



COMMUNITY & DEVELOPMENT SERVICES

215 Comanche Street/P.O. Box 7 ~ Kiowa, CO 80117

303.621.3136

SUBMITTAL PROCESS FOR A MINOR RESIDENTIAL SUBDIVISION

SECTION IV OF THE ELBERT COUNTY SUBDIVISION REGULATIONS

Process

The following steps shall be followed in submitting a Concept Plan, Preliminary Plat, Final Plat, Planned unit Development or rezone review process:

Step 1: Pre-Application Meeting – This process was developed to improve communication between the applicant and County staff. The intended result is a more efficient application review process. Community & Development Services should be contacted for submittal requirements. A Case Planner will be assigned after the Pre-Application Meeting is held.

Step 2: Community Meeting - Applicants are required to conduct a community meeting prior to submitting a formal Concept Plan, PUD, or rezoning application. This meeting must be conducted in the general vicinity of the property involved in the rezoning application and serves to provide a forum for information exchange between applicants and citizens. By conducting the community meeting prior to the formal application submittal, it is anticipated that applicants will be able to address community concerns and incorporate community input in the formal application. The presentation at the community meeting is the responsibility of the applicant. The Case Planner will attend the meeting to address procedural matters only. The applicant will be responsible for notifying adjacent property owners within 1,320 feet of the subject property boundary at least fourteen (14) days prior to the community meeting. The subject property must be posted a minimum of ten (10) days prior to the community meeting to inform citizens in the immediate area of the community meeting. Signage location, format, and language will be provided to the applicant by Community & Development Services.

Step 3: Two-Copy Submittal – Applicants shall meet with the assigned Case Planner to submit two copies of each item that is required to be submitted for the formal application. The Case Planner will conduct a review of the information to check for completeness and adequacy. Once the Case Planner determines that the items are complete and adequate, the applicant may proceed with the formal rezoning application submittal.



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Step 4: Formal Application Submittal – The applicant shall submit the completed application, fees, and required support documents in quantities identified by the Case Planner. The Case Planner will review the submittal package for completeness. A submittal package that is not complete in terms of type, quantity, and adequacy of required documents will not be accepted for review. The Case Planner will refer the application and support documents to County Departments and other referral agencies as identified by the Case Planner.

Step 5: County and Referral Agency Response – The referral agencies will respond in writing to the applicant’s submittal. The Case Planner will collect all referral comments.

Step 6: Provide Comments to the Applicant – A summary of staff comments inclusive of other departments and agency responses will be forwarded to the applicant. A meeting between the Case Planner and the applicant may be held to review the referral responses. The applicant may also meet directly with the agency or agencies that have expressed concerns with the application. The Case Planner should be included in any meetings with referral agencies.

Step 7: Applicant Responds to Comments – The applicant shall address, in writing, all issues and deficiencies identified by the Case Planner, any other County departments, and any referral agency. To continue the process in a timely manner, the applicant must complete the requested revisions and resubmit appropriate documents for a second review by the Case Planner, other County departments, and any applicable outside agencies as quickly as possible. If there is no written response to staff comments within sixty (60) calendar days after referral comments are provided to the applicant, the application will be considered withdrawn and the application fees forfeited. The applicant will then need to file a new application with the required fees and documents. The Community & Development Services Director may extend this sixty (60) day maximum response deadline for an additional sixty (60) day period, upon written request by the applicant, if, in his or her opinion the delay in response is justifiable. Any additional time required for the response deadline, beyond that granted by the Community & Development Services Director, shall require approval by the Board of County Commissioners.



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Step 8: Staff Review of Revised Submittal and Pre-Hearing Meeting – At the time of re- submittal of the revised information, the applicant may arrange a pre-hearing meeting with the Case Planner. The pre-hearing meeting is an opportunity for the applicant to receive additional input and explore alternatives with the Case Planner. This input may include re-stating the already established position of staff in regard to the proposal and/or a discussion of steps involved in completing the proposal. Additional review fees may be charged for re-submittals that do not address previously red-marked prints, comments, and recommendations. Additional fees may also be charged for re-submittals that include new changes that are not in response to staff or referral agency red-marked prints, comments, and recommendations. If there is no written response by the applicant within sixty (60) calendar days of the date that the applicant was forwarded staff comments, the application will be considered withdrawn and the application fees forfeited.

Step 9: Public Hearing Documents Submittal – At such time as the Case Planner deems the application ready for public hearings, or the applicant advises the Case Planner in writing that no further revisions will be made, and the applicant desires to proceed to the Planning

COMMISSION AND BOARD OF COUNTY COMMISSIONERS' PUBLIC HEARINGS

The applicant shall submit all documents requested by Case Planner necessary for the public hearings.

Step 10: Planning Commission and Board of County Commissioners' Public Hearings Scheduled – Following the submittal of all required public hearing documents, the Case Planner will schedule Planning Commission and Board of County Commissioners' public hearing dates and notify the applicant in writing of the assigned dates. The Board of County Commissioners public hearing shall be a minimum of 21 days after Planning Commission recommendation.

Step 11: Public Hearing Notification – The applicant will be responsible for preparing and posting the "Notice of Public Hearing" sign on the subject property, preparing and publishing the "Notice of Public Hearing" in a newspaper of general circulation, and mailing the "Notification of Adjacent Property Owners" letters, per the requirements of Part I, Section 6, "Rezoning Procedures and Requirements" section of the Zoning regulations.



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Step 12: Planning Commission Public Hearing – The Planning Commission shall review the request, staff report, other evidence, and public testimony. The Planning Commission shall recommend approval, conditional approval, or denial of the rezoning to the Board of County Commissioners. The Planning Commission may continue a request for a period of time not to exceed six (6) months from the completion of the presentation by the applicant at a public hearing.

Step 13: Board of County Commissioners' Public Hearing – The Board of County Commissioners shall review the request, staff report, other evidence, and public testimony at one or more public hearings. Upon conclusion of the presentation of testimony and evidence in the hearing(s) before the Board of County Commissioners, the Board may render a decision which approves, conditionally approves, or denies the rezoning application; unless the Board continues the case for further testimony and/or decision for a period of time not to exceed six (6) months from the date of the scheduled hearing.

Step 14: Recordation of a Final Plat, Rezone Exhibit and verification of a Preliminary Plat – Not more than one hundred eighty (180) days after approval of a Preliminary Plat, Final Plat or Rezone Exhibit, the applicant shall satisfy the “conditions of approval.” A preliminary plat will not be recorded, however; two paper copies of the plat will be submitted for verification that “conditions of approval” have been addressed in a satisfactory manner. The paper copies will include a sign-off for Elbert County Environmental Health, Road & Bridge, Engineering, and Community Development Services.