



City of Sheridan

Procedural Guide & Checklist for Preliminary Plats

The subdivision process for a **preliminary plat** is outlined below. Preliminary plats are only needed when a subdivision qualifies as a “major subdivision.” Application requirements, timelines, notice requirements, and a plat checklist can be found within or attached to this guide.

General Process for Preliminary Plats:

All major subdivisions must follow this process:

1. Pre-submittal conference with City departments.
2. Sketch plan submittal and review by the Planning Commission.
3. **Preliminary plat submittal and review by the Planning Commission and City Council.**
4. Final plat submittal and review by the Planning Commission and City Council.
5. Recording of approved preliminary plat with Arapahoe County.

The **preliminary plat process** provides for the review of the proposed subdivision regarding:

1. Arrangement, location, and size of streets.
2. Relationship of the subdivision to the natural topography.
3. Adequacy of utilities, grading, and drainage systems proposed to serve the subdivision.
4. Relationship of the proposed subdivision with adjacent platted and unplatted land.
5. Compatibility of the proposed subdivision with municipal codes, ordinances, and regulations.

STEP 1: Formal Submittal of a Preliminary Plat Request

Application Submittal: In order to request a preliminary plat review, the procedures outlined in Sec. 55-46 must be followed. All documents listed in Sec. 55-46, Sec. 55-132, and Sec. 55-133 must be submitted in order for the application to be considered complete. See the preliminary plat checklist for details on items that must be submitted. An incomplete application cannot move to the next step in the process.

Preliminary Plat Submittal: The preliminary plat itself must contain the items listed in Sec. 55-132, along with any other sections that are pertinent (i.e. Sec. 55-66 Easements, etc.). See the preliminary plat checklist for details on both documents needed for submittal and for specific items required on the preliminary plat itself. Additionally, fees are required with the submittal and are listed on the current City of Sheridan fee schedule:

- The City charges an **application fee** for preliminary plat applications.
- The consultant’s cost sharing fee is **billed hourly** for staff/consultant review. There is an **initial consultant retaining fee** that will be drawn down as the process advances. This retaining fee is project-specific and depends on project complexity.

STEP 2: Staff Review

After the steps above have been met, the preliminary plat and its associated documents (i.e. “packet”) will be reviewed by staff and sent to referral agencies, including water, sanitary sewer, fire, stormwater, and other departments and districts. The referral agencies will review the packet and provide comments to the City. The applicant must then address all staff and referral agency comments satisfactorily for the preliminary plat request to proceed.

STEP 3: Planning Commission Public Hearing

Once all comments have been addressed from staff and referral agencies, the preliminary plat request can be scheduled for a Planning Commission public hearing. In order to do so, the following must occur:

1. Fourteen (14) days prior to the hearing, the applicant must post a sign on the property announcing the public hearing. The City will provide the sign with all required information on it, but the applicant must physically post the sign. It must remain posted on the property continuously for fourteen (14) days prior to the hearing, including the hearing day.
2. Fourteen (14) days prior to the hearing, City staff will mail the neighborhood notice letter to property owners within 300' from the property. The applicant must provide the envelopes, adjacent property owner names and addresses, and postage. City staff will write the notice letter.
3. A legal notice must be written by the City and published in one or more newspapers of local circulation, at the applicant's expense. The newspaper legal notice must be published at least fourteen (14) days prior to the hearing.
4. The Planning Commission will conduct the public hearing, allowing the public to speak in support or opposition of the preliminary plat. The applicant may also speak concerning the request. The Planning Commission will vote on the preliminary plat request and send its recommendation, via a Subdivision Resolution, to City Council.

STEP 4: City Council Public Hearing

The City Council must hold a public hearing to make a ruling on the preliminary plat request.

1. The City Council public hearing requires the same public notice as the Planning Commission public hearing. See Step 3 above for the notice requirements.
2. The public hearing for the preliminary plat's Subdivision Resolution will occur approximately 30 days after the Planning Commission hearing, due to the public notice requirements. This is a public hearing, so the applicant and the public may speak concerning the preliminary plat request.
3. After the public hearing closes, the City Council will vote to approve, approve on condition, or deny the preliminary plat via a Subdivision Resolution. This completes the process of preliminary plat approval.

STEP 5: Preliminary Plat Expiration

Approval of a preliminary plat is valid for a period of one (1) year. If a final plat is not submitted within that one (1) year time period, then the preliminary plat becomes null and void. If the preliminary plat has expired but the applicant wishes to move forward with it, then the applicant must re-submit the preliminary plat and start the process from the beginning.

STEP 6: Preliminary Plat Approval Restrictions

Approval of the preliminary plat does not constitute approval of a final plat. It does allow the applicant the right to prepare and submit a final plat. Please note that a preliminary plat cannot be recorded and cannot be used to sell or transfer interests in real estate. Only a final plat is afforded those rights.



City of Sheridan
Preliminary Plat Checklist

Included?			Item	Comments
Yes	No	Insufficient		
Section 1. Application and Supporting Documents (Sec. 55-42, 55-46, 55-133)				
			1. Presubmittal conference has occurred.	
			2. Application form from City has been filled out and submitted.	
			3. Preliminary plat and associated material to be provided (Staff requirement for review).	
			4. Fee has been paid (per current fee schedule).	
			5. Cost Sharing Agreement has been filled out, signed and submitted.	
			6. A list of names and current addresses of the owners of all properties within 300' of the exterior boundaries of the property (per records of the county assessor's office).	
			7. Two (2) sets of envelopes addressed to each of the property owners above, with postage included on (or with) the envelopes.	
			8. Title Company Proof of Ownership and Clear Title Report issued within the last 30 days (<u>before</u> application submittal).	
			9. Copy of notice sent to mortgage holder by registered mail.	
			10. Preliminary Geological Report,* to include items from Sec. 55-133.1.a-h.	
			11. Preliminary Drainage Report*	
			12. Preliminary Traffic Study*	
			13. Preliminary Utility Construction Plans*	
			14. Highway Noise Mitigation Plan* (required if within 500 feet of US 285, Federal Boulevard or Santa Fe Drive) to include: Description of existing conditions, noise measurements, future noise levels, noise impact assessment.	
			15. Notice to mineral estate owners*	
			16. Four (4) hard copies of each of the above items (folded and put into individual packets).	
			17. One (1) .PDF copy of each of the above items (on a flashdrive or CD).	
*Items may be waived by City Manager				



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Section 2. Preparation (Sec. 55-132.1)				
			1. Show proof that the plat was prepared by a registered surveyor or professional engineer licensed in the State of Colorado (stamp, etc.).	
Section 3. Format (Sec. 55-132.2)				
			1. Plat must be on 24" x 36" sheet of paper.	
A. Index Map:				
			1. Include Index List if more than two sheets are used.	
			2. List total number of sheets, list names and page numbers of each sheet, state relationship of sheets (if needed).	
			3. Match lines shall be indicated on each sheet, if match lines are used. (Match lines are <u>not preferred</u> ; avoid when possible)	
B. Vicinity Map:				
			1. Show geographic relationship of the proposed subdivision to the surrounding area.	
			2. Show streets adjacent to subdivision and those serving the subdivision, along with any other features to help locate the subdivision.	
			3. Show any natural or man-made features that make subdivision easy to locate.	
C. Naming:				
			1. Name of subdivision at top of plat and also in a title block. Must be an original name - cannot duplicate name of existing subdivision.	
			2. If previously subdivided or part of PUD, name of subdivision must reflect original plat and/or must reflect PUD name. Note prior subdivision date in Notes section, if applicable.	
Section 4. Required Plat Information (Sec. 55-132.3)				
			1. Name, address, phone number in Title Block for the following: <u>Owner(s)</u> of property, <u>Applicant</u> , and <u>Surveyor</u> or <u>Company</u> preparing the plat.	
			2. Legal description on face of plat, or can be in Notes section.	
			3. North arrow (true north).	
			4. Scale (graphic and written) no smaller than 1" = 50' and no larger than 1" = 20'.	
			5. Date of plat preparation.	
			6. Date of each revision, listed in the revisions block (per staff).	



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Section 4. Required Plat Information (Sec. 55-132.3 continued)				
			7. List existing zoning district.	
			8. List proposed zoning district (if applicable).	
			9. List existing use of lot(s). If vacant, list most recent prior use.	
			10. List proposed use of lot(s).	
			11. List the maximum density allowed and the proposed density of the subdivision, if residential.	
			12. List the number of lots to be created.	
			13. List the square footage of each lot to be created. Put inside each lot, or make a table of lot sf.	
			14. Show and label the width of each lot.	
			15. List the acreage of the area to be subdivided.	
			16. List the acreage/sf of <u>existing</u> public ROW and/or other public areas within the subdivision, if applicable.	
			17. List acreage/sf of <u>proposed</u> public ROW and/or other public areas to be created in, or adjacent to, the subdivision, if applicable.	
			18. Mark boundaries of the subdivision by a solid thick line around the perimeter.	
			19. Mark individual lot lines with thinner solid lines, if more than one lot.	
			20. Label all existing and proposed lot lines with bearings and dimensions.	
			21. Show and dimension all setbacks on the lots, using dashed or dotted lines.	
			22. Lots must front on public roads (Sec. 55-68) and subdivided lots cannot create variance situations (Sec. 55 - 61).	
			23. Show removed parcel lines, vacated easements, etc. as a faded or lighter gray color and label appropriately. "Z" marks are acceptable, per staff.	
			24. All pertinent information <u>inside</u> the subdivision must be drawn with solid lines, except setbacks and easements, which must be shown with dashed or dotted lines (precursor to final plat requirement).	



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Section 4. Required Plat Information (Sec. 55-132.3 continued)				
			25. <u>Abutting</u> existing subdivisions, ROWs, easements, and lot lines must be drawn with dashed lines finer than those of the subdivision (precursor to final plat requirement).	
			26. Show outline of existing buildings to remain on property. Label use of each building. Show distance to existing streets and/or lot lines.	
			27. Show surface contours at two-foot intervals on the site and within 100' of the site.	
			28. If any street in the subdivision is a continuation of an existing street, show the alignment of the proposed street to the existing street (precursor to final plat requirement).	
			29. Any area enclosed by the subdivision, but not a part thereof, shall be labeled: "NOT A PART OF THIS SUBDIVISION" (precursor to final plat requirement).	
			30. Show boundaries of 100-year floodplain and the location of all water courses. Add Note to plat if no floodplain on the parcel.	
			31. Provide preliminary calculations of the required park, open space, school dedication areas, etc., if applicable. If seeking fee-in-lieu of land dedication, state this in Notes Section.	
			32. If creating parkland, see Sec 55-116.	
			33. If dedicating land to Sheridan School System, see Sec. 55-117.	
			34. If creating a flag lot, see Sec. 55-64.	
			35. If creating lots on a hillside, see Sec. 55-65.	
			36. If creating new streets, see Sec. 55-68.	
			37. If creating lots beside Hwy-285, Federal Blvd. or Santa Fe Dr., see Sec. 55-67 for noise mitigation measures.	



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Section 4. Required Plat Information (Sec. 55-132.3 continued)				
A. Show Location, Width, and other Dimensions for Existing and Proposed Items (within or adjacent to Proposed Subdivision). This Section may Reiterate above Items. (Sec. 55-132.3.d-f)				
			1. Abutting subdivisions/landowners.	
			2. Unplatted land.	
			3. Existing public improvements.	
			4. <u>Existing</u> streets, alleys, and other ROWs, including names, public or private ownership, center lines, widths, curve radii and approximate grades.	
			5. <u>Proposed</u> streets, alleys, and other ROWs, including names, public or private ownership, center lines, widths, curve radii and approximate grades.	
			6. Curb cuts.	
			7. Public and private easements.	
			8. Irrigation ditches and laterals.	
			9. Drainageways.	
			10. Lot lines.	
			11. Access control lines.	
			12. Public areas.	
			13. Non-vehicular circulation areas, including sidewalks, trails, etc. Include surface finish for each area. Sidewalks must be 5' wide or wider per ADA standards.	
B. Easements:				
			1. Provide the location, size, width, and ownership of all <u>existing</u> easements and utilities in, or adjacent to, the proposed subdivision, including water, sanitary sewer, storm sewer, electricity, gas, telephone, cable, etc.	
			2. Provide the location, size, width, and ownership of all <u>proposed</u> private and public utility systems and easements within the proposed subdivision, including water, sewer, electric, gas, telephone, cable television, storm drainage, and/or any other services which shall supply the area being subdivided.	



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Section 4. Required Plat Information (Sec. 55-132.3 continued)				
C. Residential Subdivisions (Sec. 55-61)				
			1. Residential subdivisions must not be on steep slopes, unstable soil, etc., unless City Engineering gives approval.	
			2. No cul-de-sacs or dead-ends streets allowed in residential subdivisions, unless topography prohibits development otherwise.	
			3. New residential streets must have block lengths between 400' to 1400' between street centerlines, unless extenuating circumstances exist.	
			4. Residential lots cannot have access to arterial or major collector streets. Access must be from local or minor collectors.	
			5. If new residential lots back up to a collector or arterial (or greater) street, provide landscape buffer area on plat, per Sec. 55-62.	