



# Minor Subdivisions

## *Mancos Development Services: From Concept to Construction*

### Getting Started

Minor subdivision plats may be approved by the Board of Trustees upon recommendation of the Planning and Zoning Commission without notice or hearing where all of the following conditions are met:

- No streets, roads, extensions or access easements need to be widened, dedicated or developed.
- All utilities, other than individual service lines, needed to serve the resulting lots are in place immediately adjacent to each lot.
- The resulting lots shall be in compliance with all zoning provisions, area and bulk requirements and any other applicable requirements of this Land Use Code.
- There are no other problems of public concern.

### Minor Subdivision Guidelines

- ✓ Review and recommendation is provided by the Planning and Zoning Commission prior to approval by the Board of Trustees. There are no notification requirements for minor subdivision plats.
- ✓ Prior to the filing of a minor subdivision plat application, the applicant shall meet with the Zoning Administrator to acquaint himself with the requirements of the Town. At such meeting, the application contents, referral agencies, review procedures, use and area standards and the general character of the development may be discussed. A land planner, engineer or surveyor may represent the applicant.
- ✓ The applicant shall file seven (7) copies of an application requesting approval of a minor subdivision plat that shall include all submittal requirements for preliminary and final plats in accordance with Section 16-18-220 and Section 16-18-310 of the Mancos Municipal Code, respectively, along with evidence of compliance with the conditions above.

### Minor Subdivision Submittal Requirements

The applicant shall file seven (7) copies of an application requesting approval of a minor subdivision. The application shall be accompanied by or show the following:

- ✓ A filing fee to cover the cost of review, in accordance with the fee schedule adopted by resolution of the Board of Trustees;
- ✓ The street address and legal description of the property affected;
- ✓ (7) Seven copies of the Minor Subdivision Review Request Application and minor subdivision plats that shall include all submittal requirements for preliminary and final plats in accordance with Section 16-18-220 and Section 16-18-310 of this Article, respectively, along with evidence of compliance with Subsection (a) above. The application shall be considered officially filed after application review fees, that are established by resolution of the Board of Trustees, have been paid and after the application has been examined and found to be in compliance with the general provisions of these regulations by the Zoning Administrator.
- ✓ The Zoning Administrator shall distribute the minor subdivision plats immediately upon receipt to the following:
  - (1) Zoning Administrator: one (1) copy.
  - (2) Public Works Director: one (1) copy.
  - (3) Electric power association: one (1) copy.
  - (4) School District: one (1) copy.
  - (5) Fire Protection District: one (1) copy.

(6) Town Clerk: one (1) copy for the public record.

### Review Process

- ✓ Within twenty (20) days, each agency listed above shall submit its written recommendations concerning the plat in question to the Zoning Administrator. The recommendations shall be submitted to the Board of Trustees along with the plat and the Zoning Administrator's written report. Such report should include comments relative to the proposed subdivision's compliance to these regulations, the Comprehensive Plan or other master plans, such as utility plans. The report may include comments from other municipal departments or county or state agencies concerned with urban development.
- ✓ The Planning Commission shall review the minor subdivision plat in a regular meeting before making a decision. Following review of the minor subdivision plat and other materials submitted for conformity thereof to these regulations and negotiations with the subdivider on changes deemed advisable, the Planning Commission shall, within thirty (30) days or within a reasonable time thereafter, act thereon as submitted or modified. If approved, the Planning Commission shall express its approval as conditional approval and state the conditions of such approval, if any. If disapproved, the Planning Commission shall express its disapproval and its reasons therefor.
- ✓ A notation of the action taken and requisite reasons therefor shall be entered in the records of the Planning Commission. The Zoning Administrator shall provide a copy of the decision to the applicant by mail within ten (10) days of the Planning Commission's decision.

### Public Hearing, Notice and Decision

There shall be no notification requirements for minor subdivision plats. Following review by the Zoning Administrator, outside agencies to whom the plat has been distributed for comment, and review and recommendation by the Planning Commission, the Board of Trustees shall review the application. The Board of Trustees may vote to approve the plat and authorize the Mayor to sign the plat or vote to disapprove the plat. Minor subdivision plats that are disapproved by the Board of Trustees shall then be returned to the subdivider by the Zoning Administrator with an attached statement of the reasons for such action.

The Board of Trustees' approval of the minor subdivision plat shall be evidenced by the execution of the Board of Trustees' certificate of approval on the plat. In no case shall additions, corrections or modifications of any kind be made to the minor subdivision plat, other than signatures required after the Board of Trustees has approved the minor subdivision plat and/or to meet conditions of approval as determined by the Board of Trustees.

The minor subdivision plat for any subdivision located within the corporate limits of the Town shall then be caused to be filed of record by the subdivider in the plat records of the County, but only after the Board of Trustees has officially acted upon the minor subdivision plat with reference to improvements, dedications and utilities, and all fees, including recording, review fees and cash in lieu of public land dedication, shall be paid by the developer.

If, for any reason, the minor subdivision plat has not been recorded within ninety (90) days of Board of Trustees approval, the approving actions shall be deemed void.