
 - 3) Tangent distances; and
 - 4) Arc length by arc definition.

- H. An excepted parcel shall be marked “not included in this plat” and the boundary described accurately by bearings and distances.
- I. The plat shall show all utility easements for consumer distribution within the subdivision.
- J. All lands within the boundaries of the Plat shall be accounted for either by lots, paths, streets, excepted parcels, parcels not owned by applicant, lands planned for public dedication and ownership or common open spaces.
- K. All lot dimensions shall be indicated.
- L. Bearings shall be given for all lot lines, except that bearings need not be given for interior lot lines where the bearings are the same as those of both exterior lot lines.
- M. Parcels not contiguous shall not be included in one Plat, nor shall more than one Plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one Plat, provided that all owners join in the dedication and acknowledgement.
- N. The boundary of any special districts shall be shown on the Final Plat. In cases where corrective measures have reduced or eliminated said boundary, the original and corrected boundary shall be shown on the Final Plat.
- O. The final plat shall include the following information:
 - 1) Name of subdivision, north point, date and scale;
 - 2) Name and address of owner(s) of record;
 - 3) Legal descriptions of property;
 - 4) Total acreage of tract and total number of lots and size of each; and
 - 5) Township, range, section, and quarter section, block and lot numbers.
- P. Permanent reference monuments shall be set and marked for all Final Plats in compliance with Section 38-51-101 C.R.S., 1973, any statute succeeding the same, with the following construction, location and bonding procedures:
 - 1) Permanent reference monuments (perimeter, block and lot) under normal geographic and topographic conditions shall be No. 5 steel rebar twenty-four (24) inches long with a metal cap at least one and three eighths (1-3/8) inches in diameter so that no more than four (4) inches protrudes from the ground and mounded with stones.
 - 2) There shall be one reference monument located at each public street intersection and said monument shall be No. 5 steel rebar eighteen (18) inches long with a metal cap at least one and three eighths (1-3/8) inches in diameter and set flush with the finished road grade.
- Q. The surveyor making a Plat shall certify on the Plat that it is correct and that the perimeter monuments described in it have been placed as described.
- R. The Final Plat shall not include advertising, corporate logos or any other information not specifically required on the Final Plat. The Final Plat shall include only those signature blocks, certifications and statements set forth in Appendix __ of this manual.

2.4 Expedited Subdivision Process (Two-Step)

- **Subdivision in LIR or TR-2 Districts and Cluster Option (Section 2-40-70)**
- **CD-PUD District Subdivision (Section 2-40-80)**

2.4.1 - Subdivision Conceptual Review, Detailed Review and Final Plat Combined

Review Process and Criteria for Approval: The process for review of a subdivision when conceptual, detailed and final plat are combined into a two-step review is outlined in Section 2-40-70 and 2-40-80 of the Pitkin County Land Use Code. The applicant is required to make a single submission of the documents needed for conceptual, detailed and final plat review as well as any improvement agreements, development covenants and/or financial guarantees required by the Community Development Director or County Attorney. At the applicant's option, conceptual, detailed and final plat reviews may be completed separately as described in the Full Subdivision section of this manual (Section 2-40-50 of the Pitkin County Land Use Code) or via the three-step procedure (Section 2-40-60 of the Pitkin County Land Use Code). However, the actual submission requirements for all subdivision reviews are essentially the same. The expedited subdivision review process (two-step) requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 2-40-70(e) or 2-40-80(e) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information identified in this section should be provided. All documentation and information provided for conceptual/detailed review should be sufficiently comprehensive and detailed to answer basic engineering questions and permit a thorough evaluation of the subdivision proposal. Additional or more detailed information may also be required by the Community Development Department upon completion of the pre-application conference. A complete list of the submission requirements will be identified on the Pre-application Conference Summary form.

Conceptual/Detailed Review Requirements

Standards Report: The standards report should include a detailed description of the proposed project and all required land use approvals. The review criteria identified above should also be addressed. All necessary supplemental information should be referenced, as appropriate, and should be included as attachments to the Standards Report where practical. The Standards Report should also include a copy of the resolution approving conceptual review and should address compliance with all information and conditions contained in that resolution.

Maps: This section lists the maps to be submitted for conceptual and detailed review. Each map shall be twenty-four (24) inches by thirty-six (36) inches in size and must be drawn at a scale of not less than one (1) inch = two hundred (200) feet, unless a different scale is authorized by the

Community Development Department. In the case of multiple sheets, there shall be an index sheet indicating the contents of each sheet. Each map shall include:

- 1) Name of the County, township, principal meridian, section and quarter section;
- 2) Name of development or subdivision;
- 3) North arrow, graphic scale, basis of bearing;
- 4) Date Prepared;
- 5) Names, addresses and phone numbers of property owner(s), applicant(s), planner(s), and engineer(s) associated with the design and creation of the proposed subdivision and indicating the person(s) or firm who prepared each map.

Maps containing water supply, sanitation, utilities, drainage, soils, grading, roads, structures and other civil engineering work must be certified by a professional engineer registered in the State of Colorado. Maps containing land survey descriptions and topographic maps must be certified by professional land surveyor registered in the State of Colorado. All maps and studies containing expert opinion and recommendations from a practitioner of a profession not requiring registration by the State of Colorado, must be accompanied by a resume stating the qualifications of any person(s) conducting analysis and offering findings or recommendations in the map or study. Geologic maps must be prepared and certified by a qualified professional engineer or geologist.

A. *Location, Ownership, Zone Districts:* A map showing the following information:

- 1) Location of the proposed subdivision utilizing the appropriate U.S.G.S. quadrangle map at a scale of one (1) inch = two thousand (2000) feet and showing the subject property and the surrounding area within one-half (1/2) mile of subject property;
- 2) All adjacent lands in common ownership or lands under option to the applicant;
- 3) Commonly known landmarks;
- 4) Zone district in which the proposed subdivision and adjacent properties are located.

B. *Existing Conditions Map(s):* A dimensioned map(s) accurate to 1/10th of a foot showing:

- 1) Topography of the site including contour lines at 2-foot intervals and spot elevations for peaks, saddles depressions and other important locations and features;
- 2) Streams, lakes, wetlands and riparian areas;
- 3) Natural drainage channels and basins;
- 4) Vegetation massing including a description of the general vegetation types;
- 5) Environmental constraints and natural hazards described in Section 7-20 of the Pitkin County Land Use Code, if any are mapped or known to exist on the property.
- 6) Mines and/or mine dumps;
- 7) Existing structures and other improvements including:
 - a) Structures;
 - b) Roads, driveways, trails, rights-of-way, access easements;
 - c) Irrigation ditches;
 - d) Utility lines and easements;
 - e) Bridges and culverts;
 - f) Drainage and sedimentation systems;

- g) Fencing;
- h) Existing wells and/or on-site wastewater treatment systems or facilities.

C. *Conceptual/Detailed Site Layout Plan:* A dimensioned map accurate to 1/10th of a foot showing:

- 1) Legal Access to the property from a public road;
- 2) Detailed lot and street layout, open space parcels and out parcels. Lots should be labeled with consecutive lot and block numbers and the area of each lot;
- 3) Required setbacks for each lot or proposed Activity Envelope, if different from area created by required setbacks;
- 4) Width and alignment of existing and proposed street, sidewalks, pedestrian and equestrian trails, including street names;
- 5) Approximate street grades and road centerline radii of curvature data;
- 6) Existing and proposed easements for drainage, irrigation and access;
- 7) Total number of off-street parking spaces;
- 8) School bus stops and/or other sites or facilities for mass transit.

D. *Land Use Map:* A dimensioned map accurate to 1/10th of a foot showing:

- 1) Boundaries of areas to be reserved or dedicated for open space, wildlife preserve, trails, parks, playgrounds, schools or other public uses and/or open space, trails or other common use areas not reserved or dedicated for public use;
- 2) Boundaries of areas proposed for residential, agricultural, commercial, industrial and community facilities; and
- 3) Site data tabulation including a listing of:
 - a. Total acreage of land in the proposed subdivision;
 - b. Total number and size of free market and deed-restricted affordable housing unit lots;
 - c. Gross density: number of proposed dwelling units as a ratio to total development area;
 - d. Total acreage of open space, wildlife preservation areas, parks, school dedication areas and other non-residential uses and the ratio of open space to the total development area;
 - e. The percentage of the site, to the nearest one (1) percent of the total area, proposed to be devoted to streets and each other type of use.
 - f. Number of bedrooms per dwelling unit;
 - g. Total square feet of non-residential floor area; and
 - h. Ground coverage of proposed structures and improvements including parking areas, streets, and sidewalks.

E. *Utility Plan:* Summary reports and dimensioned map(s) accurate to 1/10th of a foot and drawn at the same scale as the Site Layout Plan showing:

- 1) Water supply plan prepared by a professional engineer registered in the State of Colorado and including a description of the water source and providing the information necessary to demonstrate that the water source is sufficient in terms of quantity, quality and

dependability for the proposed project. Evidence of adequate water supply may include, but shall not be limited to:

- a) Evidence of ownership or right of acquisition or use of existing and proposed water rights;
- b) Historic use and estimate yield of claimed water rights;
- c) Amenability of existing right to change in use.

If a central distribution system is to be utilized, a general description of the system, as designed by a professional engineer registered in the State of Colorado. The entity that will be responsible for operating and maintaining the system must also be provided as well as the proposed method for financing the system.

If connection to an existing system is proposed, a letter shall be provided from an authorized representative of the owner or operator of the existing system stating that the proposed development will be served and providing evidence that the existing system has adequate legal water supply to serve the proposed subdivision.

If individual wells or water systems are to be utilized, the applicant shall provide a report, prepared by a professional engineer or hydrologist licensed in the State of Colorado, demonstrating that adequate potable ground water exists, at reasonable depths throughout the subdivision, and providing an estimate of the expected quality and long-term yield of such wells.

- 2) Wastewater treatment/disposal plan prepared by a professional engineer registered in the State of Colorado and providing a summary of the proposed method of wastewater treatment or disposal.

If connection to an existing public sewer system is intended to be utilized, a letter from an authorized representative of the entity that owns or manages the system should be provided. This letter should include a statement that the existing system has adequate capacity to handle the wastewater generated by the subdivision and confirming that service will be provided.

If a sewage collection and treatment system is proposed, the application should include a report with a general description of the collection and treatment facilities, prepared by a professional engineer registered in the State of Colorado. This report should also include a description of the entity that will own and operate the system facilities and the method of financing the proposed system. A copy of a completed application for Site Plan approval as submitted to the Colorado Department of Health must also be provided.

If wastewater is to be handled by individual sewage disposal systems the application shall include an opinion from a professional engineer registered in the State of Colorado regarding the adequacy of the soils to handle the estimated amount of wastewater generated on each lot, including the results of soil percolation tests conducted on the property. The soil percolation tests shall be conducted in accordance the Pitkin County Individual Sewage Disposal System regulations. A plan for long-term operation and maintenance of the individual sewage disposal systems shall also be provided.

- 3) Evidence that provision has been made for all necessary easements and rights of access for electrical, telephone, gas, and cable service. A letter from the appropriate electricity and, if applicable, natural gas utility companies should also be provided stating that adequate capacity exists for the proposed subdivision and confirming that they will provide the service.

F. *Grading and Drainage Plan:* A grading and drainage plan including text and graphic as necessary to describe existing drainage and topography and proposed grading and drainage and including a dimensioned drainage plan accurate to 1/10th of a foot and drawn at the same scale as the Preliminary Plan showing:

- 1) Existing (dashed lines) and finished (solid lines) topography of the site at a two-foot (2') contour intervals for all areas within the subject property with a predominant slope between level and thirty percent (30%). Five-foot (5') contours shall be indicated for slopes over thirty percent (30%) grade and all lands within three hundred feet (300') of the development. Smaller contour intervals may be required for predominantly level tracts subject to poor drainage, or for areas which may be subject to flooding;
- 2) Street gradients and side slopes for all roads and driveways;
- 3) Cut and fill areas with calculations indicating the amount of imported fill necessary or the amount spoil that would have to be hauled off the property, if any;
- 4) All retaining walls or other methods for slope retention;
- 5) Water courses and proposed storm water drainage systems including:
 - a) Culverts;
 - b) Retention, detention or aesthetic ponds;
 - c) Springs;
 - d) Irrigation ditches;
 - e) Lakes, streams, wetlands or other natural or proposed surface water features;
 - f) Areas subject to occasional flooding.
- 6) Limits of tributary areas, where practical;
- 7) Description of the existing historic storm water runoff condition and computations of expected storm water flows resulting from the proposed subdivision and explanation of all measures required to ensure proper sizing of drainage facilities and to control storm water from a 100-year storm from exiting the subject property at levels in excess of the historic runoff rate.

Supplemental Information:

- A. *Geology Report:* Where geologic hazards have been mapped for a subject property, a report prepared by a qualified geologist or professional engineer including text, maps and other graphics as necessary to clearly describe the nature and extent of the hazard. The report should also include a detailed discussion of all recommendations to avoid or mitigate the geologic hazard(s).

- B. *Wildfire Analysis:* Where moderate or severe wildfire hazards have been mapped or are known to exist on the subject property, a wildfire analysis and mitigation report should be prepared by a wildfire expert certified in Pitkin County (see Appendix of this manual). This report should contain maps and text as necessary to clearly described the wildfire hazard and all measures necessary to avoid the hazard or mitigate the hazard in accordance with Section 7-20-60 of the Pitkin County Land Use Code.
- C. *Wildlife Habitat Report:* If critical wildlife habitat has been mapped for the subject property, the application should include a report prepared by a qualified wildlife biologist describing the nature and extent of all critical wildlife habitats and incorporating recommendations for eliminating impacts to the habitat where possible minimizing impacts in accordance with Section 7-20-70 of Pitkin County Land Use Code.

Final Plat Submission Requirements

Final Plat Drawing: Copies of the final plat drawing containing the information described below shall be submitted in a reproducible form.

- A. The Final Plat may be submitted for all or a portion of the area proposed for subdivision and it must conform to all provisions of the approval.
- B. The Plat shall be legible and certified by a registered land surveyor.
- C. The Plat shall be delineated by photographic methods on reproducible mylar twenty-four (24) inches by thirty-six (36) inches in size with a one and one half (1 ½) inch margin on the left side and a one half (1/2) inch margin on the other sides, and drawn to scale which is not less than 1 inch = 100 feet. The Planning Office may permit the scale of the plat to be varied.
- D. The point of beginning shall be indicated and a survey tie into a governmental monument or other permanent marker established as reliable by the County Surveyor is required.
- E. All bearings and distances of boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions.
- F. All blocks and all lots within each block shall be consecutively numbered.
- G. All streets, trails, bikeways, bridle paths, ski trails, and drainage easements shall be designated as such, names given to all streets, and bearings and dimensions given for all the above.
- H. On all curves, sufficient data must be given to enable the re-establishment of the curves:
 - 1) Deflection of curve by arc definition;
 - 2) Radius of curve;
 - 3) Tangent distances; and
 - 4) Arc length by arc definition.
- I. An excepted parcel shall be marked “not included in this plat” and the boundary described accurately by bearings and distances.

- J. The plat shall show all utility easements for consumer distribution within the subdivision.
- K. All lands within the boundaries of the Plat shall be accounted for either by lots, paths, streets, excepted parcels, parcels not owned by applicant, lands planned for public dedication and ownership or common open spaces.
- L. All lot dimensions shall be indicated.
- M. Bearings shall be given for all lot lines, except that bearings need not be given for interior lot lines where the bearings are the same as those of both exterior lot lines.
- N. Parcels not contiguous shall not be included in one Plat, nor shall more than one Plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one Plat, provided that all owners join in the dedication and acknowledgement.
- O. The boundary of any special districts shall be shown on the Final Plat. In cases where corrective measures have reduced or eliminated said boundary, the original and corrected boundary shall be shown on the Final Plat.
- P. The final plat shall include the following information:
 - 1) Name of subdivision, north point, date and scale;
 - 2) Name and address of owner(s) of record;
 - 3) Total acreage of tract and total number of lots and size of each; and
 - 4) Township, range, section, and quarter section, block and lot numbers.
- Q. Permanent reference monuments shall be set and marked for all Final Plats in compliance with Section 38-51-101 C.R.S., 1973, any statute succeeding the same, with the following construction, location and bonding procedures:
 - 1) Permanent reference monuments (perimeter, block and lot) under normal geographic and topographic conditions shall be No. 5 steel rebar twenty-four (24) inches long with a metal cap at least one and three eighths (1-3/8) inches in diameter so that no more than four (4) inches protrudes from the ground and mounded with stones.
 - 2) There shall be one reference monument located at each public street intersection and said monument shall be No. 5 steel rebar eighteen (18) inches long with a metal cap at least one and three eighths (1-3/8) inches in diameter and set flush with the finished road grade.
- R. The surveyor making a Plat shall certify on the Plat that it is correct and that the perimeter monuments described in it have been placed as described.
- S. The Final Plat shall include the statements contained in the Appendix of this manual (Appendix ___ - Final Plat Certificates). No modification of the required statements is permitted except for clarification or technical reasons as may be recommended by the Community Development Director and approved by the Board or Commission approving said plat. Extraneous information, including but not limited to, advertising, corporate names or logos is prohibited.
- T. No subdivision plat shall be finally approved by the Board of County Commissioners unless, at the time of final approval, the subdivider provides certification from the County

Treasurers' office that all ad valorem taxes applicable to such subdivided land have been paid for all years prior to that in which approval is given, or the subdivider escrows in cash the total amount of taxes due at the time of filing as shown in the Treasurer's records or posts a surety bond with the County equal to 1½ times the amount of taxes due at the time of filing.

Draft Subdivision Improvements Agreement: A draft of the Subdivision Improvements Agreement, if required, shall be provided. This document shall be prepared in compliance with Section 2-20-130 of the Pitkin County Land Use Code and in a form acceptable to the County Attorney.

Draft Development Covenants and Easements: A draft of any required Development Covenants or easements documents shall be provided. These documents shall be prepared in compliance with Section 2-20-130 of the Pitkin County Land Use Code and in a form acceptable to the County Attorney.

Draft Conservation Deed Restriction: Unless a conservation easement has already been established for the property, the application should include a draft of the required deed of conservation easement or covenant, permanently restricting the property from future non-agricultural development and subdivision. The deed of conservation easement or covenant shall be in a form acceptable to the County Attorney and Community Development Director.

2.5 Expedited PUD/Subdivision Process (Three-Step)

- **Affordable Housing PUD and Subdivision (mandatory three-step process)**
- **Subdivision in LIR or TR-2 Districts and Cluster Option (optional three-step process)**
- **CD-PUD District Subdivision (optional three-step process)**

Review Process and Criteria for Approval: The process for review of a subdivision when conceptual review is conducted separately and detailed and final plat are combined into a three-step review is outlined in Section 2-40-60 of the Pitkin County Land Use Code. The applicant is required to make a single submission of the documents needed for conceptual, detailed and final plat review as well as any improvement agreements, development covenants and/or financial guarantees required by the Community Development Director or County Attorney. At the applicant's option, conceptual, detailed and final plat reviews may be completed separately as described in the Full Subdivision section of this manual (Section 2-40-50 of the Pitkin County Land Use Code). However, the actual submission requirements for all subdivision reviews are essentially the same. The expedited PUD/Subdivision review process (three-step) requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 2-40-60(e), 2-40-70(e) or 2-40-80(e) of the Pitkin County Land Use Code depending on which of the above approvals is sought.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information identified in this section should be provided. All documentation and information provided for conceptual/detailed review should be sufficiently comprehensive and detailed to answer basic engineering questions and permit a thorough evaluation of the subdivision proposal. The Community Development Department may require the submission of additional materials between the Board of County Commissioners review of conceptual documents and their review of final documents. A complete list of the submission requirements will be identified on the Pre-application Conference Summary form.

Conceptual/Detailed Review Requirements

Standards Report: The standards report should include a detailed description of the proposed project and all required land use approvals. The review criteria identified above should also be addressed. All necessary supplemental information should be referenced, as appropriate, and should be included as attachments to the Standards Report where practical. The Standards Report should also include a copy of the resolution approving conceptual review and should address compliance with all information and conditions contained in that resolution.

Maps: This section lists the maps to be submitted for conceptual and detailed review. Each map shall be twenty-four (24) inches by thirty-six (36) inches in size and must be drawn at a scale of not less than one (1) inch = two hundred (200) feet, unless a different scale is authorized by the Community Development Department. In the case of multiple sheets, there shall be an index sheet indicating the contents of each sheet. Each map shall include:

- 1) Name of the County, township, principal meridian, section and quarter section;
- 2) Name of development or subdivision;
- 3) North arrow, graphic scale, basis of bearing;
- 4) Date Prepared;
- 5) Names, addresses and phone numbers of property owner(s), applicant(s), planner(s), and engineer(s) associated with the design and creation of the proposed subdivision and indicating the person(s) or firm who prepared each map.

Maps containing water supply, sanitation, utilities, drainage, soils, grading, roads, structures and other civil engineering work must be certified by a professional engineer registered in the State of Colorado. Maps containing land survey descriptions and topographic maps must be certified by professional land surveyor registered in the State of Colorado. All maps and studies containing expert opinion and recommendations from a practitioner of a profession not requiring registration by the State of Colorado, must be accompanied by a resume stating the qualifications of any person(s) conducting analysis and offering findings or recommendations in the map or study. Geologic maps must be prepared and certified by a qualified professional engineer or geologist.

A. *Location, Ownership, Zone Districts:* A map showing the following information:

- 1) Location of the proposed subdivision utilizing the appropriate U.S.G.S. quadrangle map at a scale of one (1) inch = two thousand (2000) feet and showing the subject property and the surrounding area within one-half (1/2) mile of subject property;
 - 2) All adjacent lands in common ownership or lands under option to the applicant;
 - 3) Commonly known landmarks;
 - 4) Zone district in which the proposed subdivision and adjacent properties are located.
- B. *Existing Conditions Map(s)*: A dimensioned map(s) accurate to 1/10th of a foot showing:
- 1) Topography of the site including contour lines at 2-foot intervals and spot elevations for peaks, saddles depressions and other important locations and features;
 - 2) Streams, lakes, wetlands and riparian areas;
 - 3) Natural drainage channels and basins;
 - 4) Vegetation mapping including a description of the general vegetation types;
 - 5) Environmental constraints and natural hazards described in Section 7-20 of the Pitkin County Land Use Code, if any are mapped or known to exist on the property.
 - 6) Mines and/or mine dumps;
 - 7) Existing structures and other improvements including:
 - a) Structures;
 - b) Roads, driveways, trails, rights-of-way, access easements;
 - c) Irrigation ditches;
 - d) Utility lines and easements;
 - e) Bridges and culverts;
 - f) Drainage and sedimentation systems;
 - g) Fencing;
 - h) Existing wells and/or on-site wastewater treatment systems or facilities.
- C. *Conceptual/Detailed Site Layout Plan*: A dimensioned map accurate to 1/10th of a foot showing:
- 1) Legal Access to the property from a public road;
 - 2) Detailed lot and street layout, open space parcels and out parcels. Lots should be labeled with consecutive lot and block numbers and the area of each lot;
 - 3) Required setbacks for each lot or proposed Activity Envelope, if different from area created by required setbacks;
 - 4) Width and alignment of existing and proposed street, sidewalks, pedestrian and equestrian trails, including street names;
 - 5) Approximate street grades and road centerline radii of curvature data;
 - 6) Existing and proposed easements for drainage, irrigation and access;
 - 7) Total number of off-street parking spaces;
 - 8) School bus stops and/or other sites or facilities for mass transit.
- D. *Land Use Map*: A dimensioned map accurate to 1/10th of a foot showing:

- 1) Boundaries of areas to be reserved or dedicated for open space, wildlife preserve, trails, parks, playgrounds, schools or other public uses and/or open space, trails or other common use areas not reserved or dedicated for public use;
- 2) Boundaries of areas proposed for residential, agricultural, commercial, industrial and community facilities; and
- 3) Site data tabulation including a listing of:
 - a. Total acreage of land in the proposed subdivision;
 - b. Total number and size of free market and deed-restricted affordable housing unit lots;
 - c. Gross density: number of proposed dwelling units as a ratio to total development area;
 - d. Total acreage of open space, wildlife preservation areas, parks, school dedication areas and other non-residential uses and the ratio of open space to the total development area;
 - e. The percentage of the site, to the nearest one (1) percent of the total area, proposed to be devoted to streets and each other type of use.
 - f. Number of bedrooms per dwelling unit;
 - g. Total square feet of non-residential floor area; and
 - h. Ground coverage of proposed structures and improvements including parking areas, streets, and sidewalks.

E. *Utility Plan*: Summary reports and dimensioned map(s) accurate to 1/10th of a foot and drawn at the same scale as the Site Layout Plan showing:

- 1) Water supply plan prepared by a professional engineer registered in the State of Colorado and including a description of the water source and providing the information necessary to demonstrate that the water source is sufficient in terms of quantity, quality and dependability for the proposed project. Evidence of adequate water supply may include, but shall not be limited to:
 - a) Evidence of ownership or right of acquisition or use of existing and proposed water rights;
 - b) Historic use and estimate yield of claimed water rights;
 - c) Amenability of existing right to change in use.

If a central distribution system is to be utilized, a general description of the system, as designed by a professional engineer registered in the State of Colorado. The entity that will be responsible for operating and maintaining the system must also be provided as well as the proposed method for financing the system.

If connection to an existing system is proposed, a letter shall be provided from an authorized representative of the owner or operator of the existing system stating that the proposed development will be served and providing evidence that the existing system has adequate legal water supply to serve the proposed subdivision.

If individual wells or water systems are to be utilized, the applicant shall provide a report, prepared by a professional engineer or hydrologist licensed in the State of Colorado, demonstrating that adequate potable ground water exists, at reasonable depths throughout

the subdivision, and providing an estimate of the expected quality and long-term yield of such wells.

- 2) Wastewater treatment/disposal plan prepared by a professional engineer registered in the State of Colorado and providing a summary of the proposed method of wastewater treatment or disposal.

If connection to an existing public sewer system is intended to be utilized, a letter from an authorized representative of the entity that owns or manages the system should be provided. This letter should include a statement that the existing system has adequate capacity to handle the wastewater generated by the subdivision and confirming that service will be provided.

If a sewage collection and treatment system is proposed, the application should include a report with a general description of the collection and treatment facilities, prepared by a professional engineer registered in the State of Colorado. This report should also include a description of the entity that will own and operate the system facilities and the method of financing the proposed system. A copy of a completed application for Site Plan approval as submitted to the Colorado Department of Health must also be provided.

If wastewater is to be handled by individual sewage disposal systems the application shall include an opinion from a professional engineer registered in the State of Colorado regarding the adequacy of the soils to handle the estimated amount of wastewater generated on each lot, including the results of soil percolation tests conducted on the property. The soil percolation tests shall be conducted in accordance the Pitkin County Individual Sewage Disposal System regulations. A plan for long-term operation and maintenance of the individual sewage disposal systems shall also be provided.

- 3) Evidence that provision has been made for all necessary easements and rights of access for electrical, telephone, gas, and cable service. A letter from the appropriate electricity and, if applicable, natural gas utility companies should also be provided stating that adequate capacity exists for the proposed subdivision and confirming that they will provide the service.

F. *Grading and Drainage Plan:* A grading and drainage plan including text and graphic as necessary to describe existing drainage and topography and proposed grading and drainage and including a dimensioned drainage plan accurate to 1/10th of a foot and drawn at the same scale as the Preliminary Plan showing:

- 1) Existing (dashed lines) and finished (solid lines) topography of the site at a two-foot (2') contour intervals for all areas within the subject property with a predominant slope between level and thirty percent (30%). Five-foot (5') contours shall be indicated for slopes over thirty percent (30%) grade and all lands within three hundred feet (300') of the development. Smaller contour intervals may be required for predominantly level tracts subject to poor drainage, or for areas which may be subject to flooding;
- 2) Street gradients and side slopes for all roads and driveways;

- 3) Cut and fill areas with calculations indicating the amount of imported fill necessary or the amount spoil that would have to be hauled off the property, if any;
- 4) All retaining walls or other methods for slope retention;
- 5) Water courses and proposed storm water drainage systems including:
 - a) Culverts;
 - b) Retention, detention or aesthetic ponds;
 - c) Springs;
 - d) Irrigation ditches;
 - e) Lakes, streams, wetlands or other natural or proposed surface water features;
 - f) Areas subject to occasional flooding.
- 6) Limits of tributary areas, where practical;
- 7) Description of the existing historic storm water runoff condition and computations of expected storm water flows resulting from the proposed subdivision and explanation of all measures required to ensure proper sizing of drainage facilities and to control storm water from a 100-year storm from exiting the subject property at levels in excess of the historic runoff rate.

Supplemental Information:

- A. *Geology Report:* Where geologic hazards have been mapped for a subject property, a report prepared by a qualified geologist or professional engineer including text, maps and other graphics as necessary to clearly describe the nature and extent of the hazard. The report should also include a detailed discussion of all recommendations to avoid or mitigate the geologic hazard(s).
- B. *Wildfire Analysis:* Where moderate or severe wildfire hazards have been mapped or are known to exist on the subject property, a wildfire analysis and mitigation report should be prepared by a wildfire expert certified in Pitkin County (see Appendix of this manual). This report should contain maps and text as necessary to clearly described the wildfire hazard and all measures necessary to avoid the hazard or mitigate the hazard in accordance with Section 7-20-60 of the Pitkin County Land Use Code.
- C. *Wildlife Habitat Report:* If critical wildlife habitat has been mapped for the subject property, the application should include a report prepared by a qualified wildlife biologist describing the nature and extent of all critical wildlife habitats and incorporating recommendations for eliminating impacts to the habitat where possible minimizing impacts in accordance with Section 7-20-70 of Pitkin County Land Use Code.

Final Plat Submission Requirements

Final Plat Drawing: Copies of the final plat drawing containing the information described below shall be submitted in a reproducible form.

- A. The Final Plat may be submitted for all or a portion of the area proposed for subdivision and it must conform to all provisions of the approval.

- B. The Plat shall be legible and certified by a registered land surveyor.
- C. The Plat shall be delineated by photographic methods on reproducible mylar twenty-four (24) inches by thirty-six (36) inches in size with a one and one half (1 ½) inch margin on the left side and a one half (1/2) inch margin on the other sides, and drawn to scale which is not less than 1 inch = 100 feet. The Planning Office may permit the scale of the plat to be varied.
- D. The point of beginning shall be indicated and a survey tie into a governmental monument or other permanent marker established as reliable by the County Surveyor is required.
- E. All bearings and distances of boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions.
- F. All blocks and all lots within each block shall be consecutively numbered.
- G. All streets, trails, bikeways, bridle paths, ski trails, and drainage easements shall be designated as such, names given to all streets, and bearings and dimensions given for all the above.
- H. On all curves, sufficient data must be given to enable the re-establishment of the curves:
 - 1) Deflection of curve by arc definition;
 - 2) Radius of curve;
 - 3) Tangent distances; and
 - 4) Arc length by arc definition.
- I. An excepted parcel shall be marked “not included in this plat” and the boundary described accurately by bearings and distances.
- J. The plat shall show all utility easements for consumer distribution within the subdivision.
- K. All lands within the boundaries of the Plat shall be accounted for either by lots, paths, streets, excepted parcels, parcels not owned by applicant, lands planned for public dedication and ownership or common open spaces.
- L. All lot dimensions shall be indicated.
- M. Bearings shall be given for all lot lines, except that bearings need not be given for interior lot lines where the bearings are the same as those of both exterior lot lines.
- N. Parcels not contiguous shall not be included in one Plat, nor shall more than one Plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one Plat, provided that all owners join in the dedication and acknowledgement.
- O. The boundary of any special districts shall be shown on the Final Plat. In cases where corrective measures have reduced or eliminated said boundary, the original and corrected boundary shall be shown on the Final Plat.
- P. The final plat shall include the following information:
 - 1) Name of subdivision, north point, date and scale;
 - 2) Name and address of owner(s) of record;

- 3) Total acreage of tract and total number of lots and size of each; and
 - 4) Township, range, section, and quarter section, block and lot numbers.
- Q. Permanent reference monuments shall be set and marked for all Final Plats in compliance with Section 38-51-101 C.R.S., 1973, any statute succeeding the same, with the following construction, location and bonding procedures:
- 1) Permanent reference monuments (perimeter, block and lot) under normal geographic and topographic conditions shall be No. 5 steel rebar twenty-four (24) inches long with a metal cap at least one and three eighths (1-3/8) inches in diameter so that no more than four (4) inches protrudes from the ground and mounded with stones.
 - 2) There shall be one reference monument located at each public street intersection and said monument shall be No. 5 steel rebar eighteen (18) inches long with a metal cap at least one and three eighths (1-3/8) inches in diameter and set flush with the finished road grade.
- R. The surveyor making a Plat shall certify on the Plat that it is correct and that the perimeter monuments described in it have been placed as described.
- S. The Final Plat shall include the statements contained in the Appendix of this manual (Appendix __ - Final Plat Certificates). No modification of the required statements is permitted except for clarification or technical reasons as may be recommended by the Community Development Director and approved by the Board or Commission approving said plat. Extraneous information, including but not limited to, advertising, corporate names or logos is prohibited.
- T. No subdivision plat shall be finally approved by the Board of County Commissioners unless, at the time of final approval, the subdivider provides certification from the County Treasurers' office that all ad valorem taxes applicable to such subdivided land have been paid for all years prior to that in which approval is given, or the subdivider escrows in cash the total amount of taxes due at the time of filing as shown in the Treasurer's records or posts a surety bond with the County equal to 1½ times the amount of taxes due at the time of filing.

Draft Subdivision Improvements Agreement: A draft of the Subdivision Improvements Agreement, if required, shall be provided. This document shall be prepared in compliance with Section 2-20-130 of the Pitkin County Land Use Code and in a form acceptable to the County Attorney.

Draft Development Covenants and Easements: A draft of any required Development Covenants or easements documents shall be provided. These documents shall be prepared in compliance with Section 2-20-130 of the Pitkin County Land Use Code and in a form acceptable to the County Attorney.

Draft Conservation Deed Restriction: Unless a conservation easement has already been established for the property, the application should include a draft of the required deed of conservation easement or covenant, permanently restricting the property from future non-

agricultural development and subdivision. The deed of conservation easement or covenant shall be in a form acceptable to the County Attorney and Community Development Director.

2.6 Full PUD/Subdivision Process (Five-Step or Three-Step w/Staff Approval)

- **Standard Subdivision and PUD**
- **Subdivision in LIR or TR-2 Districts and Cluster Option (optional five-step process)**
- **CD-PUD District Subdivision (optional five-step process)**

2.6.1 - Subdivision Conceptual Review

Review Process and Criteria for Approval: The process for review of a subdivision using separate two-step reviews for Conceptual and Detailed review and a one-step review for Final Plat review is outlined in Section 2-40-50 of the Pitkin County Land Use Code. This five-step process is referred to in this manual as the “Full Subdivision/PUD Review Process.” The Land Use Code allows the Detailed Review and Final Plat stages of the Full Subdivision/PUD Review Process to be considered simultaneously for any project, at the discretion of the Community Development Department. In this case, the process and submission requirements described in Section 2.5 of this manual should be followed. The review process for Conceptual Review is described in Section 2-40-50(d)(1) of the Pitkin County Land Use Code. Subdivision Conceptual Review requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 2-40-50(i) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. Additional information may also be required by the Community Development Department upon completion of the pre-application conference. A complete list of the submission requirements will be identified on the Pre-application Conference Summary form. The information required for conceptual review of a subdivision or PUD, as identified below, should be of a general or preliminary nature. More detailed information and studies will be required for detailed submission.

Standards Report: The standards report should include a detailed description of the proposed project and all required land use approvals. The review criteria identified above should also be addressed. All necessary supplemental information should be referenced, as appropriate, and should be included as attachments to the Standards Report where practical.

Maps: This section lists the maps to be submitted by an applicant with conceptual subdivision applications. Each map shall be twenty-four (24) inches by thirty-six (36) inches in size and must be drawn at a scale of not less than one (1) inch = two hundred (200) feet, unless a different scale is authorized by the Community Development Department. All maps shall also be submitted in a

digital format acceptable to the Community Development Department for incorporation into the GIS system. In the case of multiple sheets, there shall be an index sheet indicating the contents of each sheet. Each map shall include:

- 1) Name of the County, township, principal meridian, section and quarter section;
- 2) Name of development or subdivision;
- 3) North arrow;
- 4) Date Prepared;
- 5) Name, address and phone number of applicant and person or firm preparing the map.

A. *Location, Ownership, Zone Districts:* A map showing the following information:

- 1) Location of the proposed subdivision utilizing the appropriate U.S.G.S. quadrangle map at a scale of one (1) inch = two thousand (2000) feet and showing the subject property and the surrounding area within one-half (1/2) mile of subject property;
- 2) All adjacent lands in common ownership or lands under option to the applicant;
- 3) Commonly known landmarks;
- 4) Zone district in which the proposed subdivision and adjacent properties are located.

B. *Existing Conditions Map(s):* A map or maps showing:

- 1) Topography of the site including contour lines at 10-foot intervals with enough detail to show peaks, saddles, depressions and other important locations and features;
- 2) Streams, lakes, riparian areas and the approximate location and extent of any wetlands;
- 3) Natural drainage channels and basins;
- 4) Vegetation massing including a general description of the vegetation types;
- 5) Environmental constraints and natural hazards described in Section 7-20 of the Pitkin County Land Use Code, if any are mapped or known to exist on the property;
- 6) Mines and/or mine dumps;
- 7) Existing structures and other improvements including:
 - a) Structures;
 - b) Roads, driveways, trails, rights-of-way, access easements;
 - c) Irrigation ditches;
 - d) Utility lines and easements;
 - e) Bridges and culverts;
 - f) Drainage and sedimentation systems;
 - g) Fencing;
 - h) Existing wells and/or on-site wastewater treatment systems or facilities.

C. *Conceptual Site Payout Plan:* A map showing the following information overlaid on the Existing Conditions Map or a similar map showing topography, existing natural features and important environmental hazards:

- 1) Points of legal Access to the property from a public road;

- 2) General layout and dimensions of all proposed lots, streets, alleys, easements, access drives, parking areas, trails, sidewalks, irrigation ditches and all other proposed improvements;
- 3) Required setbacks for each lot or proposed Activity Envelope, if different from area created by required setbacks;
- 4) Footprint(s) of proposed non-residential structures;
- 5) All off-street parking spaces;
- 6) School bus stops.

D. *Land Use Map*: A map showing applicable proposed land use categories including:

- 1) Residential land uses;
- 2) Agricultural and wildlife areas;
- 3) Commercial and industrial land uses;
- 4) Community facilities;
- 5) Open space including public use or common areas;
- 6) Trails, parks or access points to public lands to be dedicated to the public;
- 7) Roads and driveways;

E. *Utility Systems*: A map showing the proposed type and layout of the water supply and sewage treatment systems or on-site wells and wastewater treatment systems. This map should show the necessary easements for any water or sewer lines. The map should also show the alignment and easements for any electric, telephone, gas, cable or other public services or utilities.

F. *Drainage Study and Plan*: A map showing the existing and proposed drainage channels and general drainage patterns on the property.

G. *Preliminary Landscape Plan*: A map depicting preliminary landscaping improvements, particularly those required for screening to meet the criteria for scenic impacts, including plant massing, rough grading for landforms, and the location and general description of landscape structures such as retaining walls, water features, entry signs and gates, etc.

Supplemental Information: In addition to the maps described in this section the following supplemental information should be provided in graphic and/or written form:

- A. Source and amount of necessary domestic and irrigation water supply;
- B. Description of the proposed type of wastewater treatment or collection;
- C. Anticipated source of electricity, natural gas, telephone and cable television services;
- D. General soils information from the U.S.D.A. Resource Conservation Service;
- E. Statement addressing the impact of the proposed subdivision on existing lakes, rivers, streams, wetlands, riparian areas, floodplains, wildlife habitat, and other environmental constraints and natural hazards. This may require preliminary geologic or engineering studies or preliminary

reports from wildlife biologists, hydrologists or ecologists, depending on the type and extent of the environmental constraint or natural hazard;

F. A tabular summary of key development data including:

- 1) Total number and size of free-market and deed restricted affordable housing lots;
- 2) Total square feet of non-residential space;
- 3) Acreage of land in the proposed subdivision;
- 4) Number of bedrooms per dwelling unit;
- 5) Footprint of proposed structures and square footage of other improvements including parking areas, streets, and sidewalks;
- 6) Acreage of agricultural land and open space to be preserved.

2.6.2 - Subdivision Detailed Review

Review Process and Criteria for Approval: The process for consideration of Subdivision Detailed Review is outlined in Section 2-40-50 of the Pitkin County Land Use Code. Detailed Submission Review requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Section 2-40-50(i) of the Pitkin County Land Use Code. For projects involving PUD review and utilizing the Full Subdivision/PUD Review Process (five-step review), the PUD submission requirements and review criteria should be incorporated into the Detailed Review stage of the process. Additional criteria for rezoning to a PUD designation are described in Section 2-40-10(c) and 3-70-30 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the information identified in this section should be provided. All documentation and information provided for detailed review should be sufficiently comprehensive and detailed to answer basic engineering questions and permit a thorough evaluation of the subdivision proposal. Additional or more detailed information may also be required by the Community Development Department upon completion of the pre-application conference. A complete list of the submission requirements will be identified on the Pre-application Conference Summary form.

Standards Report: The standards report should include a detailed description of the proposed project and all required land use approvals. The review criteria identified above should also be addressed. All necessary supplemental information should be referenced, as appropriate, and should be included as attachments to the Standards Report where practical. The Standards Report should also include a copy of the resolution approving conceptual review and should address compliance with all information and conditions contained in that resolution.

Maps: This section lists the maps to be submitted with a Subdivision Detailed Review application. Each map shall be twenty-four (24) inches by thirty-six (36) inches in size and must

be drawn at a scale of not less than one (1) inch = two hundred (200) feet, unless a different scale is authorized by the Community Development Department. In the case of multiple sheets, there shall be an index sheet indicating the contents of each sheet. Each map shall include:

- 1) Name of the County, township, principal meridian, section and quarter section;
- 2) Name of development or subdivision;
- 3) North arrow, graphic scale, basis of bearing;
- 4) Date Prepared;
- 5) Names, addresses and phone numbers of property owner(s), applicant(s), planner(s), and engineer(s) associated with the design and creation of the proposed subdivision and indicating the person(s) or firm who prepared each map.

Maps containing water supply, sanitation, utilities, drainage, soils, grading, roads, structures and other civil engineering work must be certified by a professional engineer registered in the State of Colorado. Maps containing land survey descriptions and topographic maps must be certified by professional land surveyor registered in the State of Colorado. All maps and studies containing expert opinion and recommendations from a practitioner of a profession not requiring registration by the State of Colorado, must be accompanied by a resume stating the qualifications of any person(s) conducting analysis and offering findings or recommendations in the map or study. Geologic maps must be prepared and certified by a qualified professional engineer or geologist.

A. *Approved Conceptual Subdivision Maps:* Copies of the maps identified in Section 2.6.1 in this manual and approved by the Board of County Commissioners during the conceptual subdivision review.

B. *Location, Ownership, Zone Districts:* A map showing the following information:

- 1) Location of the proposed subdivision utilizing the appropriate U.S.G.S. quadrangle map at a scale of one (1) inch = two thousand (2000) feet and showing the subject property and the surrounding area within one-half (1/2) mile of subject property;
- 2) All adjacent lands in common ownership or lands under option to the applicant;
- 3) Commonly known landmarks;
- 4) Zone district in which the proposed subdivision and adjacent properties are located.

C. *Existing Conditions Map(s):* A dimensioned map(s) accurate to 1/10th of a foot showing:

- 1) Topography of the site including contour lines at 2-foot intervals and spot elevations for peaks, saddles depressions and other important locations and features;
- 2) Streams, lakes, wetlands and riparian areas;
- 3) Natural drainage channels and basins;
- 4) Vegetation massing including a description of the general vegetation types;
- 5) Environmental constraints and natural hazards described in Section 7-20 of the Pitkin County Land Use Code, if any are mapped or known to exist on the property.
- 6) Mines and/or mine dumps;
- 7) Existing structures and other improvements including:
 - a) Structures;

- b) Roads, driveways, trails, rights-of-way, access easements;
- c) Irrigation ditches;
- d) Utility lines and easements;
- e) Bridges and culverts;
- f) Drainage and sedimentation systems;
- g) Fencing;
- h) Existing wells and/or on-site wastewater treatment systems or facilities.

D. *Detailed Site Layout Plan:* A dimensioned map accurate to 1/10th of a foot showing:

- 1) Legal Access to the property from a public road;
- 2) Detailed lot and street layout, open space parcels and out parcels. Lots should be labeled with consecutive lot and block numbers and the area of each lot;
- 3) Required setbacks for each lot or proposed Activity Envelope, if different from area created by required setbacks;
- 4) Width and alignment of existing and proposed street, sidewalks, pedestrian and equestrian trails, including street names;
- 5) Approximate street grades and road centerline radii of curvature data;
- 6) Existing and proposed easements for drainage, irrigation and access;
- 7) Total number of off-street parking spaces;
- 8) School bus stops and/or other sites or facilities for mass transit.

E. *Land Use Map:* A dimensioned map accurate to 1/10th of a foot showing:

- 1) Boundaries of areas to be reserved or dedicated for open space, wildlife preserve, trails, parks, playgrounds, schools or other public uses and/or open space, trails or other common use areas not reserved or dedicated for public use;
- 2) Boundaries of areas proposed for residential, agricultural, commercial, industrial and community facilities; and
- 3) Site data tabulation including a listing of:
 - a. Total acreage of land in the proposed subdivision;
 - b. Total number and size of free market and deed-restricted affordable housing unit lots;
 - c. Gross density: number of proposed dwelling units as a ratio to total development area;
 - d. Total acreage of open space, wildlife preservation areas, parks, school dedication areas and other non-residential uses and the ratio of open space to the total development area;
 - e. The percentage of the site, to the nearest one (1) percent of the total area, proposed to be devoted to streets and each other type of use.
 - f. Number of bedrooms per dwelling unit;
 - g. Total square feet of non-residential floor area; and
 - h. Ground coverage of proposed structures and improvements including parking areas, streets, and sidewalks.

F. *Utility Plan:* Summary reports and dimensioned map(s) accurate to 1/10th of a foot and drawn at the same scale as the Detailed Site Layout Plan showing:

- 1) Water supply plan prepared by a professional engineer registered in the State of Colorado and including a description of the water source and providing the information necessary to demonstrate that the water source is sufficient in terms of quantity, quality and dependability for the proposed project. Evidence of adequate water supply may include, but shall not be limited to:
 - a) Evidence of ownership or right of acquisition or use of existing and proposed water rights;
 - b) Historic use and estimate yield of claimed water rights;
 - c) Amenability of existing right to change in use.

If a central distribution system is to be utilized, a general description of the system, as designed by a professional engineer registered in the State of Colorado. The entity that will be responsible for operating and maintaining the system must also be provided as well as the proposed method for financing the system.

If connection to an existing system is proposed, a letter shall be provided from an authorized representative of the owner or operator of the existing system stating that the proposed development will be served and providing evidence that the existing system has adequate legal water supply to serve the proposed subdivision.

If individual wells or water systems are to be utilized, the applicant shall provide a report, prepared by a professional engineer or hydrologist licensed in the State of Colorado, demonstrating that adequate potable ground water exists, at reasonable depths throughout the subdivision, and providing an estimate of the expected quality and long-term yield of such wells.

- 2) Wastewater treatment/disposal plan prepared by a professional engineer registered in the State of Colorado and providing a summary of the proposed method of wastewater treatment or disposal.

If connection to an existing public sewer system is intended to be utilized, a letter from an authorized representative of the entity that owns or manages the system should be provided. This letter should include a statement that the existing system has adequate capacity to handle the wastewater generated by the subdivision and confirming that service will be provided.

If a sewage collection and treatment system is proposed, the application should include a report with a general description of the collection and treatment facilities, prepared by a professional engineer registered in the State of Colorado. This report should also include a description of the entity that will own and operate the system facilities and the method of financing the proposed system. A copy of a completed application for Site Plan approval as submitted to the Colorado Department of Health must also be provided.

If wastewater is to be handled by individual sewage disposal systems the application shall include an opinion from a professional engineer registered in the State of Colorado regarding the adequacy of the soils to handle the estimated amount of wastewater generated on each lot, including the results of soil percolation tests conducted on the

property. The soil percolation tests shall be conducted in accordance the Pitkin County Individual Sewage Disposal System regulations. A plan for long-term operation and maintenance of the individual sewage disposal systems shall also be provided.

- 3) Evidence that provision has been made for all necessary easements and rights of access for electrical, telephone, gas, and cable service. A letter from the appropriate electricity and, if applicable, natural gas utility companies should also be provided stating that adequate capacity exists for the proposed subdivision and confirming that they will provide the service.

G. *Grading and Drainage Plan:* A grading and drainage plan including text and graphic as necessary to describe existing drainage and topography and proposed grading and drainage and including a dimensioned drainage plan accurate to 1/10th of a foot and drawn at the same scale as the Preliminary Plan showing:

- 1) Existing (dashed lines) and finished (solid lines) topography of the site at a two-foot (2') contour intervals for all areas within the subject property with a predominant slope between level and thirty percent (30%). Five-foot (5') contours shall be indicated for slopes over thirty percent (30%) grade and all lands within three hundred feet (300') of the development. Smaller contour intervals may be required for predominantly level tracts subject to poor drainage, or for areas which may be subject to flooding;
- 2) Street gradients and side slopes for all roads and driveways;
- 3) Cut and fill areas with calculations indicating the amount of imported fill necessary or the amount spoil that would have to be hauled off the property, if any;
- 4) All retaining walls or other methods for slope retention;
- 5) Water courses and proposed storm water drainage systems including:
 - a) Culverts;
 - b) Retention, detention or aesthetic ponds;
 - c) Springs;
 - d) Irrigation ditches;
 - e) Lakes, streams, wetlands or other natural or proposed surface waster features;
 - f) Areas subject to occasional flooding.
- 6) Limits of tributary areas, where practical;
- 7) Description of the existing historic storm water runoff condition and computations of expected storm water flows resulting from the proposed subdivision and explanation of all measures required to ensure proper sizing of drainage facilities and to control storm water from a 100-year storm from exiting the subject property at levels in excess of the historic runoff rate.

Supplemental Information:

- A. *Geology Report:* Where geologic hazards have been mapped for a subject property, a report prepared by a qualified geologist or professional engineer including text, maps and other

graphics as necessary to clearly describe the nature and extent of the hazard. The report should also include a detailed discussion of all recommendations to avoid or mitigate the geologic hazard(s).

- B. *Wildfire Analysis:* Where moderate or severe wildfire hazards have been mapped or are known to exist on the subject property, a wildfire analysis and mitigation report should be prepared by a wildfire expert certified in Pitkin County (see Appendix of this manual). This report should contain maps and text as necessary to clearly described the wildfire hazard and all measures necessary to avoid the hazard or mitigate the hazard in accordance with Section 7-20-60 of the Pitkin County Land Use Code.
- C. *Wildlife Habitat Report:* If critical wildlife habitat has been mapped for the subject property, the application should include a report prepared by a qualified wildlife biologist describing the nature and extent of all critical wildlife habitats and incorporating recommendations for eliminating impacts to the habitat where possible minimizing impacts in accordance with Section 7-20-70 of Pitkin County Land Use Code.

2.6.3 - Subdivision Final Plat Review

Review Process and Criteria for Approval: The process for review of a Subdivision Final Plat is outlined in Section 2-40-50 of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. Additional information may also be required by the Community Development Department upon completion of the pre-application conference. A complete list of the submission requirements will be identified on the Pre-application Conference Summary form.

Final Plat Drawing: Copies of the final plat drawing containing the information described below shall be submitted in a reproducible form.

- A. The Final Plat may be submitted for all or a portion of an area within a Detailed Subdivision approved by the Board of County Commissioners and it must conform to all provisions of the approval.
- B. The Plat shall be legible and certified by a registered land surveyor.
- C. The Plat shall be delineated by photographic methods on reproducible mylar twenty-four (24) inches by thirty-six (36) inches in size with a one and one half (1 ½) inch margin on the left side and a one half (1/2) inch margin on the other sides, and drawn to scale which is not less than 1 inch = 100 feet. The Planning Office may permit the scale of the plat to be varied.
- D. The point of beginning shall be indicated and a survey tie into a governmental monument or other permanent marker established as reliable by the County Surveyor is required.
- E. All bearings and distances of boundary lines shall be indicated outside the boundary line, not inside with the lot dimensions.

- F. All blocks and all lots within each block shall be consecutively numbered.
- G. All streets, trails, bikeways, bridle paths, ski trails, and drainage easements shall be designated as such, names given to all streets, and bearings and dimensions given for all the above.
- H. On all curves, sufficient data must be given to enable the re-establishment of the curves:
 - 1) Deflection of curve by arc definition;
 - 2) Radius of curve;
 - 3) Tangent distances; and
 - 4) Arc length by arc definition.
- I. An excepted parcel shall be marked “not included in this plat” and the boundary described accurately by bearings and distances.
- J. The plat shall show all utility easements for consumer distribution within the subdivision.
- K. All lands within the boundaries of the Plat shall be accounted for either by lots, paths, streets, excepted parcels, parcels not owned by applicant, lands planned for public dedication and ownership or common open spaces.
- L. All lot dimensions shall be indicated.
- M. Bearings shall be given for all lot lines, except that bearings need not be given for interior lot lines where the bearings are the same as those of both exterior lot lines.
- N. Parcels not contiguous shall not be included in one Plat, nor shall more than one Plat be made on the same sheet. Contiguous parcels owned by different parties may be embraced in one Plat, provided that all owners join in the dedication and acknowledgement.
- O. The boundary of any special districts shall be shown on the Final Plat. In cases where corrective measures have reduced or eliminated said boundary, the original and corrected boundary shall be shown on the Final Plat.
- P. The final plat shall include the following information:
 - 1) Name of subdivision, north point, date and scale;
 - 2) Name and address of owner(s) of record;
 - 3) Total acreage of tract and total number of lots and size of each; and
 - 4) Township, range, section, and quarter section, block and lot numbers.
- Q. Permanent reference monuments shall be set and marked for all Final Plats in compliance with Section 38-51-101 C.R.S., 1973, any statute succeeding the same, with the following construction, location and bonding procedures:
 - 1) Permanent reference monuments (perimeter, block and lot) under normal geographic and topographic conditions shall be No. 5 steel rebar twenty-four (24) inches long with a metal cap at least one and three eighths (1-3/8) inches in diameter so that no more than four (4) inches protrudes from the ground and mounded with stones.
 - 2) There shall be one reference monument located at each public street intersection and said monument shall be No. 5 steel rebar eighteen (18) inches long with a metal cap

at least one and three eighths (1-3/8) inches in diameter and set flush with the finished road grade.

- R. The surveyor making a Plat shall certify on the Plat that it is correct and that the perimeter monuments described in it have been placed as described.
- S. The Final Plat shall include the statements contained in the Appendix of this manual (Appendix ___ - Final Plat Certificates). No modification of the required statements is permitted except for clarification or technical reasons as may be recommended by the Community Development Director and approved by the Board or Commission approving said plat. Extraneous information, including but not limited to, advertising, corporate names or logos is prohibited.
- T. No subdivision plat shall be finally approved by the Board of County Commissioners unless, at the time of final approval, the subdivider provides certification from the County Treasurers' office that all ad valorem taxes applicable to such subdivided land have been paid for all years prior to that in which approval is given, or the subdivider escrows in cash the total amount of taxes due at the time of filing as shown in the Treasurer's records or posts a surety bond with the County equal to 1½ times the amount of taxes due at the time of filing.

Draft Subdivision Improvements Agreement: A draft of the Subdivision Improvements Agreement, if required, shall be provided. This document shall be prepared in compliance with Section 2-20-130 of the Pitkin County Land Use Code and in a form acceptable to the County Attorney.

Draft Development Covenants and Easements: A draft of any required Development Covenants or easements documents shall be provided. These documents shall be prepared in compliance with Section 2-20-130 of the Pitkin County Land Use Code and in a form acceptable to the County Attorney.

2.6.4 - Planned Unit Development (PUD)

Review Process and Criteria for Approval: Planned Unit Development (PUD) approval is typically considered in association with either a Subdivision or Site Plan Review application. Therefore, the process for PUD is linked to the applicable Subdivision or Site Plan Review process. These processes require a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. The criteria for PUD approval includes the criteria for Subdivision and Rezoning approval as described in Sections 2-40-50(i) and 2-40-10(c) respectively of the Pitkin County Land Use Code. In addition, there are comprehensive review criteria specific to PUD approval, which are identified in Section 3-70-30 of the Pitkin County Land Use Code.

Application Submission Requirements: Since PUD approval is linked to either Subdivision or Site Plan Review, the submission requirements listed in this section are those that should be provided in addition to the materials required for Subdivision or Site Plan Review, depending on which of these other processes are being pursued. The Community Development Department Staff may modify or eliminate any of the following requirements as appropriate for any individual project or property. Additional information, not listed in this section, may also be required by the Community Development Department to address issues specific to any particular project or property. A complete list of the submission requirements will be identified on the Pre-application Conference Summary form.

Standards Report: The Standards Report should describe the reason for seeking PUD approval and should identify any standards for which variations are being sought through the PUD process. The standards and criteria contained in Sections 2-40-10(c) and 3-70-30 of the Pitkin County Land Use Code should also be addressed. The following issues should be addressed at a minimum:

- A. Comprehensive descriptions of all existing conditions and environmental factors creating the need for the variations from the standards being requested;
- B. Description of the availability of public transportation;
- C. Scale of development in the surrounding neighborhood;
- D. Discussion of the advantages to the County resulting from the project and the variations being sought as compared to the disadvantages resulting from the requested variations to the standards;
- E. Potential impact on off-site agricultural activities or neighboring uses that support agricultural activities;
- F. Visual impacts of the project and effect of the project on the rural character of the surrounding area for projects located in the Rural Area of the County;
- G. Open space preserved by the project as compared to what could occur without the advantages of the PUD provisions.

Project Phasing: The application should include a phasing plan and phasing schedule addressing the following issues:

- A. Phased submission of detailed subdivision applications (where approval process is separated into separate conceptual, detailed and final submission stages);
- B. The parcels which are to be constructed upon in each phase and the submission date for each phase;
- C. The number of dwelling units, tourist accommodation units or amount of commercial square footage constructed within each phase; and
- D. A proposed schedule for the construction of all improvements or dedications to Pitkin County or public districts.

Architectural and Landscaping Plans/Models: At conceptual or detailed subdivision review or as part of site plan review, the Community Development Department may require:

- A. Elevation drawings depicting the proposed development from perspectives specified by the Board of County Commissioners during the conceptual review (if three-step or five-step process is utilized) or by the Community Development Department during Pre-application Conference (if expedited or two-step process is utilized); and
- B. Materials palette board providing samples of materials and colors to be used for all exterior finishes; and
- C. Preliminary landscape plan depicting topography, existing vegetation (including a brief description of the types of trees and shrubs), and other significant features of the existing landscape. The landscape plan must also show all proposed vegetation, landforms and other proposed landscape features. The drawing should illustrate the number, species and size of all plants to be installed, whether through labeling on the plan drawing or by the use of a plant schedule included on the drawing. Proposed plants should be depicted at the size and fullness that would be achieved after 5 growing seasons based on the size of the plants at installation. The Preliminary Landscape Plan should also depict the irrigation system necessary to provide water for proposed plantings until such time as they are established.
- D. An architectural model.

2.6.5 - Rezoning to PUD Zone Districts

Review Process and Criteria for Approval: The process for review of a Rezoning to a PUD zone district is outlined in Sections 2-40-50 of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Applicants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for approval are described in Sections 2-40-50(i) of the Pitkin County Land Use Code.

Application Submission Requirements: In addition to the items required in the General Application Information section of this manual, the following information must be provided. Additional information may also be required by the Community Development Department upon completion of the pre-application conference. A complete set list of the submission requirements will be identified on the Pre-application Conference Summary form.

Report on Existing Zone District and Use: A written report explaining the present zone district classification and existing land use of the real property proposed to be amended.

Legal Survey: An accurate legal description and map of the property proposed to be rezoned, indicating the area of the property proposed for rezoning.

2.7 Appeals

2.7.1 - Appeals

Review Process and Criteria for Approval: The process for review of an appeal to a decision regarding a development application or any other decision made pursuant to the Pitkin County Land Use Code is described in Sections 2-20-180 and 7-20-100(e) of the Pitkin County Land Use Code. This process requires a noticed public hearing. Public notice requirements are described in Section 2-20-100 of the Pitkin County Land Use Code. Appellants are responsible for mailed and posted notice. A copy of the affidavit confirming that the required mailed and posted notices have been performed in accordance with the Land Use Code is included in the Appendix of this manual. Criteria for consideration of an appeal are described in Section 2-20-180(g) of the Pitkin County Land Use Code.

Application Submission Requirements: In the case of an appeal the information described in the General Application Information section of this manual is not required. The submission requirements are as follows:

- A. A written statement requesting an appeal hearing and describing the nature of the appeal and specifying the reasons for the appeal or description of error(s), omission(s) which are alleged to have occurred during the review process.
- B. If the appeal is of a decision that occurred at a public hearing that was recorded but not transcribed a transcript of the recording must be provided at the appellant's expense.

End of Draft Manual
