

Subdivision Plan 2020 Checklist



Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Subdivision Plan: Please upload a Subdivision Plan set that meets the technical requirements of the City of Brighton.
 - Document Name: Subdivision Plan

I verify that I have reviewed the City of Brighton's technical requirements for Subdivision Plan submittals and that my plans meet said requirements.

A copy of the requirements for the City of Brighton concerning Subdivision Plan submittals can be found here:

- [Subdivision Plan Template Instructions](#)
2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match the ownership information entered on the application.
 - Document Name: Proof of Ownership
 3. Legal Description: Please upload a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.
 - Document Name: Legal Description
 4. Neighboring Property Owners: Please provide a list of all property owners within 300 feet of the application property shown by the records of the county assessor no more than seven (7) days prior to the date of application.

At the discretion of the Director, mailed notice to all property owners within 1,000 feet may be required and will be determined at the Preliminary Application Conference.

With this list, also include two sets of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property.

- Document Name: Neighboring Property Owners
5. ALTA/ASCM Land Title Survey: A land boundary plan prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado. In order to ensure accuracy in the document, it should have been completed within the last year of your application submittal.
 - Document Name: ALTA/ASCM Land Title Survey
 6. Conceptual Schedule of Improvements: Please provide a conceptual schedule of improvements outlining major public improvements to be included with each phase. The conceptual schedule of improvements should be broken down by phase and should be consistent with the phasing plan from the Subdivision Plan Set.
 - Document Name: Conceptual Schedule of Improvements

If you would like a template, please click here to download one:

- [Schedule of Improvements Template](#)
7. Traffic Impact Analysis: Please see [Section 162.02.02](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. If a Traffic Impact Analysis was already approved through another entitlement process, please include a letter, sealed by an engineer that states the Subdivision Plan is in compliance with the Traffic Impact Analysis.
 - Document Name: Traffic Impact Analysis or Traffic Impact Analysis Compliance Letter

8. Drainage Plan & Report: Required if new, repaired, or replacement of drainage facilities are needed for the development of the property. Please see [Section 800 \(Storm Drainage Facilities\)](#) and [Section 300 \(Sitework and Earthwork\)](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.
 - Document Name: Drainage Plan & Report

If the property is located within the South Beebe Draw Metropolitan District, please use the [template](#) for submission of the drainage plan and report:

- Document Name: South Beebe Drainage Plan & Report
9. Soils & Geologic Report: Please see [Section 500 \(City Street Construction\)](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.
 - Document Name: Soils Report
 10. Mineral Interest Notification Form: Unless provided during a previous application, please download, read, date, sign, and notarize the Mineral Interest Notification form. Upload a digital copy as part of your submittal package. Also, deliver a wet sealed hard copy to the Community Development Department at The City of Brighton City Hall.
 - Document Name: [Mineral Interest Notification Form](#)
 11. Fish & Wildlife Report: Please go to the following link and create an official species list showing all the potentially impacted endangered species, migratory birds, refuges & hatcheries, and wetlands. Include a digital copy of this official species list with your submittal
 - [Fish & Wildlife Report](#)
 12. General Design Standards: Please provide a set of design standards to be used within the development. For subdivisions with only one lot or considered infill development, a site plan may be submitted in lieu of the General Design Standards.

I verify that I have reviewed the City of Brighton's technical requirements for General Design Standards submittals and that my plans meet said requirements.

A copy of the requirements for the City of Brighton concerning General Design Standards submittals can be found here:

- [General Design Standards Template Instructions](#)
13. Neighborhood Meeting Minutes: Please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to section 2.01.D of the Land Use and Development Code for additional information.
 - Document Name: Neighborhood Meeting Minutes
 14. Water Worksheets: Please fill out the following water dedication packet. Submit a scanned copy as part of your application and a hard copy to City Hall.

Please note that dedication is not required as part of the Subdivision Plan, but will be required at the time of final platting.

- Document Name: [Water Dedication Packet](#)
15. Special Development Pattern or Incentive Letter: If applicable, please identify the special pattern or incentive(s) that you intend to apply to this Subdivision Plan. The statement shall outline how each pattern or incentive applies to the proposal.
 - Document Name: Special Development Pattern or Incentive Letter

Special patterns or incentives and their respective Land Use and Development Code sections are as follows:

Conservation Pattern (Section 5.06), Courtyard Pattern (Section 5.05), Manufactured and Small Format Housing District (Section 5.07), Community Benefits (Section 5.08), South 4th Overlay Zone District (Section 6.05.D), Downtown Zone District (Section 6.05.C).

16. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** If applicable, how many residential units are anticipated to be developed within this subdivision? (Please identify type and quantity of detached, attached, and multifamily units. If mixed uses are proposed, please also define use by quantity and type.)

17. Hard Copy Requirements

1. Two (2) bound sets of the Subdivision Plan Set, including the ALTA/ACMS Land Title Survey
2. One (1) bound copy of each technical report
3. One (1) Printed Application (printed from digital submittal)
4. Two (2) sets of pre-printed address labels

Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601

18. **I understand that by submitting a complete application including all electronic files and required hard copy documents to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**

Subdivision Plan Instructions

General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Subdivision Plan of ..." followed by the proposed subdivision name
2. An abbreviated legal description (i.e., amendment or filing number)
3. The date of preparation
4. The page number (i.e., 1 of X)
5. A scale and a north arrow pointed to the top of the page

Sheets shall be sized 24" x 36"

Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given (i.e., "Cover Sheet"):

1. Cover Sheet
 - a. Plan Title
 - i. "Major Subdivision Plan of ..."
 - ii. Location – Centered at the top of the page
 - b. Overall Vicinity Map
 - c. Full legal description
 - d. Site data chart
 - i. Including, but not limited to, total acreage, number of lots, proposed uses, typical sizes, and owner/maintainer of common areas and tracts.
 - e. Index of plan sheets
 - i. Location – Right side of page
 - f. Signature blocks
 - i. DRC, Planning Commission, City Council Acceptance
2. Existing Conditions:
 - a. Location and description of existing:
 - i. Property Lines
 - ii. Topography (either at two (2) foot or five (5) foot intervals)
 1. Staff may request a separate topography map
 - iii. Rights-of-way
 1. Including but not limited to, streets, alleys, bike lanes, and public trails
 - iv. Easements
 - v. Natural features
 1. Water courses
 2. Steep grades
 3. Mature trees
 4. Other significant or sensitive features
 - vi. Structures
 1. Including historic structures labeled as such
 - vii. 100 year floodplains
 - viii. Other important features within and adjacent to the subject area
3. Subdivision Plan Sheet X of Y
 - a. Scale of no more than 1" = 50'
 - b. Names of abutting, existing subdivisions or "Unplatted"
 - c. Location and description of proposed
 - i. Property Lines



- ii. Rights-of-way
 - 1. Including, but not limited to, streets, alleys, bike lanes, and public trails
 - iii. Easements
 - iv. Water Courses
 - v. Land Uses
 - vi. Other important features within and adjacent to the subject area
- 4. Street Network and Block Size Plan
 - a. Include the following (refer to Section 3.01.A-B):
 - i. Length of each block face
 - ii. Street cross-sections
 - iii. Acreage of each block
 - iv. All walkways and bicycle routes
 - v. Connections to external transportation systems/infrastructure
 - vi. Location of Natural features
 - vii. Location of Regional Transportation routes
 - viii. Location of any adjacent oversized or rural parcels
 - ix. Proposed Street Types (Section 3.01.C)
- 5. Design Plan
 - a. Identify building types (see Table 5-2)
 - b. Identify frontage types (see Table 5-5)
 - i. Non-residential or mixed-use developments shall additionally identify primary, secondary, and buffer street types
- 6. Phasing Plan
 - a. Scaled Map of the Overall Phasing at no more than 1 inch = 200 feet.
 - i. Public and Private Street locations
 - ii. Public and Private access points (excluding SFD driveways)
 - iii. Sidewalk and Trail locations
 - iv. Water line locations
 - v. Sewer line locations
 - vi. Stormwater and drainage locations
 - vii. Landscaping areas
 - viii. Lighting locations
 - b. Chart of each phase including
 - i. Acreage
 - ii. Number of lots and structures
 - iii. Public infrastructure installed by linear feet
 - iv. Private infrastructure installed by linear feet
 - v. Landscaping quantities
 - vi. Lighting quantities
- 7. Grading and Drainage Plan
 - a. Location and description of proposed:
 - i. Water courses
 - ii. 100 year floodplains
 - iii. Topography (at either two (2) foot or five (5) foot intervals)
 - b. Geological stability information may be required by the Community Development Engineer
- 8. Utility Plan
 - a. Existing offsite utilities that will be tied into



- i. Including, but not limited to, water, wastewater, storm sewer, gas, and electricity
 - b. Proposed, and existing if using, public and private utility systems
 - i. Including, but not limited to, water, wastewater, storm sewer, gas, and electricity
9. Landscape & Hardscape Plan
 - a. Provide a table showing the type and acreage of each open and civic space
 - b. Location of any public or private landscaping and hardscaping
 - i. Including, but not limited to, medians, roundabouts, plazas and pedestrian parkways
 - c. Identify the park type and size of community amenities as outlined in section 3.02.C

Hard Copy Requirements

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