

## **SECTION 14-600 ADMINISTRATIVE REPLAT PROCEDURE**

### **14-601 INTENT**

These procedures are to provide an abbreviated process for Replat applications that demonstrate compliance with the criteria contained herein. The Administrative Replat process is intended to be accomplished within a thirty (30) business day period. This time frame may vary depending upon the circumstances of each individual case. A Final Development Plan, Subdivision Development Plan or *Administrative Site Plan* shall be completed for each site prior to building permits being issued when applicable. The Administrative Replat shall include one contiguous parcel of land within the boundaries of one (1) subdivision. *Right-of-way cannot be included within the boundaries of an Administrative Replat. Parcels separated by Right-of-Way cannot be replatted administratively.* (Approved by the Board of County Commissioners 10/29/02 Resolution # 020975)

### **14-602 PREREQUISITE**

The criteria for the Planning Division Manager in making the administrative designation shall include, but not be limited to, the following:

- A. An overall final Drainage Report and street construction plans have been approved for the Final Plat governing the Administrative Replat proposal and a subdivision improvement agreement is in place to guarantee all required public improvements. (Approved by the Board of County Commissioners 10/29/02 Resolution #020975)
- B. No additional right-of-way dedications, public improvements, traffic studies, drainage studies or subdivision improvement agreements are required.
- C. The perimeter boundaries of the Administrative Replat coincide with existing lot lines. The perimeter boundary of the existing subdivision is not affected.

### **14-603 ADMINISTRATIVE PROCESS DETERMINATION**

- A. The Applicant shall submit all required presubmittal materials, in accordance with PWD Department requirements, to the Planning Division, along with a justification letter that details how the proposed Administrative Replat meets the applicable criteria contained herein.
- B. Upon the PWD Department acceptance of the Pre-submittal materials, the Applicant will be scheduled, and must attend a Pre-submittal conference with a Planner and Engineer to discuss the merits of the proposed Administrative Replat. During the Pre-submittal meeting, the Planner and Engineer will make an initial determination as to proposal's eligibility to be processed administratively.
- C. At the next regularly scheduled staff meeting following the Pre-submittal meeting, the proposal will be presented to the Planning Division Manager or designee for final determination as to whether the proposal can be processed administratively. The Applicant will be notified by the case planner of the determination to approve or deny the request for administrative processing as soon as practical.
- D. The Planning Division Manager or designee reserves the right to refer any request for an Administrative Replat to the Board of County Commissioners for consideration at a

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regular meeting of the Board. The Planning Division will notify the Applicant if the Division Manager or designee determines that Board review is desired.

- E. If the Planning Division Manager or designee denies a request for Administrative Replat process, the Applicant can appeal the decision to the Board of County Commissioners, within ten (10) working days of the Division Manager's decision, by filing a letter of appeal with the Planning Division. The Planning Division Manager or designee will notify the Board of County Commissioners upon receipt of the letter of appeal and the matter will be scheduled within (30) thirty days for final Board of County Commissioners determination. The Applicant will be notified by the Planning Division of the date the Board will consider the appeal and is required to provide justification on his/her behalf.
- F. Upon a determination that the application can be processed administratively, the Applicant must submit the formal application within sixty (60) days of the Planning Division Manager's determination that an Administrative Replat is allowed. Failure to submit within the sixty (60) working days of the Planning Division Manager's determination, in writing, will render the decision voidable.
- G. The Planning Division Manager or designee at the Division Manager's discretion may waive the Pre-submittal conference. If a waiver is granted, the Division Manager will issue a letter of confirmation.

### **14-604 APPROVAL CRITERIA FOR AN ADMINISTRATIVE REPLAT**

The Board of County Commissioners shall consider the following criteria for approval of an Administrative Replat:

- A. Whether the Administrative Replat is consistent with the efficient development and preservation of the entire Final Plat;
- B. Whether the Administrative Replat will adversely affect reasonable development expectations or the use and enjoyment of adjacent land or the public interest.
- C. A lot line vacation when there is no increase in the number of lots in the original plat, i.e., the combination of two (2) or more lots into one (1) lot up to a maximum of four (4) lots.
- D. An adjustment of a lot lines for a maximum of four (4) existing lots (e.g., 4 lots into 2 lots), in which the original subdivision is not substantially modified and additional lots are not created.
- E. Use of the Administrative Replat Procedures is compatible with the site's existing Planned Unit Development, when applicable as well as and the County Comprehensive Plan.
- F. Approval is in keeping with the spirit and intent of the subdivision regulations and will not weaken the purposes of those regulations.
- G. Approval will not adversely affect public health, safety, and welfare.
- H. *The subdivision of lots within an approved Final Plat for property located within an approved Master Development Plan. (Approved by the Board of County Commissioners 10/29/02 Resolution #020975)*

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### 14-605 FORMAL SUBMITTAL PROCESS

- A. Upon receipt of all required information, PWD Department shall review the formal submittal within five (5) business days to determine if it is consistent with the standards set forth in these regulations.
- B. The case planner will refer the Administrative Replat document and relevant submittal information for a fourteen (14) day internal review to various County Departments and Divisions, including but not limited to the Board of County Commissioners and the PWD Department. If the application has not adequately addressed all outside referral agencies through submittal letters of approval (see Section 14-606.10) Planning staff will notify those agencies with a 14 day referral period. This referral process may extend the thirty (30) day review period.
- C. The Applicant will be notified of any outstanding issues upon completion of this internal review.
- D. The Applicant shall submit a final mylar for signature by the Board of County Commissioners following completion of all outstanding issues raised by the referral process and staff's determination that the Administrative Replat complies with all specified Plat content requirements per Section 14-607 herein.
- E. The final mylar shall be a photographic mylar or equivalent (prepared such that the text/line work does not bleed, flake, or scratch off) on 24" x 36" single/double matte mylar. The drawing shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee.
- F. Prior to recordation of the replat, the Applicant must submit all required documentation, recordation fees and a certificate of taxes paid, along with the approved Administrative Replat in accordance with the Board of County Commissioner approval.
- G. The Applicant shall provide evidence through a current title insurance policy or commitment (no more than thirty (30) days old from the date the final mylar is submitted) that the signature of the owner on the final mylar is the owner of the property.
- H. No plat shall be recorded on the replatting of real property unless all delinquent taxes and special assessments thereon have been paid and unless such property is classified in the appropriate zoning district as defined in the current Zoning Regulations of Arapahoe County.
- I. Upon acceptance of the final mylar by the PWD Department, the Administrative Replat will be signed by the Chairperson of the Board of County Commissioners and attested by the Clerk and Recorder.
- J. Within 30 days receipt of the final mylar, the staff planner shall record the Administrative Replat with the Office of the Clerk and Recorder.

### 14-606 FORMAL SUBMITTAL REQUIREMENTS

- A. Land Use Application (Application is available in the Planning Division office)
- B. Application fee (Fee Schedule is available in the Planning Division office)

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- C. A Letter of Intent that explains, justifies and validates the request, stating all facts relied upon and providing documentation where possible.
- D. Proof of ownership, which includes an updated or current title insurance policy or title commitment no more than ninety (90) days old.
- E. A notarized Letter of Authorization from the landowner(s) permitting a representative to process the application with a disclaimer that no other party's consent is required.
- F. An Administrative Replat Exhibit (per Section 14-607 herein). The format for all plats shall be in upper-case sans serif. Font size shall be a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. No plats shall include copyright restrictions.
- G. Certificate of taxes paid.
- H. One set of traverse closure computations corresponding to the Administrative Replat Exhibit.
- I. One set of Monument Records if applicable.
- J. Letters from any referral agencies outside the County stating their recommendation regarding the replat and any existing facility they have over or across the land including:
  - 1. All special districts providing maintenance of infrastructure within or adjacent to the property;
  - 2. All known easement beneficiaries and/or utility providers; and
  - 3. All landowners abutting the property.
- K. Any easements or roadway vacations associated with an Administrative Replat must be processed separately. (See Section 14-700 for more details).
- L. A Submittal Requirements Matrix is available in the Planning Division office listing the complete list of submittal items and the proper number of copies. There may be other submittal requirements based on the PWD Department review.

### **14-607 PLAT EXHIBIT**

The Administrative Replat exhibit shall be a photographic mylar or equivalent (prepared such that the text/line work does not bleed, flake, or scratch off) on 24" x 36" single/double matte mylar. The drawing shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee and shall contain the following information:

- A. The title of the subdivision, as dedicated, shall be located at the top of each sheet. On each sheet, in smaller lettering, the second line of the title block shall read "A REPLAT OF \_\_\_\_" followed by the legal description of the lots and blocks included within the Administrative Replat. On each sheet, the next line of the title block shall indicate the Quarter Section, Section, Township, Range and 6th Principle Meridian in which the Administrative Replat is located. The name of the County and the State shall be included on the last line of the subtitle.
- B. Each sheet of the Administrative Replat shall show the date of the survey, north arrow, sheet number, and the written and graphic scale. The drawing date and any revision dates shall be shown on the cover sheet. On the bottom left hand corner of each page the Case No. XX-XXX shall be added. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.

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- C. Vicinity Map (scale of 1"=2000' preferred) showing the Administrative Replat in relation to section lines and existing or proposed streets within one mile.
- D. An accurate and complete Monumented Land Survey pursuant to paragraph thirteen (13) of Section 38-51-102 of the Colorado Revised Statutes, shall be made of the land to be included in the Administrative Replat. A traverse of the boundary when computed from field measurements on the ground must have a minimum unadjusted ratio of closure of one (1) part in fifteen thousand (15,000).
- E. The Monumented Land Survey shall be an accurate reflection of the legal description. The legal description shall be in the following format:
  - 1. A parcel of land in the \_\_ ¼ Section \_\_, Township \_\_ South, Range \_\_ West of the Sixth Principal Meridian, County of Arapahoe, State of Colorado, more particularly described as follows:
  - 2. (Include the Lots, Block (if any) and name of the subdivision as dedicated. The area of the subdivision to the nearest one-hundredth of an acre (.01) more or less, shall be included.)
- F. If the subdivision of which the replat is a part was recorded prior to July 1, 1975, the legal description must include a metes and bounds legal description.
- G. One corner of the replat shall be tied (distance and bearing) to two adjacent section or quarter section corners of the Public Land Survey System. The monuments found/set at the section or quarter section corners must be described on the plat.
- H. The surveyor shall rehabilitate or upgrade any section or quarter section corners used to control the survey of the subdivision as required by the Rules of Procedure promulgated by the State Board of Registration for Professional Engineers and Professional Land Surveyors.
- I. This section is not applicable is the subdivision of which the replat is a part was tied (distance and bearing) to two adjacent section or quarter section corners of the Public Land Survey System.
- J. A note indicating the line being referenced and the existing monuments that define the referenced line shall be included on the Replat.
- K. If the subdivision of which the replat is a part uses bearings, the surveyor may use the same Basis of Bearings for the replat.
- L. If the original Basis of Bearing is not used, or the original subdivision did not use bearings, the surveyor must establish a Basis of Bearing in accordance with Section 2-300 Final Plat Exhibit.
- M. The Administrative Replat shall be monumented pursuant to subsections (1), (2), (3), (4), (5), (6), (7), (8), (9) and (10) of Section 38-51-105 of the Colorado Revised Statutes.
- N. Where applicable, the monuments set by the surveyor on the boundary of the subdivision shall be 30" long solid steel pins, 1/2" - 3/4" in diameter, set in a concrete collar at least 6" in diameter and 12" in depth.
- O. Offsets, which are to be set on the extension of any lot line shall be noted on the plat at the time of recording and shall comply with Section 38-51-105 of the Colorado Revised Statutes. This note shall specify the standard offset distance and any nonstandard distances. An example of a note is as follows:

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1. All offset notes are 1" metal disks embedded in concrete sidewalks set on the lot line extended, 5 feet from the platted lot corner along all streets except as follows:
  2. Nonstandard offsets for lot lines between:
    - i. Lots 1 and 2, Block 1 is 5.87 feet
    - ii. Lots 3 and 4, Block 1 is 6.03 feet
  3. If no offset monuments are to be set in conjunction with the Administrative Replat the following note shall be included on the plat:
  4. Note: No offset monuments are to be set in conjunction with this Administrative Replat.
- P. A Colorado Land Survey Monument Record for each section or quarter section corner that the subdivision is tied to or controlled from must be prepared and sealed at the time the plat is submitted to the Planning Division.
- Q. Each Monument Record shall describe both the supporting and contradicting evidenced, as well as the monument found and accepted, established, restored or rehabilitated, and at least three (3) accessory or reference points. If the latest Monument Records on file meet the above described criteria, and the reference points are still existing, the surveyor only needs to submit copies of the latest Monument Records with the plat.
- R. The following note shall be placed on the Administrative Replat exhibit:
  1. Any person who knowingly removes, alters or defaces any public land survey monument or land boundary monument or accessory commits a Class Two (2) misdemeanor pursuant to State Statute 18-4-508, of the Colorado Revised Statute.
- S. The plat shall show complete survey and mathematical information, including curve data, and other data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines. Distances and bearings shall be used.
- T. The boundary of the Administrative Replat shall be delineated with a heavy solid line.
- U. The lines of all proposed lots shall be fully dimensioned with distances and bearings. Where a lot line intersects a street line at right angles, the bearing may be omitted. If a lot line intersects a curved street, the bearing on the line shall be shown. If the lot line is not radial to a curved street line, or a curved property line the lot line shall be labeled N.R. and the radial bearing at the point of intersection shall be shown.
- V. The location of lots, blocks, tracts and parcels adjoining the Administrative Replat shall be shown. Adjoining lots and blocks shall be labeled and the name of adjoining subdivisions, as dedicated, shall be shown.
- W. The blocks in the Administrative Replat shall be numbered consecutively throughout the Administrative Replat, commencing with Block 1. The lots in each block shall be numbered consecutively commencing with Lot 1.
- X. The names and widths of all public streets shall be shown on the Administrative Replat. Existing right(s)-of-way shall bear notations of dedication by Book and Page number. Private drives and streets shall be labeled as such.
- Y. All easements shall be clearly labeled, identified, and dimensions shown and tied to reference points within the subdivision and be shown by dashed lines. Existing easements shall bear

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notation of dedication of conveyance by Book and Page number. If any easement of record can not be definitely located, a statement of the existence, the nature thereof and its recorded reference shall be placed in the note section. Easements shall be designated and the disposition thereof indicated in the note section. Easements that abut the exterior boundary of the subdivision shall be shown and clearly labeled.

Z. All plats having lots bordering a collector or larger street/road shall contain a note limiting or prohibiting ingress and egress to that street/road.

AA. The identification and designation of the boundary lines of any 100-year developed floodplain and the source of the designation shall be shown on the plat.

BB. The appropriate traffic sight triangles shall be designated and dimensions shown on the plat. Sight triangles shall be shown at the intersection of all roadways and at the intersection of all private drives/access points with public roadways.

CC. All Standard Notes and Certificates required by the Arapahoe County staff shall be included on the plat as described in Section 16-100 herein. The County Attorney must approve any modifications to these notes. All notes not meeting these specifications shall be removed. The surveyor shall seal the plat so that the seal does not obscure any information shown on the plat.

### **14-608 EXPIRATION OF APPROVAL**

A. Unless extended as provided herein, failure by the Applicant to submit all required documentation within 60 days of approval shall render approval of the Administrative Replat voidable and may result in the necessity for a new submittal of the Administrative Replat. Resubmittals are subject to all processing fees, submittal requirements and review standards in effect at the time the resubmittal is accepted by the PWD Department.

B. The Planning Division Manager or designee may grant extensions of time up to twelve (12) months upon a written request by the Applicant or staff for showing good cause. Good cause may include but not be limited to: signatories are out of state or country or a major change was requested by the Board of County Commissioners.

C. An extension request shall include a fee and a narrative stating the reasons for the Applicant's inability to comply with the specified deadlines. List any changes in the character of the neighborhood, any changes in the County Master Plan, Zoning Resolution or Subdivision Regulations that have occurred since approval of the Administrative Replat. These changes may affect the Administrative Replat and the anticipated time schedule for completing the platting process. A Fee Schedule is available from the Planning Division office. Additional review of the Administrative Replat may occur, resulting in additional conditions as applicable.

D. The denial of an extension by the Planning Division Manager or designee may be appealed to the Board in writing within ten working days of the decision by the Planning Division Manager.

### **14-609 RECORDATION PROCEDURE**

The Administrative Replat shall be recorded in accordance with the Final Plat regulations.

### **14-610 ADDRESS PLAT**

With the submittal of the final mylars, an Address Plat is required. The Address Plat mylar is an exact duplicate of the Administrative Replat exhibit with the addition of a label that reads "Address Plat" and

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labels the addresses for each lot or tract in the subdivision. The Address Plat mylar shall be a photographic mylar or equivalent (prepared such that the text/line work does not bleed, flake, or scratch off) on 24" x 36" single/double matte mylar. The drawing shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. The Address Plat mylar is routed the same as the Administrative Replat mylar but is not recorded with the Administrative Replat. The Address Plat needs to be signed by the owners of the property. The signatures need to be notarized.