



MAJOR SUBDIVISION – PRELIMINARY PLAT CHECKLIST

Major Subdivision – Preliminary Plat

1. The proposed subdivision must address conditions of Sketch Plan approval, when applicable.
2. The proposed subdivision shall comply with the design standards of Section 16.04.070 and be consistent with the City Standards and Specifications.
3. The proposed subdivision must:
 - a. Be in conformance with the Comprehensive Plan and zoning regulations;
 - b. Consider the relationship of development to topography, soils, drainage, flooding, potential natural hazard areas and other physical characteristics;
 - c. Consider availability of water, means of sewage collection and treatment, access and other utilities and services; and
 - d. Consider compatibility with the natural and built environments, wildlife, vegetation and unique natural features.

Required Application Materials

- Completed **Application Form**, signed by all current property owners (additional documentation may be required if the property is held by a Trust, LLC, or other entity)
- Acknowledgement of Fees Form**, signed by applicant
- A **Preliminary Plat** that meets all requirements defined in the Subdivision Regulations under Sections 16.04.050(D)(5) and (D)(6), as well as Section 16.04.050(E)(4), including: 1 digital copy in PDF format and 1 printed hard copy (optional)
- Engineering Plans and Reports** that meet all the requirements defined in the Subdivision Regulations under Sections 16.04.050(D)(7) and (D)(8), including plans and profiles for streets, water, sewer, and stormwater; a soil or geological report; a grading plan; plans for parks, open space, and required landscaping unless otherwise provided; and a traffic impact study unless waived at the City's discretion
- Supporting Materials**, such as a written narrative or draft subdivision covenants, which contain the required information defined in the Subdivision Regulations under Sections 16.04.050(D)(5) through (D)(8) if not provided on the Preliminary Plat or in the Engineering Plans and Reports, including a fiscal/infrastructure impact analysis if a residential subdivision exceeding 500 units or a non-residential subdivision exceeding 200,000 square feet of gross floor area
- Copy(ies) of **Current Deed(s)** for the property and/or other current title documents such as a Title Commitment or Owners and Encumbrances Report
- Application Fee** (see current fee schedule)

Additional Information

- **Courtesy Review Option:** The applicant is encouraged to submit draft application materials to the City for informal courtesy review prior to an official application. The Preliminary Plat application fee must be paid prior to the review, and City staff will provide general feedback on the proposal and minimum requirements; however, the City is not bound by discussions during courtesy review.
- Digital application materials may be emailed to comdev@cityofdelta.net.
- This checklist is advisory only and does not replace requirements in the City of Delta Municipal Code. Refer to the applicable Code requirements when preparing the application materials.
- All final engineering plans and reports must be wet-stamped by a Colorado licensed and registered Professional Engineer. All final landscaping and irrigation plans must be signed and wet-stamped by a Colorado licensed and registered Landscape Architect.
- **Discretionary Review:** This type of request requires at least one public meeting or hearing in front of the City of Delta Planning Commission and/or City Council. Additional information about your responsibilities for public notice will be provided when a meeting date is set.



- **Required Improvements and Dedications:** In accordance with Section 16.04.060, all subdivisions shall be provided, at the expense of the subdivider/developer, with certain public and private improvements as necessary to serve the subdivision and to mitigate its impacts on public services and infrastructure, adjacent properties, and properties within the subdivision. Such improvements usually include parks and open space, sidewalks and trails, streets, utilities, and stormwater management facilities. Dedications of street rights-of-way and easements for utilities, drainage, irrigation ditches, trails, or other infrastructure necessary to serve the subdivision are also typically required.
- **Construction of Subdivision Improvements:** Pursuant to Section 16.04.050(D)(14), construction of public and subdivision improvements, as provided by the Preliminary Plat, may commence only following final approval or conditional approval by the City Council; submittal, review, and approval of all final documents with any required revisions; payment of all outstanding fees; a pre-construction meeting with City staff; and receipt of a written Notice to Proceed.
- **Expiration:** Preliminary Plat for a Major Subdivision expires 2 years following approval if no Final Plat is submitted, unless otherwise approved at the City's discretion. In all cases, Preliminary Plat expires 10 years following approval.
- **Final Plat Phasing Option:** For larger subdivisions not being completed in a single development phase, a Final Plat for a portion of the approved Preliminary Plat may be submitted as a partial filing. In such cases, the requirements under Sections 16.04.050(E)(6) and (E)(7), as well as Section 16.04.080, apply and must be met at the time of the partial Final Plat filing. All public and subdivision improvements necessary to serve the lots in the partial Final Plat filing must be completed, and completion of all other required improvements must be secured pursuant to a Subdivision Improvements Agreement.