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Major Subdivision

This guide describes the Major Subdivision process. It should be used in conjunction with the City of Trinidad Municipal Code (See Chapter 14 Land Use Code), City of Trinidad Comprehensive Plan, and the guide to Pre-Application Review.

Purpose

A subdivision is the creation or modification of lots, tracts, parcels or other divisions of land for the purpose of sale or development. Subdivisions can create new lots, consolidate existing lots, or modify existing lot lines. Subdivisions require the provision of adequate public services, such as roads and utilities. Subdivision processes are important because they help to ensure the orderly, equitable, and efficient development of the City.

Definition

Major Subdivisions are larger, more complex subdivisions that are processed in two steps: Preliminary Plat and Final Plat. Preliminary Plats show existing and proposed conditions on the site, including lot lines, streets, utilities, and easements. Final Plats show details of the lot lines, street systems, and utilities as they will exist in the new subdivision. If the applicant plans to submit more than one Preliminary Plat application, a Sketch Plan application will be required, which shows the subject site's existing conditions in relation to the surrounding land area.

REVIEW PROCESS

To apply for a Major Subdivision, you must schedule a Pre-Application Meeting with the Planning Division. The pre-application process is collaborative from the onset and two-fold. First, it provides the City the opportunity to describe the community's vision to the applicant. Second, it gives the applicant an opportunity to discuss her/his development plans, explain how the plans will further the community's vision and obtain input and direction early in the process. The ultimate goal of this process is to help the applicant develop a plan that fosters the community's vision. Topics to be discussed may include:

1. City regulations and standards;
2. City of Trinidad vision and expectations;
3. The application and review process;
4. Submittal requirements;
5. Schedule; and
6. Materials provided by the applicant in accordance with Section 14-24(B) Pre-Application Conference.

Pre-Application Conference. A pre-application conference must be completed prior to submitting an application to the Planning Division unless it is designated as optional under the application process procedures. The following materials are required to be submitted to staff one week prior to the pre-application conference:

1. Project Narrative including applicant's goals and planned use for the property.
2. A Zoning Compliance Statement describing how the proposed project will comply with the zoning district requirements.
3. A Comprehensive Plan Conformance Statement providing an explanation of how this project meets the goals and strategies of the City of Trinidad Comprehensive Plan.
4. A Statement as to how utilities are to be provided.
5. Images (such as photographs, sketches, and/or plans) illustrating the project intention.
6. A sketch plan drawn to a scale of 1" = 200' showing the following:
 - a. A vicinity map showing the location of the property in relation to major roads or highways, municipal boundaries, streams or other commonly recognized natural features.
 - b. All proposed lots with general dimensions or lot sizes.
 - c. General location and alignment of public and private streets.
 - d. General floodplain limits and major drainage paths through the area.
 - e. Location of areas proposed for open space.

Additional Information.

1. The results of the meeting do not provide any guarantee that the project will receive approval.
2. The Pre-Application Conference does not supplant or eliminate any requirements for other portions of the plat application and review process.

Step 1: Submit Application Package. The application shall include:

1. Land Use Application Form.
2. Development Review Fee of \$350.00.
3. Proof of Ownership.
4. Lot Line Consolidation Criteria Statement. Provide a written description of how the lot line elimination request addresses the lot line consolidation review criteria.
5. Lot Line Consolidation Exhibit. A certified, stamped lot line consolidation exhibit shall be prepared by a professional land surveyor and provide the following information:
 - a. Contents. All information required for final plats in this Chapter, and any additional information as determined necessary by the Director.
 - b. Additional submittals. The Director may require additional materials if she/he determines that such materials are necessary to evaluate potential project impacts. These may include but not be limited to a statement of approval from any entities in regard to existing protective covenants or HOA regulations.

Step 2: Application Certification of Completion. Within a reasonable period to time, Staff shall either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant shall then correct any deficiencies in the application package, if necessary, and submit the revised application to the Planning Division.

Step 3: Refer Application (if applicable). Staff shall circulate the complete application to referral individuals, mineral interest owners, if applicable, and agencies (collectively, "Referral Parties"). As part of the review process, Referral Parties are notified and have the opportunity to respond in writing. This referral period is 21 days. Failure of a Referral Party to respond within the prescribed time period shall indicate consent to the contents of the application.

Step 4: Staff Decision and Action. Staff shall review the application and submit recommendations and comments to the applicant. Staff shall make a decision based on the lot line consolidation criteria for

approval. The decision shall be in writing and shall clearly state reasons for a denial or for conditions of approval, if any.

Step 5: Post Approval Actions. The applicant shall submit a digital copy of the approved lot consolidation plat and three (3) original Mylars of the lot consolidation plat with the appropriate signatures to the Planning Division. Approval of a lot consolidation shall be final when the Director's signature has been affixed on the lot consolidation plat to be recorded by the Planning Division in the office of the County Clerk and Recorder. The recording fee shall be paid by the applicant.