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Town of New Castle
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CHECKLIST SUBDIVISION PRELIMINARY PLAT

Authority: New Castle Municipal Code §§16.08.060, 16.16.030, 16.28.010 & 16.48.010 et seq.

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements. All applications must include a non-refundable Application fee.

Signature _____ Date _____

The following items must be submitted to the Town Clerk:

- \$600.00 Non-refundable Application Fee
- An original and fifteen (15) copies of the following:
 - Development Application
 - Proof of legal ownership of all property involved
 - Names and addresses of all property owners, mineral owners, and lienholders of all property involved
 - Plat of the proposed subdivision drafted in preliminary form to a scale of not more than one hundred (100) feet to the inch on a sheet accompanied by an index map appended if the project size dictates, at least twenty-four (24) by thirty-six (36) inches depicting:
 - Information shall be as follows:
 - Preliminary information sufficient to indicate that the final plat will meet requirements established under Section 38-51-102, C.R.S., Land Survey Plat, or as hereafter amended
 - Contours of the land proposed for subdivision at five (5) foot intervals (ten (10) foot intervals on rugged topography)
 - The limit of the one hundred year flood, using information provided by the Town. When not already available, such information shall be defined through mutual agreement of the Town's engineer and the subdivider's engineer.
 - Intersecting property lines and names and addresses of owners of record of all parcels adjoining proposed subdivision, including parcels separated only by public right-of-way from subject land
 - Existing or proposed zoning & zone district boundaries for subdivision & land adjacent to subdivision
 - Street layout of the proposed subdivision, including the relationship to existing public rights-of-way and the width, proposed classification, and name of proposed streets
 - Lot and block layout of the proposed subdivision, including a block and lot numbering system and, in the case of a planned unit development, the area and setback information on each lot if at variance with the applicable zone district regulation
 - Sites to be reserved or dedicated for public parks, schools & other public buildings, facilities or use
 - Existing and proposed easements for irrigation, drainage, and utilities
 - Name of proposed subdivision, which shall be different from any existing recorded subdivision in Garfield County
 - Name and address of subdivider, person or firm preparing preliminary plat and engineer or surveyor, licensed to practice in Colorado

- Proposed terms of reservations or dedications of public rights-of-way, easements & other public lands
 - Brief description of any proposed covenants
 - Proposed phasing, if any
 - A vicinity map, on a scale of one (1) inch to two thousand (2000) feet
 - Profiles of topography both before and after any proposed overlot grading, and map showing contours after overlot grading
- Information required to accompany the preliminary form sufficiently detailed for review and analysis to determine feasibility:
- Utility Plan. A plan corresponding to the preliminary plat showing the line location, size and gradient for proposed water distribution and sewage collection mains within the proposed subdivision in relation to existing Town installations
 - Street Profiles. Centerline profiles of proposed streets shall be plotted at a horizontal scale consistent with the preliminary plat and a distorted vertical scale, with sufficient detail to insure that the proposed streets meet gradient limitations established by this Title and bear a logical relationship to the grade of existing public streets at points of intersection.
 - Drainage Plan. When the plat of a proposed subdivision includes a stream course or dry wash subject to flood crests generated by intensive rainfall or rapid spring thaw runoff, or when storm runoff from the subdivision may flow across adjoining properties, a drainage plan based on analysis of the tributary area and detailing drainage easements and structures necessary to accommodate a design twenty-five year storm shall be provided by a registered engineer. The plan shall include computations of peak flow and provide for conveyance of storm runoff in a manner that shall not damage or endanger other properties.
 - Geological Stability Information. Geological stability information and soil datum shall be furnished at this time if the subdivider has any objection to any current report of geologic and soil information adopted by the Town or by the Garfield County planning department as a reference, or on request of the Town Administrator in cases where no such report is available for the land being subdivided. At the same time the subdivider shall present plans for the correction or avoidance of any problems in their report or the adopted reference.
 - Acreage. A schedule shall be submitted showing the total acreage of the land to be subdivided and the acreage intended for each type of usage along with its percentage to the total acreage.
- Application for zoning or rezoning if the subdivision is within the Town limits and when rezoning is required for the development of the subdivision

The subdivision must meet the following minimum design and improvement standards:

- Suitability of Land for Subdivision – see Town Code §16-28-010
- Boundary Survey and Monumentation – see Town Code §16-28-020
- Lot and Block Design – see Town Code §16-28-030
- Planned Unit Development – see Town Code §16-28-040
- Street Design – see Town Code §16-28-050
- Alleys and Easements – see Town Code §16-28-060
- Street Improvements – see Town Code §16-28-070
- Drainage – see Town Code §16-28-080
- Water Distribution – see Town Code §16-28-090
- Sanitary Sewage Collection – see Town Code §16-28-100
- General Utilities – see Town Code §16-28-110
- Sidewalks – see Town Code §16-28-120
- Bicycle Paths – see Town Code §16-28-130
- Street Lighting – see Town Code §16-28-140
- "As Built" Plans – see Town Code §16-28-150
- Land Dedication – see Town Code §16-24-010
- Reservation of Land for Schools and Other Public Agencies – see Town Code §16-24-020
- Credit for Private Recreation Facilities – see Town Code §16-24-030

Cash Payment in Lieu of Dedication – see Town Code §16-24-040