



PLANNING + NEIGHBORHOOD SERVICES

Land Use Review

Subdivision Waiver Application Requirements

Subdivision Waiver Application Requirements

This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. *The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403* All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.

Please submit via the Planning Department's [online submittal system](#).

Submittal Checklist

General Requirements

- Pre-application meeting summary
- [General Applicant and Owner Acknowledgement Form](#)
- Project Statement identifying the following:
 - A clear description of the proposed waiver.
 - A Justification based on the review criteria addressing why the proposed waiver should be approved; and
 - An Issue List stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the proposal.
- [Mineral Estates Owner Notification Certification](#)
- Site Plan showing all "Plan Content Requirements" below
- A legal description of the proposed project

Plan Content Requirements

Overall Page Layout

A complete site plan must include the following information.

- Provide an area for the Land Use Review file number in the lower right-hand corner of all sheets.
- Legal Description
- Indication of standardized scale, both fractional and bar (i.e. 1" = 20')
- North arrow
- Date of preparation
- Name, address and daytime phone number of applicant
- Location and dimensions of required building setbacks



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- The following information on all existing and proposed buildings:
 - Location and specific distance from property lines
 - Dimensions and square footage
 - Building height
 - Proposed Use

Review Criteria

Subdivision Waiver Review Criteria:

Subdivision Waivers must meet all of the criteria listed:

1. Procedural Requirements Reviewed by the City Planning Commission
 - a. Specific application of the procedural requirements makes strict enforcement an unreasonable burden upon the property and presents a difficulty unique to the development of that property given its circumstances. An assertion or showing that compliance increases costs of development does not satisfy this test;
 - b. The benefit to the public in waiving the requirement outweighs the harm to the property owner in strictly enforcing the requirement;
 - c. The intent and purpose of the chapter and applicable articles are implemented and waiver from any requirement may be reasonable calculated to substantially secure the objectives of the Ordinance and the Comprehensive Plan as well as the requirement so waived.
2. Design Standards Reviewed by the City Planning Commission
 - a. The waiver will not be detrimental to the public good or to surrounding properties;
 - b. There are exceptional topographical, soil or other surface conditions particular to the property, which are not ordinarily found in the general vicinity.
 - c. The strict application of the requirements of this article when applied to the property with its exceptional conditions prohibits the use of the property or its reasonable physical development when compared to the opportunity to use and develop similar properties in the general vicinity;
 - d. The waiver shall be consistent with the intent and purpose of Article 3, the Comprehensive Plan and Colorado State Law.