

Town of
RIDGWAY

**DEVELOPMENT REVIEW
PROCESS GUIDE**



August 2023



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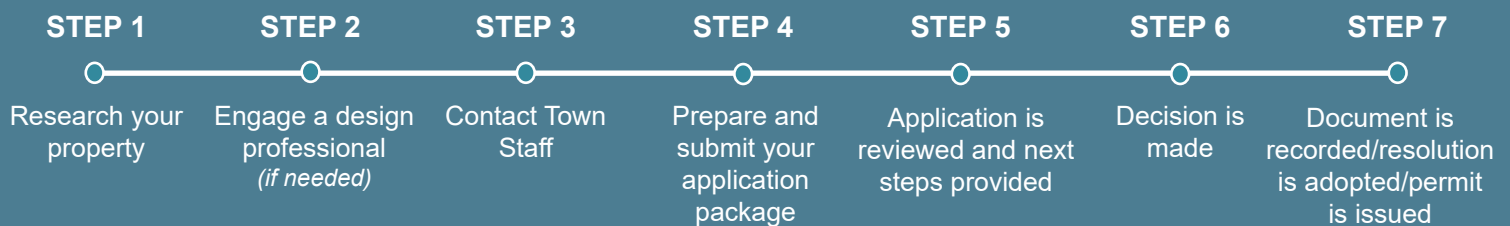
ABOUT THIS GUIDE & APPLICATION STEPS

About this Guide

This guide is intended to explain the development and review process for the Town of Ridgway. Whether you are a resident looking to apply for a lot variance, or a developer interested in subdividing land, better understanding the process will help with the success of your project. Researching and planning are essential, and this guide provides the most current information to enhance clarity and predictability.

Every project is unique and will have different requirements. We highly recommend you contact Town Staff to discuss your project well ahead of submitting your application. Staff can make you aware of any major issues or pitfalls, and will provide an overview of the planning process. Staff will also help determine whether a Pre-Application meeting is needed before you formally submit your development application.

Applicant's Steps



The Town has five categories of Land Use/Development applications;

1. Annexation
2. Platting and Construction Documents
3. Rezoning
4. Site Design
5. Building Permits

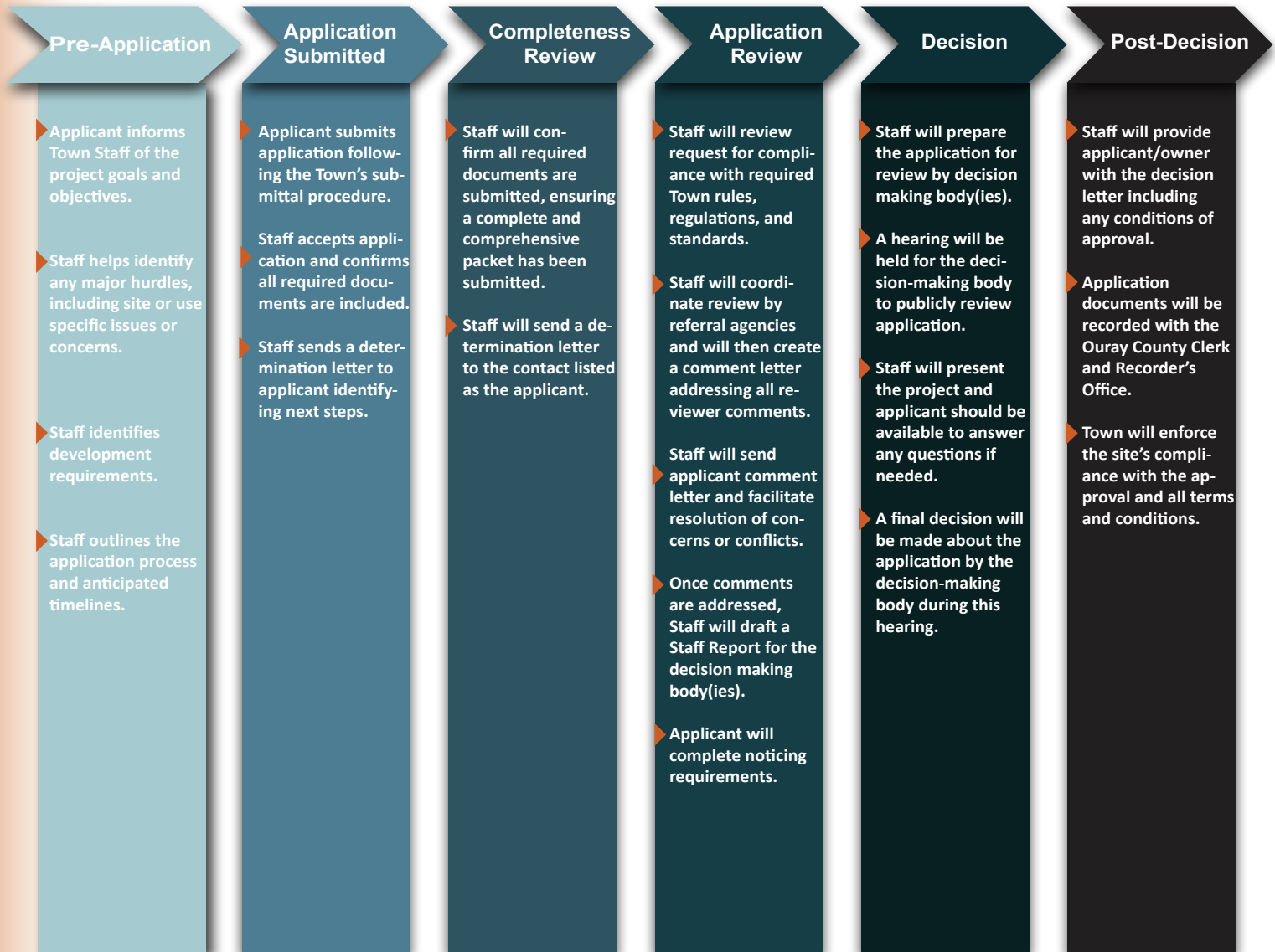
Depending on the type of project or application, the submittal requirements and approval process will vary. The sections within this guide include information for each of these five categories and what the development process will look like for each. This will help determine where your project best fits.

KNOW YOUR ZONE

Knowing the zoning of a property is essential in understanding what and how something can be built on that property. Refer to Chapter 7 Land Use Regulations of the Municipal Code and the Town's official zoning map for more information on zoning requirements.

What is the development process?

The development process is the mechanism for Town representatives, whether it be Town Staff, Town Council, Board of Adjustment, or Planning Commission, to be able to review and adopt policies and regulations for physical development within the Town.



Basic Application Materials

All of the following information and materials shall be submitted to the Town of Ridgway in a form acceptable to the Town Manager or designee. Additional information and materials are required to be submitted for each specific application type which are identified in subsequent sections of this guide and shall also be submitted in order to receive a determination of completeness.

Basic Application Materials

The following materials are required for all applications regulated by Chapter 7, unless waived by the Town Manager or designee.

1. **Application Form.** An application form for the request shall be obtained from the Town. Completed application forms and accompanying materials shall be submitted to the Town by the owner or applicant.
 - a. **Authorized Agent.** If the applicant is not the owner of the land based on Ouray County Assessor records, the applicant shall submit a letter signed by the owner consenting to the submission of the application(s).
 - b. **Applicant is Not the Sole Owner.** If the applicant is not the sole owner of the land, the applicant shall submit a letter signed by all owners or an association representing all the owners, by which all owners consent to or join in the application.
2. **Fees.** All application fees shall be in compliance with Section 7-1-6, Fees and Costs.
3. **Proof of Ownership.** Proof of Ownership in the form of a copy of the property deed or a title commitment which has been issued within sixty (60) days of the application submittal along with copies of all documents listed in the exceptions.
4. **Legal Description.** Legal description of the property subject to the development application.
5. **Mineral Interest Owners.** List of all mineral interest owners with interests severed from the subject property.
6. **Vicinity Map.** A map locating the project limits, parcel(s), and property within Ridgway. The vicinity map shall clearly show the boundaries of the subject property and all property within a three-mile radius of the subject property.
7. **General Written Narrative.** A general written narrative identifying the development team, existing conditions of the property, proposed uses, density, lot layout, end users, financing, public dedications (including rights-of-way, parks, open space, infrastructure), and describing the purpose of the project, how the request meets the applicable approval criteria, furthers the goals and objectives specified in the Master Plan, and identifying any potential impacts on adjacent properties and public infrastructure and how those impacts are proposed to be mitigated.

LAND USE REVIEW PROCESSES



ADMINISTRATIVE ADJUSTMENT

An administrative adjustment may be requested to adjust any dimensional standard set forth in Section 4, Zoning Regulations, by no more than ten (10) percent of the required dimensional standard. An administrative adjustment shall be submitted and reviewed in compliance with Section 7-4-3(I), Administrative Adjustment.

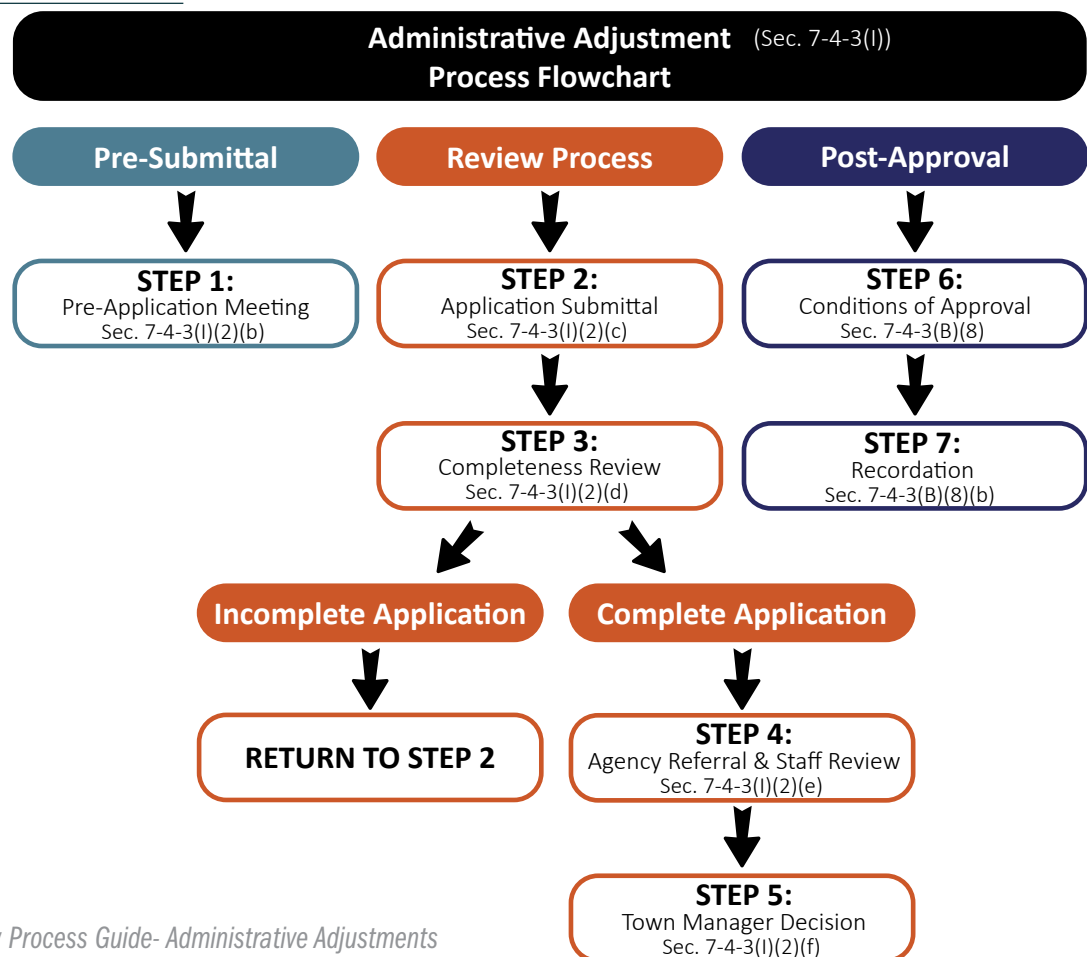
The request for an administrative adjustment must be made in writing to the Town Manager.

If an Applicant desires over ten (10) percent relief from a dimensional standard set forth in Section 4, Zoning Regulations, the Applicant must pursue a variance in accordance with Section 7-4-3(J), Variance.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for administrative adjustment requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-4-3(B)(2), Application Submittal Requirements, of the code.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:
 - a. A general written narrative describing the purpose of the project;
 - b. Explanation of the request(s) and justification for why the standard for which an adjustment is being requested is unable to be met;
 - c. Any efforts the applicant or property owner has made to meet the minimum standards;
 - d. Justification for the request and how the request is the minimum required standard(s); and
 - e. Description of how the request meets each of the criterion set forth in Section 7-4-3(l)(3), Approval Criteria.
3. Site Improvement Plan.
 - a. All existing, required, and proposed dimensional standards clearly depicting the location and increase of the administrative adjustment request.
 - b. A table identifying the required standard(s) and the numerical value being requested by the administrative adjustment.
4. Additional Requirements
 - a. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

The Town Manager or designee may approve an administrative adjustment upon a finding that:

1. The request is consistent with the intent, purpose, and goals of the Ridgway Municipal Code;
2. The administrative adjustment is of a technical nature (i.e., relief from a dimensional or design standard), and is either:
 - a. Required to compensate for some unusual aspect of the site or the proposed development that is not shared by landowners in general;
 - b. Support by an objective or goal from the purpose and intent of the zoning district within which the project is located; or
 - c. Proposed to protect sensitive natural resources or better integrate development with the surrounding environment.



APPEAL

Administrative interpretations and final decisions of the Town Manager or designee may be appealed to the Board of Adjustment. Recommendations to a decision-making authority are not subject to appeal.

Any person applying to the courts for a review of any decision made under the terms of this section shall apply for review within thirty (30) days after the date of decision and shall be required to pay the cost of preparing a transcript of proceedings and the application for review shall be in the nature of certiorari under Rule 106 (a) (4) of the Colorado Rules of Civil Procedure. The town shall be entitled to appeal any decision of the District Court under said Rule 106 proceedings.

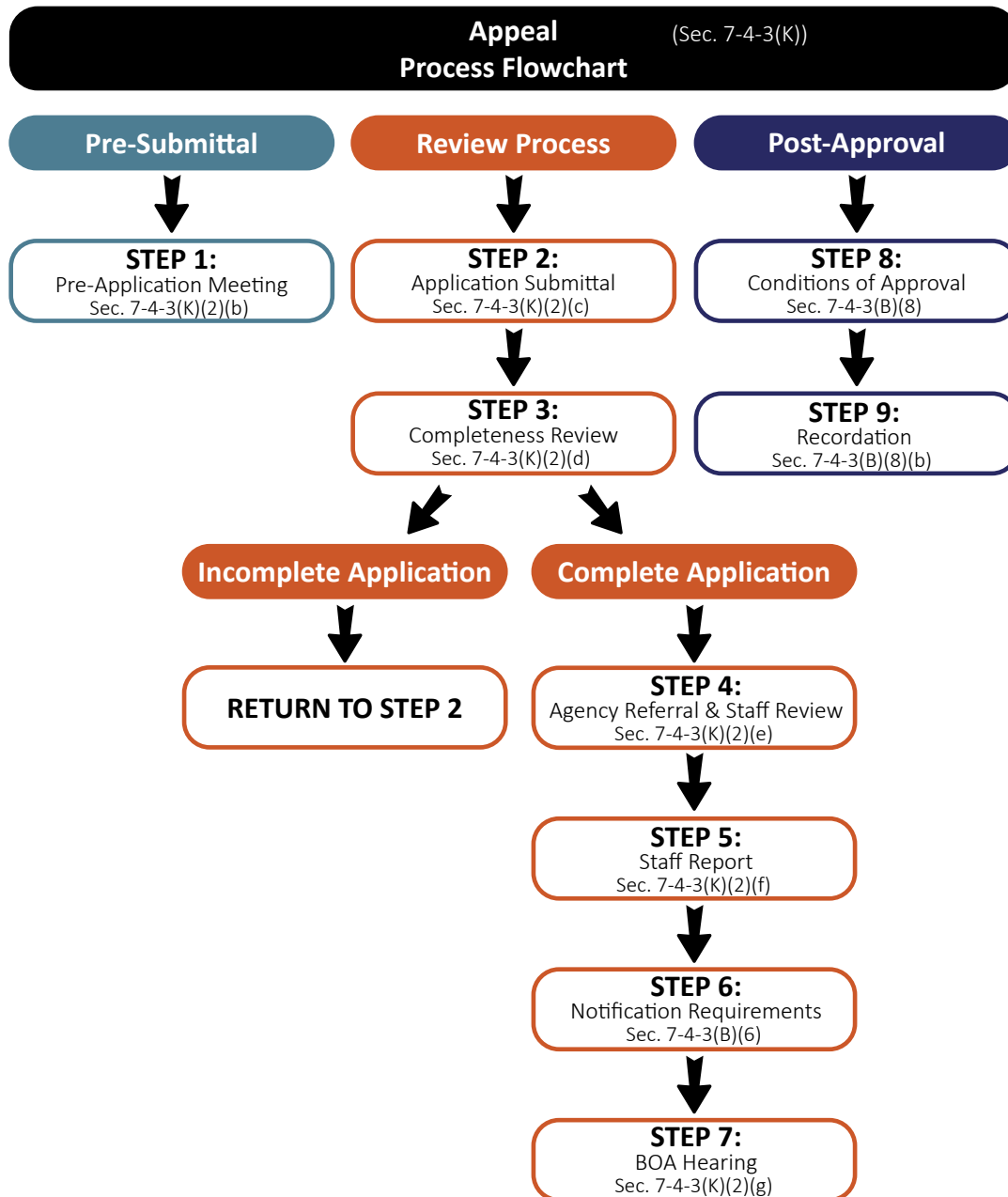
No appeal shall be granted with fewer than four (4) concurring votes of the Board of Adjustment members regardless of number of members present.

If there are only four (4) members present, the applicant may elect to, in their sole discretion, continue the hearing to a future meeting when more than four (4) members will be present.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for appeal requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-4-3(B)(2), Application Submittal Requirements, of the code.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:
 - a. Explanation of the request(s) and justification for why the standard for which the variance is being requested is unable to be met;
 - b. Any efforts the applicant or property owner has made to meet the minimum standards;
 - c. Justification for the request and how the request is the minimum required standard(s);
 - d. Description of how the request meets each of the criterion set forth in Section 7-4-3(K)(3), Approval Criteria;

Approval Criteria

1. The Board of Adjustment may only approve an appeal upon a finding that the following criteria have been met:
 - a. Literal enforcement of the standard or requirement would place an unnecessary and unreasonable hardship upon the applicant;
 - b. (The granting of the appeal will not be materially detrimental to the public welfare or injurious to other property in the neighborhood and surrounding area;
 - c. The appeal will not have adverse effect on the intent, goals, and policies of the Town of Ridgway;
 - d. The appeal will not be averse to the intent of the applicable portions of the Master Plan in the reasonable judgment of the Board of Adjustment;
 - e. Evidence of the manner in which the provision has been interpreted in the past, if applicable; and
 - f. The positive or negative impact of the requested appeal on the achievement of the purposes of the Municipal Code.

CONDITIONAL *Uses*

Conditional uses are land uses that have potential for causing adverse impacts on other uses due to such factors as location, method of operation, scale or intensity of activity, or traffic generated. Because of their unusual or special characteristics, conditional uses require review and evaluation so that they may be located properly with respect to their effects on surrounding properties and the Town of Ridgway at large. Conditional uses may be permitted subject to such conditions and limitations as the town may prescribe. The intent is to ensure that the location and operation of the conditional use is in accordance with the development objectives of the town and the Master Plan and will not be detrimental to other uses or properties. All conditional uses shall meet all applicable standards as detailed in this Chapter. The review process for conditional uses is set forth in Section 7-4-3(E)(2), Review Procedures, of the Ridgway Municipal Code.

Conditional use approval is required for those uses listed as conditional uses in the Land Use Table in Section 7-4-4(O).

An application for conditional use approval is required and shall be submitted at the same time as site plan review if one is necessary.

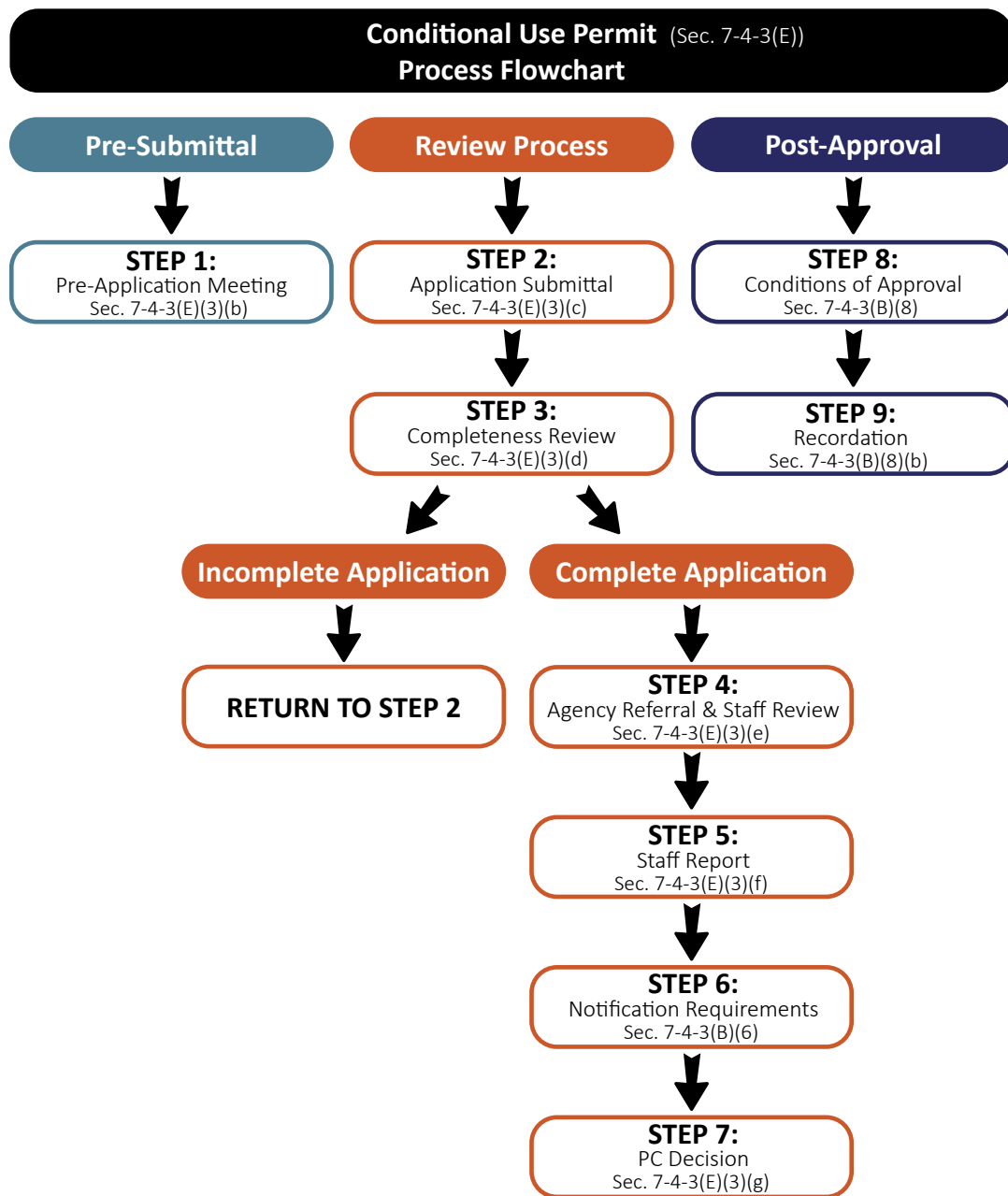
Conditional use permits run with the land and approval may be revoked upon failure to comply with conditions associated with the original approval of the conditional use.

Conditional use permits issued prior to the effective date of these Land Development Regulations shall be allowed to continue as long as the use is consistent with the conditions of the permit and the provisions of Section 7-4-13, Nonconforming Uses and is renewed as required by the conditional use permit. If the conditions of approval are not maintained, it shall be considered a violation of these Land Development Regulations, punishable in a manner set forth in Section 7-1-7 Enforcement and Administration. In addition, the Town may revoke the permit.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for requesting approval of a conditional use. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-4-3(B)(2), Application Submittal Requirements, of the code.

2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:

- a. A general written narrative describing the purpose of the project;
- b. Description of the current land use(s) on the property, the characteristics of the land within the property boundaries, and the current land use on all adjoining property;
- c. A time schedule for construction and/or operation;
- d. Description of how the use will be operated;
- e. How ongoing maintenance of the use and site will be provided;
- f. How the use's impacts on surrounding properties will be minimized and mitigated;
- g. A statement describing how the proposed use would be in compliance with the provisions of the Master Plan;
- h. The proposed sources of water and sanitary sewer; and
- i. A listing of additional local, state and/or federal permits required prior to commencing the proposed land use and notation of which permits have been applied for and which, if any, have been granted.

3. Site Improvement Plan.

- a. The size of the map shall be of a size that is legible for reasonable review and interpretation, as determined by the Town Manager or designee;
- b. A scale that is one (1) inch equals two hundred (200) feet or another suitable scale if approved by Town Manager or designee;
- c. Legal description of the parcel;
- d. North arrow; scale, and legend;
- e. A vicinity map at a suitable scale;
- f. Outline of the parcel boundary or the portion of the parcel that the conditional use applies to;
- g. The location and name of any streams, ponds, waterways and irrigation ditches within the property boundaries;
- h. Current and proposed grading and drainage patterns including:
 - i. Drainage arrows depicting surface flow;
 - ii. Drainage facilities and improvements; and
 - iii. A grading plan depicting existing and proposed site contours at two-foot intervals;
- i. The location and names of all roads and highways abutting the site;
- j. All existing and proposed structures and their dimensions;
- k. The location, and dimensions of any existing and proposed signs on the site;
- l. All utility easements or rights-of-way transmission and/or service lines;
- m. The location and dimensions of vehicular drives, entrances, exits, acceleration and deceleration lanes; location and dimensions of pedestrian entrances, exits, walks and walkways;
- n. General location, arrangement and dimensions of parking spaces, width of aisles, width of bays, angle of parking and other similar information;

- o. A notation on the site improvement plan of all existing or potential natural or man made hazards on or adjacent to the site and a narrative description of an acceptable plan for the mitigation of the impact of such identified hazards; and
 - p. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.
4. Supplemental Materials. The following items are required to be submitted to the Town of Ridgway:
- a. Drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed.
 - b. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.
 - c. Proof of minimum guaranteed water supply appropriate for the requested use.
5. Additional Requirements.
- a. Where deemed required by the Town Manager or designee, applicants shall submit an Industrial Use Mitigation Report that details how the proposed use will conform to the criteria outlined in Section 7-4-5, Performance Standards.
 - b. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

Uses listed as conditional uses for the various zoning districts provided in Chapter 7 shall be allowed only if the Planning Commission determines, following review that the following criteria are substantially met with respect to the type of use and its dimensions:

1. The use will not be contrary to public health, safety, or welfare.
2. The use is not materially adverse to the Town's Master Plan.
3. Streets, pedestrian facilities, and bikeways in the area are adequate to handle traffic generated by the use with safety and convenience.
4. The use is compatible with existing uses in the area and other allowed uses in the District.
5. The use will not have an adverse effect upon other property values.
6. The location of curb cuts and access to the premises will not create traffic hazards.
7. The use will not generate light, noise, odor, vibration, or other effects which would unreasonably interfere with the reasonable enjoyment of other property in the area.
8. Visual impact due to a building's size shall be mitigated by means of design, landscaping, berming, and other methods of site treatment, and must be compatible with the mass and scale of existing buildings on adjacent properties, or if there are no such buildings, compatible with the mass and scale of buildings in the Town generally.



PLANNED UNIT DEVELOPMENT (PUD)

The intent of the PUD is to encourage the development of unique projects and tracts of land in accordance with an overall development plan by providing flexibility with respect to dimensional and density requirements, design standards, and to promote the purposes of the Planned Unit Development Act of 1972.

An application for a PUD is a type of rezoning. A PUD zoning application shall be accompanied by a PUD development plan and a PUD development guide. If approved, the applicable zoning district standards shall be those established by the combination of the underlying zoning district and the PUD development plan and the PUD development guide. Where the PUD does not address a specific development standard or requirement of the Ridgway Municipal Code currently in effect, the Code shall apply.

These PUD regulations and standards are intended to serve as an overlay zoning district to:

1. Allow flexibility in the development of medium and large-scale sites with unique characteristics;
2. Permit development in a manner varying from standards and regulations set forth in this Chapter in exchange for innovative design and creative land use that might otherwise not be permitted by a standard Town zoning district when narrowly construed;
3. Promote the unified and integrated development and use of land at a feasible economic and visual values while protecting the natural physical environment of the Town;
4. Foster development that arranges various land uses in appropriate relationship to each other, to commonly shared open space, and to common facilities;
5. Provide a greater variety in type, design, and layout of buildings and open space;
6. Utilize land and public services more efficiently; and
7. Provide a range of housing options at market and affordable rates.

PUD APPLICATION TYPES

1. PUD Zoning: The initial request to rezone a property to include a PUD overlay.
2. Major PUD Amendment: A major amendment to an existing PUD overlay.
3. Minor PUD Amendment: A minor amendment to an existing PUD overlay.

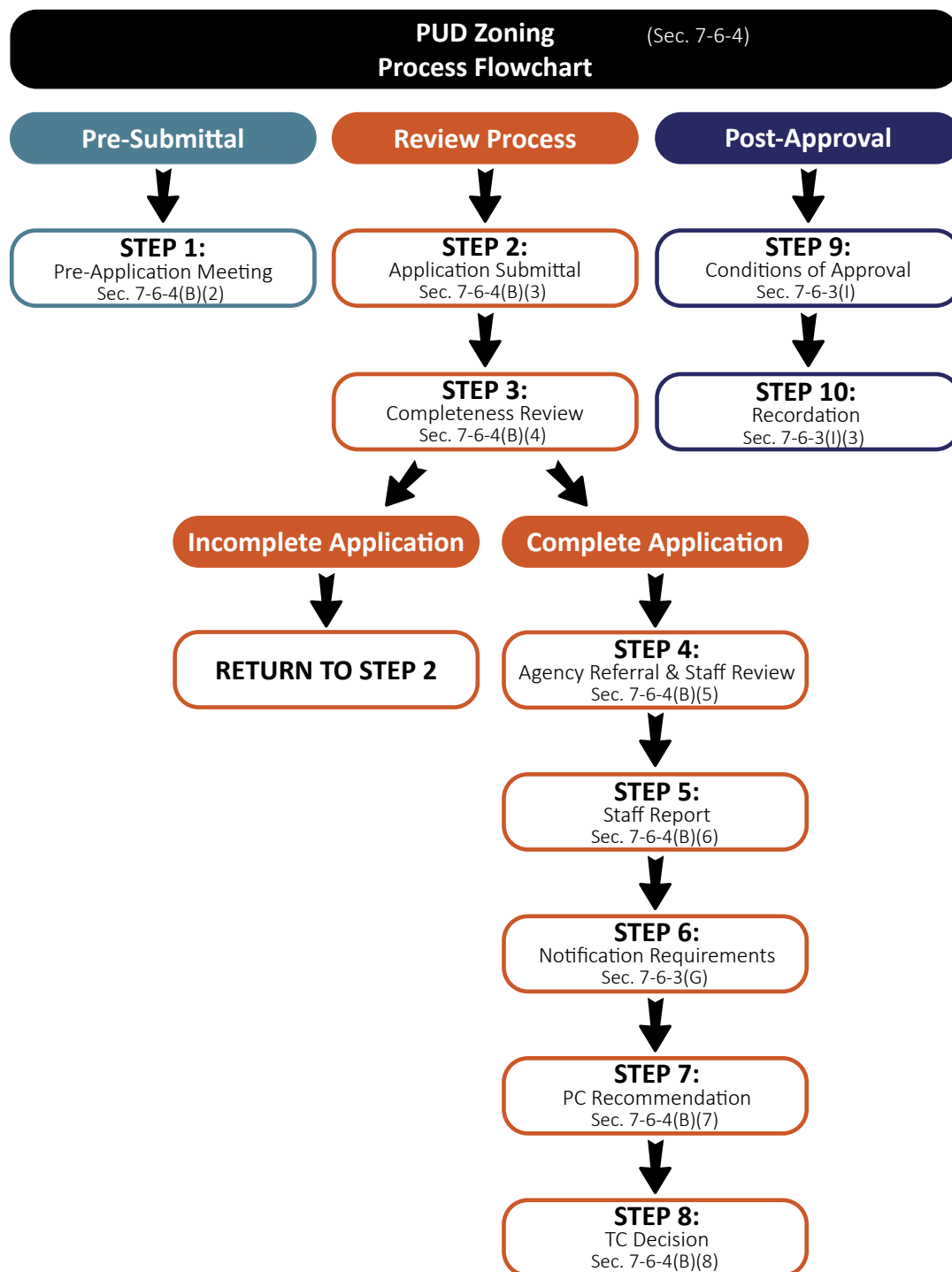
Approval Body for Application



PUD ZONING

The review process for PUD zoning applications is set forth in Section 7-6-4(B), Review Procedures. Upon approval, the applicable zoning district standards shall be those established by the PUD development plan and the PUD development guide. Where the PUD does not address a specific development standard or requirement of the Ridgway Municipal Code currently in effect for the underlying zoning district within the Ridgway Municipal Code shall apply.

Review Process



Submittal Requirements

Application Submittal Requirements. The following are the application materials required to be submitted for a PUD zoning request. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-6-3(C), Basic PUD Application Materials, of the code.
2. PUD Written Description. A written description of the proposal shall be submitted with a PUD zoning application including and addressing the following information:
 - a. The names and addresses of owner, applicant and representative;
 - b. General project concept and purpose of the request including, but not limited to, the character of the PUD, character and density of uses, and an explanation of how employee housing needs associated with the PUD will be met within the PUD and elsewhere;
 - c. Relationship of the proposed PUD development to the underlying zone district, existing land uses and adjacent property land uses;
 - d. The expected schedule and phasing of the project including an explanation of how the phasing plan will satisfy basic needs of residents, visitors and future business owners of the project;
 - e. Compliance with the Master Plan;
 - f. Source of and legal right to water. Written confirmation of service availability from the Town if the property lies within a service boundary;
 - g. Method of wastewater treatment and disposal;
 - h. Method of fire protection;
 - i. Names and addresses of severed mineral rights owners on the affected property and mineral rights lessees; names and addresses of water rights owners;
 - j. Description of natural and man made hazards which may exist on the property;
 - k. Discussion of impacts on services, including but not limited to county services, town services, and schools;
 - l. Discussion of impacts on existing flora and fauna, air quality, wildlife, historic lands or sites, drainage or mineral extraction;
 - m. A list of the modifications of standard zoning standards and regulations being requested and justification for such requests; and
 - n. A statement of proposed financing.
3. PUD Development Plan. The development plan for a PUD zoning application must depict and contain the following information:
 - a. The size of the plan shall be prepared at a size that is legible for reasonable review and interpretation, as determined by the Town Manager or designee;
 - b. A scale that is one (1) inch equals two hundred (100) feet or another suitable scale if approved by the Town Manager or designee;
 - c. Name or identifying title of the proposed development or use;
 - d. Legal description, date of preparation, north arrow, scale, and legend;

- e. Vicinity map at a suitable scale;
- f. Certification of taxes paid;
- g. Total area of the site, in acres and square footage. If there are two or more lots included in the PUD, the gross and net acreage of individual lots, open space, common areas, and rights-of-way;
- h. Name, address, telephone number, and e-mail address of the applicant, person preparing the map or plan, designer, engineer, surveyor, and any other consultants of the applicant;
- i. The following signature and certificate blocks:
 - i. Certification of title showing the applicant is the landowner, contract purchaser or option-holder;
 - ii. Certification by the project surveyor certifying to the accuracy of the survey and plat;
 - iii. Certification of the Ridgway Planning Commission approval;
 - iv. Certification for approval of the Ridgway Town Council; and
 - v. Certification for the Ouray County Clerk and Recorder.
- j. Existing land uses and zoning on adjoining properties;
- k. Public or private sources of utility services and facilities including a statement concerning proposed financing and, where appropriate, types of security anticipated to assure installation of such facilities;
- l. Location and size of all existing and proposed land uses, including proposed densities, where applicable;
- m. Proposed use and gross floor area of structures and anticipated number of employees if commercial or industrial uses;
- n. Depiction of all natural and man-made water courses, retention areas, streams, and lakes. Any known one hundred-year (100-yr) flood plains affecting the property shall also be delineated as per the national Flood Plain Insurance Map or those maps provided by the US Army Corp of Engineers or another recognized source;
- o. Building envelopes in hazardous areas to protect natural resources, if deemed appropriate by the county;
- p. Areas where geologic hazard, mineral resources, wildfire hazards, or other natural hazards may exist;
- q. Land to be used for common areas devoted to community use, and land dedicated to the town;
- r. The maximum height of all buildings;
- s. Areas that are to be conveyed, dedicated or reserved as public parks or open space, recreational areas, and as sites for schools or other civic uses;
- t. Topography at two-foot (12') contours, with delineation of areas having slopes twenty percent (20%) or more and other significant topographic conditions at more defined contours;
- u. The traffic and circulation network for vehicles, bicycles and pedestrians, off-street parking areas, service areas, loading areas and major points of access including the widths, lines, and names of all existing and proposed streets, drives, alleys, and roads on or affecting the site, and names of existing streets and alleys, if known, on or adjoining the property. The general location and right-of-way widths for all arterials and collectors shall be shown;

- v. A landscape plan identifying the location, spacing, size and proposed plant material and species schedule;
- w. Conceptual building elevations identifying the architectural intent and the means by which the intent will be achieved;
- x. Names and right-of-way width of each street or other right-of-way, even if for private maintenance and responsibility;
- y. Uses and grantees of all existing and proposed easements and rights-of-way on or adjacent to the parcel, shown by location and dimension;
- z. Primary control points, or descriptions and “ties” to such control points to which all dimensions, angles, bearings, and similar data on the plat shall be referred. Control points shall be related to Ouray County coordinates and K19 elevations;
- aa. Location and description of monuments;
- ab. Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles and radius, arcs, and central angles of all curves;
- ac. Number to identify each lot, parcel, tract, outlot or site, such as lot and block numbers;
- ad. Preliminary street and road plans and profiles; and
- ae. The location, size and character of proposed signs, lighting, and advertising devices.

4. PUD Development Guide.

- a. General. All PUD applications must include a proposed development guide that will be applicable only to that particular PUD and not to any other zone district or development. The development guide shall formally establish the standards and requirements for development within the entire PUD. The standards and requirements for development in the approved development guide may be different from the standards and practices established by this Ridgway Municipal Code if the requested modifications from those regulations are, in the opinion of the Town Council, reasonable as well as necessary to the overall project development, and not detrimental to the town or the residents thereof. The regulations and standards contained within this Ridgway Municipal Code, existing or as may be amended, shall be applicable to any matter which is not addressed in the approved development guide. Each PUD owner as well as their heirs, successors, or assigns shall be bound by all matters, covenants, restrictions, terms, and conditions contained in the approved and recorded development plan and development guide, and the same shall run with the land. The PUD development guide may be included as notation sheets within the PUD development plan or submitted as a separate document to be recorded with the PUD materials.
- b. Contents of Development Guide. If no amendments or modifications are proposed for a particular standard or regulation, the standard or regulation set forth in this Ridgway Municipal Code shall apply to all uses and areas within the PUD. The development guide for all PUD applications must contain, at a minimum, provisions regarding the following development features:
 - i. Objective, purpose, and intent. The development guide shall further public health, safety, and the general welfare; facilitate the efficient utilization of land; ensure that there shall be an appropriate relationship with surrounding land and generally encourage compatibility with overall town planning objectives.
 - ii. Ridgway Municipal Code. The development guide shall supersede the Ridgway Municipal Code to the extent there are conflicts between the development guide and the Ridgway Municipal Code.

- iii. Definitions. Any term or word not defined within this Ridgway Municipal Code shall be defined within the PUD development guide. Any term not explicitly defined by the development guide shall default to the terms and words defined in Article 9, Definitions, of this Chapter.
 - iv. Land use planning areas. Land use planning areas and the uses permitted within each planning area.
 - v. Dimensional Standards. Dimensional standards for each land use planning area including setbacks, building height, lot size, lot width, and densities.
 - vi. Streets. Street scape and cross-section design depicting the total right-of-way width, vehicle travel lanes, surface material, landscaping and/or sidewalk as required by this Chapter.
 - vii. Public facilities. Utilities and services (including water, storm water, exterior lighting, irrigation, sewer, roads, electric, gas, telephone, fiber optic, police, fire, medical, solid waste, schools, and snow storage and removal) and the financing for construction, installation, and/or maintenance of those facilities and services.
 - viii. Estimated construction costs and proposed method of financing of the streets and related facilities including but not limited to: water distribution system, sewage collection system, storm drainage facilities, and such other utilities as may be required of the applicant by the town.
 - ix. Signs and outdoor advertisement. Signs shall conform to the requirements in effect for the underlying zone pursuant to Section 7-4-7, Sign Regulations, except that the PUD development guide may include amendments to those standards when it is determined by the Town Manager or designee that such amendments will result in better relationship of the signs to the general layout and design of the PUD.
 - x. Parking. On-and off-street parking & loading area requirements for each use and planning area. If no standards are proposed, the standards set forth in this Ridgway Municipal Code shall apply to all uses and areas within the PUD.
 - xi. Landscaping. Landscaping design guidelines which enhance the PUD project shall include design standards and criteria for the construction of parks, trails, rights-of-way (where applicable), common areas, and non-residential uses. Such standards shall identify species, layout, maintenance, and design that will survive the Ridgway climate and geography.
 - xii. Accessory structure and uses. Any desired accessory structure or use may be allowed within a PUD provided any potential impacts of the structure or use are mitigated to an acceptable level.
 - xiii. General development schedule. A general development schedule of construction of each phase including necessary public improvements for each phase.
- c. Supplemental Submittal Materials
- i. Domestic water supply and wastewater treatment systems complying with the standards of Section 7-5-4, Design Standards, and the State Division of Water Resources regulations.
 - ii. Proposed covenants, conditions, and restrictions.
 - iii. Erosion control plan and drainage report.
 - iv. Mechanism for maintaining and preserving open space and common areas.
 - v. Supplemental Materials. The following items are also required to be submitted to the Town of Ridgway:
 - a. Proof of minimum guaranteed water supply.

d. Additional Requirements.

- i. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

The following criteria shall be found to be met by the application and supplemental materials in order for the Planning Commission and/or Town Council to recommend approval or approve a PUD zoning application and associated development plan and development guide:

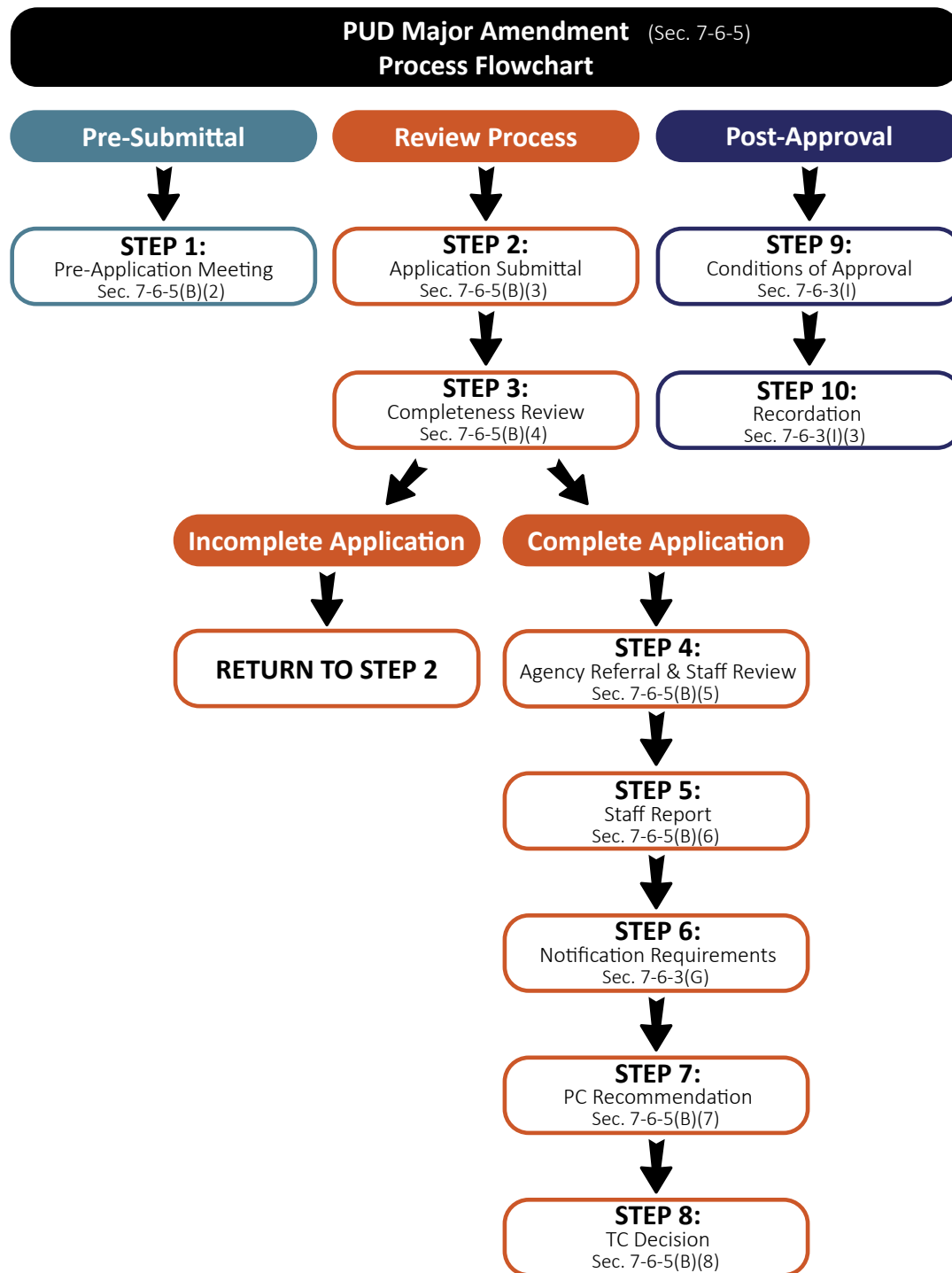
1. There is a legitimate need for the proposed development to be processed as a PUD;
2. The PUD does not negatively impact the immediate area, including employee housing requirements;
3. An exception from the zoning and subdivision regulations and requirements is warranted by virtue of the design and amenities incorporated in the development plan and development guide;
4. The land surrounding the proposed PUD can be planned in coordination with the proposed PUD;
5. The proposed PUD zoning is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body;
6. Existing and proposed utility services are adequate for the proposed development and that the methods of financing, construction and maintenance are acceptable to the town;
7. The overall PUD design concept as well as the general phasing scheme are suitable to the land, community, and local economy.

MAJOR PUD AMENDMENT

Major PUD amendments shall be determined by the Town Manager or designee, and include any modification or amendment to an approved PUD development plan or development guide which:

1. Modifies the approved phasing plan; or
2. Modifies a use established by the PUD; or
3. Modifies the density established by the PUD; or
4. Modifies the commercial or industrial floor area; or
5. Significantly alters the amount or arrangement of open space or recreational amenities, the treatment of environmentally sensitive areas that may exist on the site; or
6. Significantly alter the approved architectural concept of the PUD development guide or PUD development plan; or
7. Significantly alter the basic layout of the approved project infrastructure.
8. Amendments and modifications to an approved PUD development plan and/or development guides may be requested in accordance with this Section 7-6-5, Major PUD Amendment.
9. No amendments may be made to an approved PUD development plan and/or development guide during the construction of the improvements governed by the PUD.

Review Process



Submittal Requirements

Application Submittal Requirements. The following are the application materials required to be submitted for a major PUD amendment request. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-6-3(C), Basic PUD Application Materials, of the code.

2. Written Narrative

- a. General description of the amendment(s) being requested including the proposed amendments to the PUD general description, PUD development plan, and/or PUD development guide.
 - b. Written narrative and description of how the proposed PUD amendment(s) comply with the standards of this Ridgway Municipal Code and the criteria set forth in Section 7-6-5(C), Approval Criteria.
3. PUD Development Plan. All materials and information required to be included in a PUD zoning request as set forth in Section 7-6-4(B)(3)(iii), PUD Development Plan, shall be submitted with a major PUD amendment request.
4. PUD Development Guide. All materials and information required to be included in a PUD zoning request as set forth in Section 7-6-4(B)(3)(iv), PUD Development Guide shall be submitted with a major PUD amendment request.
5. Supplemental Materials. The following items are also required to be submitted to the Town of Ridgway.
- a. Roof of minimum guaranteed water supply.
6. Additional Requirements. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.

Approval Criteria

The approval criteria for a Major PUD Amendment application set forth in Section 7-6-4(C), Approval Criteria, for a PUD Zoning request shall be found to be met by the application and supplemental materials in order for the Planning Commission and/or Town Council to recommend or approve a major PUD amendment application and associated development plan and development guide.

MINOR PUD AMENDMENT

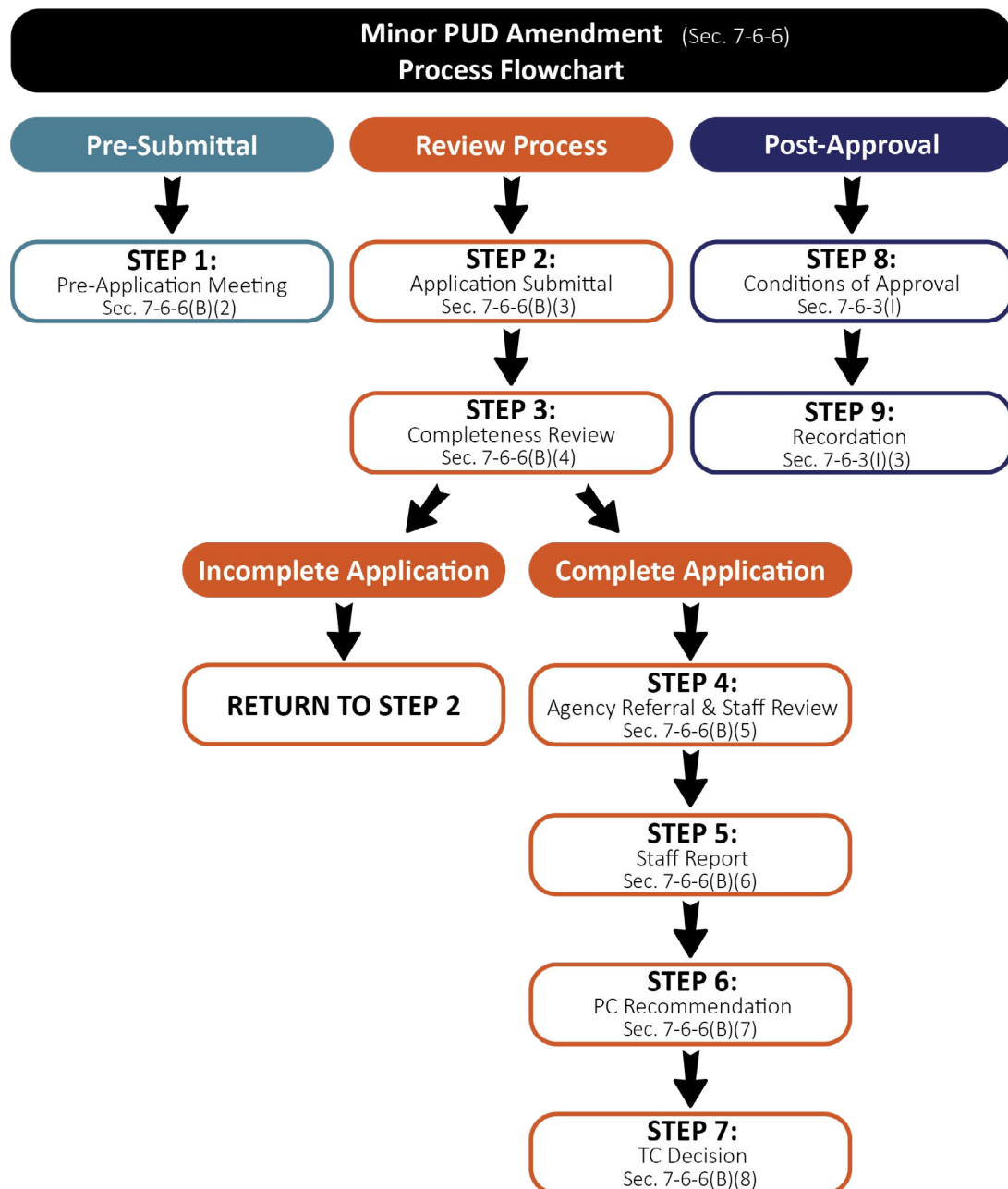
Minor PUD amendments shall be determined by the Town Manager or designee and include any modification or amendment to an approved PUD development plan or development guide which does not constitute a major PUD amendment as defined in Section 7-6-5(A), General Provisions.

No minor PUD amendment shall affect the rights of the residents, occupants and owners of the PUD to maintain and enforce all provisions of law or in equity, except as to those lawfully modified, removed or released.

Minor amendments and/or modifications to an approved PUD development plan and/or development guides may be requested in accordance with this Section 7-6-6, Minor PUD Amendment.

No amendment may be made to an approved PUD plan and/or approved development guide during the construction of the improvements governed by the PUD.

Review Process



Submittal Requirements

Application Submittal Requirements. The following are the application materials required to be submitted for a minor PUD amendment request. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-6-3(C), Basic PUD Application Materials, of the code.
2. Written Narrative
 - a. General description of the amendment(s) being requested including the proposed amendments to the PUD general description, PUD development plan, and/or PUD development guide.
 - b. Written narrative and description of how the proposed PUD amendment(s) comply with the standards of the Ridgway Municipal Code and the criteria set forth in Section 7-6-6(C), Approval Criteria.
3. PUD Development Plan. Updated PUD development plan depicting the proposed minor amendment(s), as applicable. The requirements of a PUD development plan identified in Section 7-6-4(B)(3)(iii), PUD Development Plan should be used as a template.
4. PUD Development Guide. Updated PUD development guide depicting the proposed minor amendment(s), as applicable. The requirements of a PUD development guide identified in Section 7-6-4(B)(3)(iv), PUD Development Guide should be used as a template.
5. Supplemental Materials. The following items are also required to be submitted to the Town of Ridgway.
6. Proof of minimum guaranteed water supply.
7. Additional Requirements. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.

Approval Criteria

The following criteria shall be found to be met by the application and supplemental materials in order for the Planning Commission and/or Town Council to recommend or approve a minor PUD amendment application and associated development plan and development guide:

1. The minor PUD amendment is consistent with the efficient development and preservation of the entire PUD;
2. The minor PUD amendment is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body;
3. The minor PUD amendment does not affect in a substantially adverse manner either the enjoyment of land abutting upon or across a street from the PUD; and
4. The minor PUD amendment protects the public interest.

MINOR AMENDMENT TO A CONDITIONAL USE PERMIT

Minor amendments to conditional use permits are those that do not alter the basic intent and character of the approved conditional use and are deemed necessary in light of technical or engineering considerations not first discovered during actual construction; or could not have been reasonably anticipated during the initial review process. Minor amendments shall not include changes in use.

Any change not qualifying as a minor amendment shall be processed as a new conditional use request.

No conditional use permit may receive more than one (1) minor amendment. For purposes of this subsection, a minor amendment may include multiple amendments consolidated and submitted as one minor amendment to a conditional use permit application. Any additional amendments, minor or otherwise, shall be processed as a new conditional use application pursuant to Section 7-4-3(E), Conditional Use Permit.

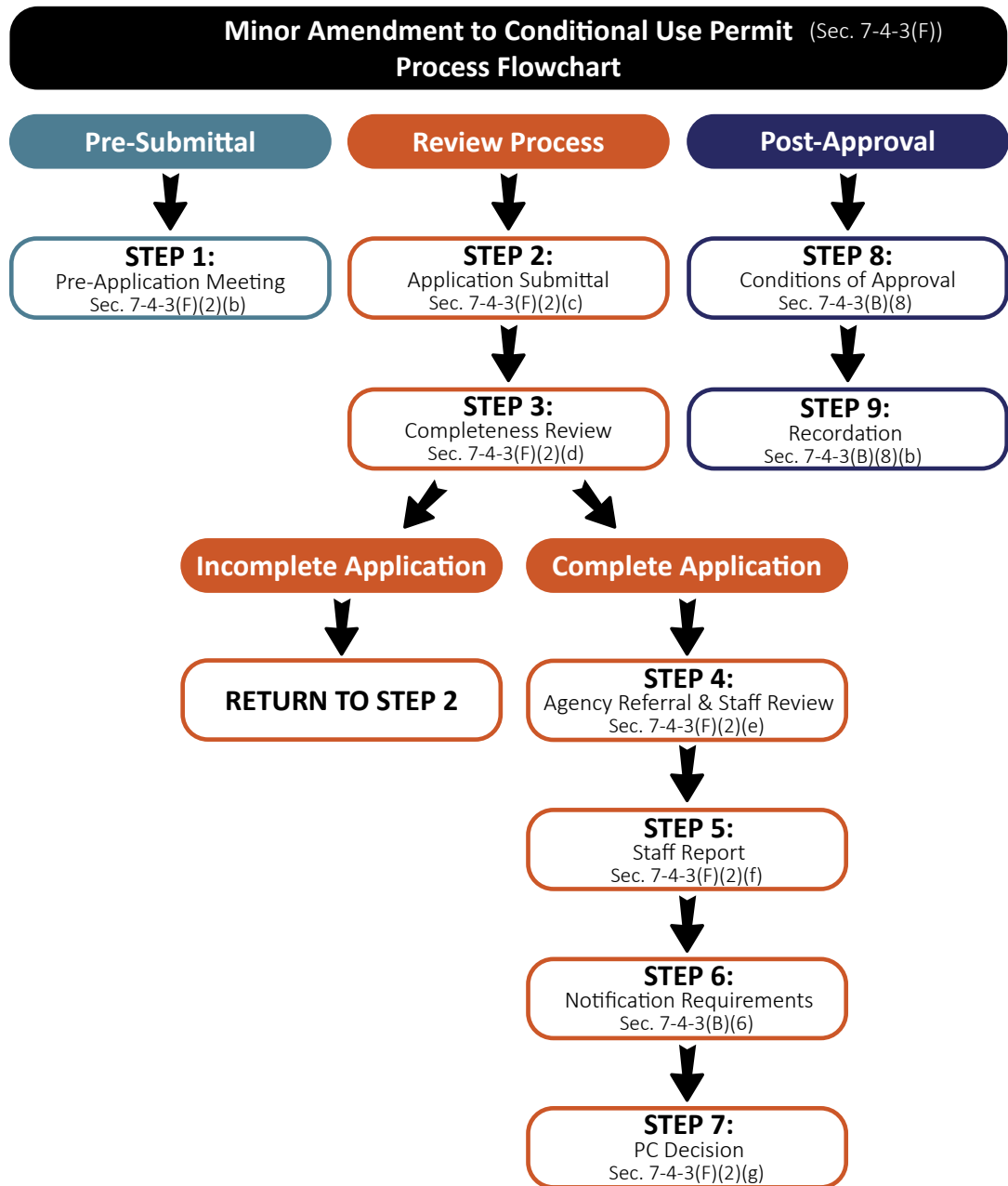
The review process for a minor amendment to conditional use permit is set forth in Section 7-4-3(F)(2), Review Procedures. These minor amendments may include, but are not limited to:

- a. Variations to the location of an approved building footprint of not more than five (5) feet;
- b. Minor deviations in the location of infrastructure (roads and utilities);
- c. Pedestrian or vehicular circulation throughout or adjacent to the project;
- d. Changes to the gross floor area of not more than ten (10) percent of the approved square footage;
- e. Modifications to include necessary operations to enhance the area or clear the site;
- f. Modification to the day by which the conditional use permit is in operation;
- g. Other minor changes to a conditional use permit as determined by the Town Manager or designee.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for minor amendment to conditional use permit requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-4-3(B)(2), Application Submittal Requirements, of the code.

2. **Written Narrative.** A written narrative shall be submitted addressing all of the following items and any other information.
 - a. A general narrative of the conditional use permit issued by the town and any conditions or provisions included in such permit;
 - b. A description of the minor amendment being requested and justification and rationale for such request; and
 - c. Any impacts the amendment may have on the use, adjacent properties, and/or public infrastructure.
3. **Site Improvement Plan.** The site improvement plan shall include all items required for a conditional use set forth in Section 7-4-3(E)(3)(c)(iii), Site Improvement Plan.
4. **Supplemental Materials.** The supplemental materials shall include all items required for a conditional use set forth in Section 7-4-3(E)(3)(c)(iv), Supplemental Materials.
5. **Additional Requirements.** Any additional information deemed necessary by the Town Manager or designee to assist in the review of the application.

Approval Criteria

A minor amendment to a conditional use permit may be approved by the Planning Commission if the application is found to meet the approval criteria of a conditional use permit set forth in Section 7-4-3(E)(4), Approval Criteria.



SITE PLAN

The purpose of a site plan is to ensure compliance with the town's development and design standards and the provisions of this code. It is designed to encourage quality development reflective of the goals, policies, and objectives of the town of Ridgway. The character and environment of the town for future years will be greatly affected by the design of development Planning, layout, and design of sites are of the utmost concern. Safe mobility for pedestrians and motor vehicles is important. Lots should provide desirable settings for the buildings that are to be constructed, make use of natural contours, protect significant views, and afford privacy for residents. Natural features should be preserved when practicable.

The site plan shall ensure that all nonresidential and multifamily uses comply with access, parking, setbacks, signage, and other site design standards as required by the Ridgway Municipal Code. When site plan review is required, structures shall not be constructed or installed and uses may not begin until a site plan showing the proposed development has been approved in accordance with the procedures and provisions of this section. The review process for site plans is set forth in Section 7-4-3(H)(2), Review Procedures.

1. The following projects require site plan approval:

- a. All new uses and structures which are not exempted in Section 7-4-3(H)(1)(d);
- b. Any modification of an existing use, structure, or site where, in the opinion of the Town Manager or designee, significant changes to the use, structure, or site are proposed; or
- c. Any modification of an existing structure where the exemption limits set forth in Section 7-4-3(H)(1)(d)(ii) are exceeded.

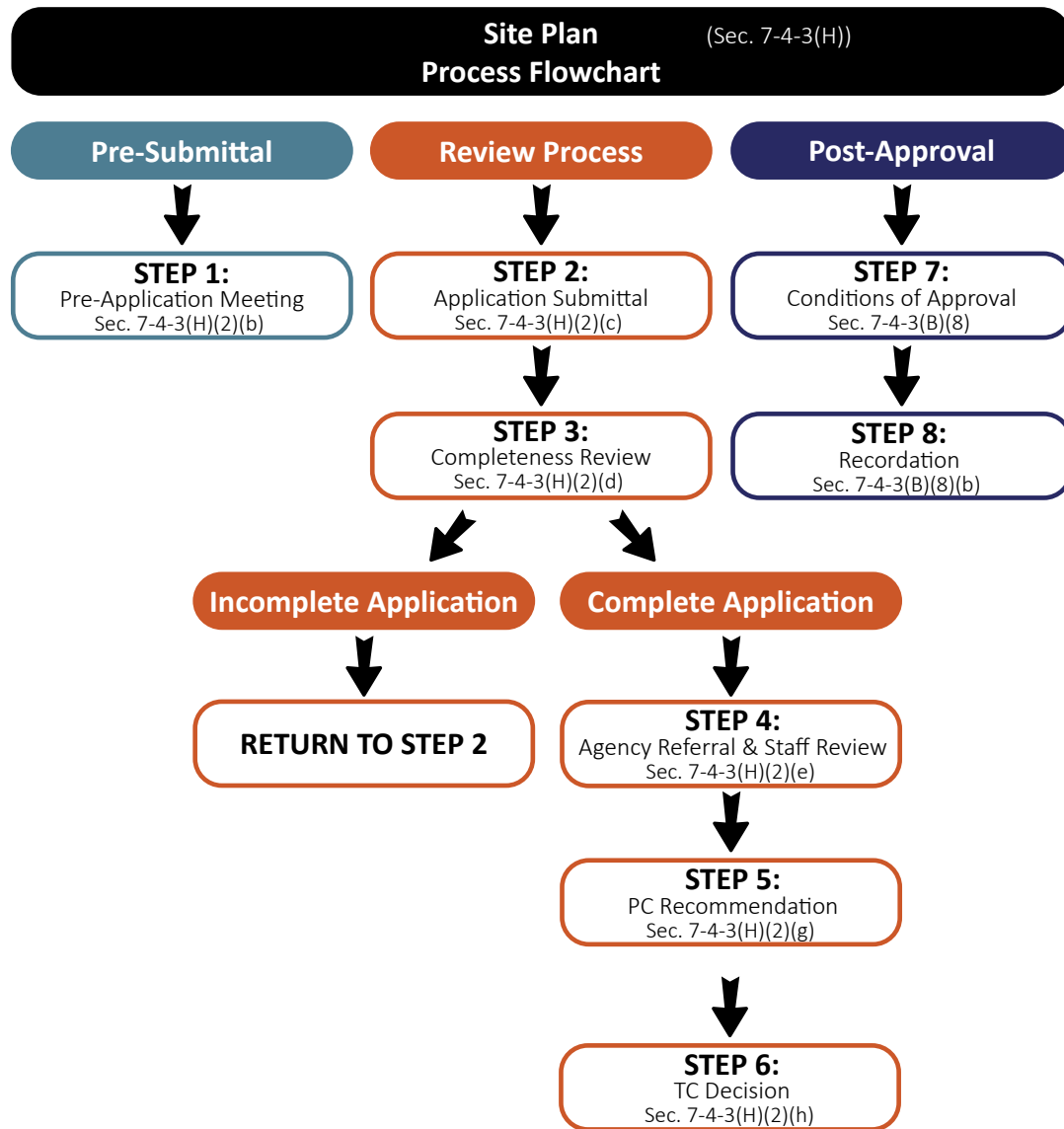
2. The following projects are exempt from site plan approval:

- a. Single-family dwelling; or
- b. Duplex dwelling; or
- c. Any proposed modification of an existing structure where less than twenty (20) percent of gross floor footage of the existing structure is being modified, provided that the modification does not exceed one thousand (1,000) gross square feet.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for site plan requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-4-3(B)(2), Application Submittal Requirements, of the code.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:
 - a. A general written narrative describing the purpose of the project;
 - b. The proposed vehicular access including ingress, egress, internal circulation, and parking;

- c. The source and quantity of water required for the proposed use(s) within the area to be developed;
- d. The method of wastewater treatment and anticipated quantity of wastewater generated;
- e. When water or wastewater service would be provided by a municipality or a water or sanitation district or other public entity, written confirmation that the public entity in question is willing and able to provide the service in question;
- f. A description of any natural or man-made hazard within or in the vicinity of the subject parcel and a statement describing how the anticipated impact of such hazards would be mitigated if the proposed development requires such mitigation;
- g. A description of any unique features, such as historical sites, unique landforms or scenic vistas, contained within the subject parcel.

3. Site Improvement Plan

- a. The size of the map shall be of a size that is legible for reasonable review and interpretation, as determined by the Town Manager or designee;
- b. A scale that is one (1) inch equals two hundred (200) feet or another suitable scale if approved by Town Manager or designee;
- c. Legal description of the parcel;
- d. North arrow; scale, and legend;
- e. A vicinity map at a suitable scale;
- f. Outline of the parcel boundary or the portion of the parcel that the conditional use applies to;
- g. The location and name of any streams, ponds, waterways and irrigation ditches within the property boundaries;
- h. Current and proposed grading and drainage patterns including:
 - i. Drainage arrows depicting surface flow;
 - ii. Drainage facilities and improvements; and
 - iii. A grading plan depicting existing and proposed site contours at two-foot intervals.
- i. The location and names of all roads and highways abutting the site;
- j. All existing and proposed structures and their dimensions;
- k. The location, and dimensions of any existing and proposed signs on the site;
- l. All utility easements or rights-of-way transmission and/or service lines;
- m. The location and dimensions of vehicular drives, entrances, exits, acceleration and deceleration lanes; location and dimensions of pedestrian entrances, exits, walks and walkways;
- n. General location, arrangement and dimensions of parking spaces, width of aisles, width of bays, angle of parking and other similar information;
- o. A notation on the site improvement plan of all existing or potential natural or man made hazards on or adjacent to the site and a narrative description of an acceptable plan for the mitigation of the impact of such identified hazards; and
- p. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.

4. Supplemental Materials. The following items are required to be submitted to the Town of Ridgway:
- a. Drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed.
 - b. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.
 - c. Proof of minimum guaranteed water supply appropriate for the requested use.
 - d. Development Improvements Agreement Form (executed).

5. Additional Requirements

- a. Where deemed required by the Town Manager or designee, applicants shall submit an Industrial Use Mitigation Report that details how the proposed use will conform to the criteria outlined in Section 7-4-5, Performance Standards.
- b. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

Prior to making a recommendation or decision on a site plan application, the Planning Commission and Town Council shall consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

- 1. The application complies with all requirements imposed by these Land Use Regulations;
- 2. The application complies with all applicable laws and regulations;
- 3. The proposed use does not result in undue traffic congestion or traffic hazards.

TEMPORARY USE PERMITS

Temporary uses or structures are uses and/or structures that will be used for a specified period of time, are not permanent, or are for a special event or purpose. The review process for a temporary use permit is set forth in Section 7-4-3(G)(2), Review Procedures.

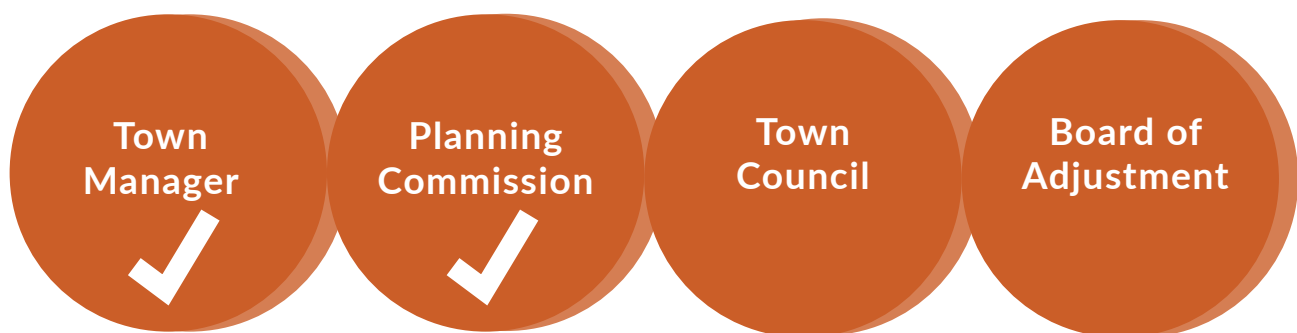
The Planning Commission may issue a permit authorizing certain temporary uses of premises in a district for a use which is otherwise not allowed in such a district for the periods specified here below:

Use	Zoning District	Period
Construction office incidental to construction on premises	All districts	9 months
Carnival, circus, bazaar, fairs	Commercial	1 week
Tent meetings or crusades	Commercial	2 weeks

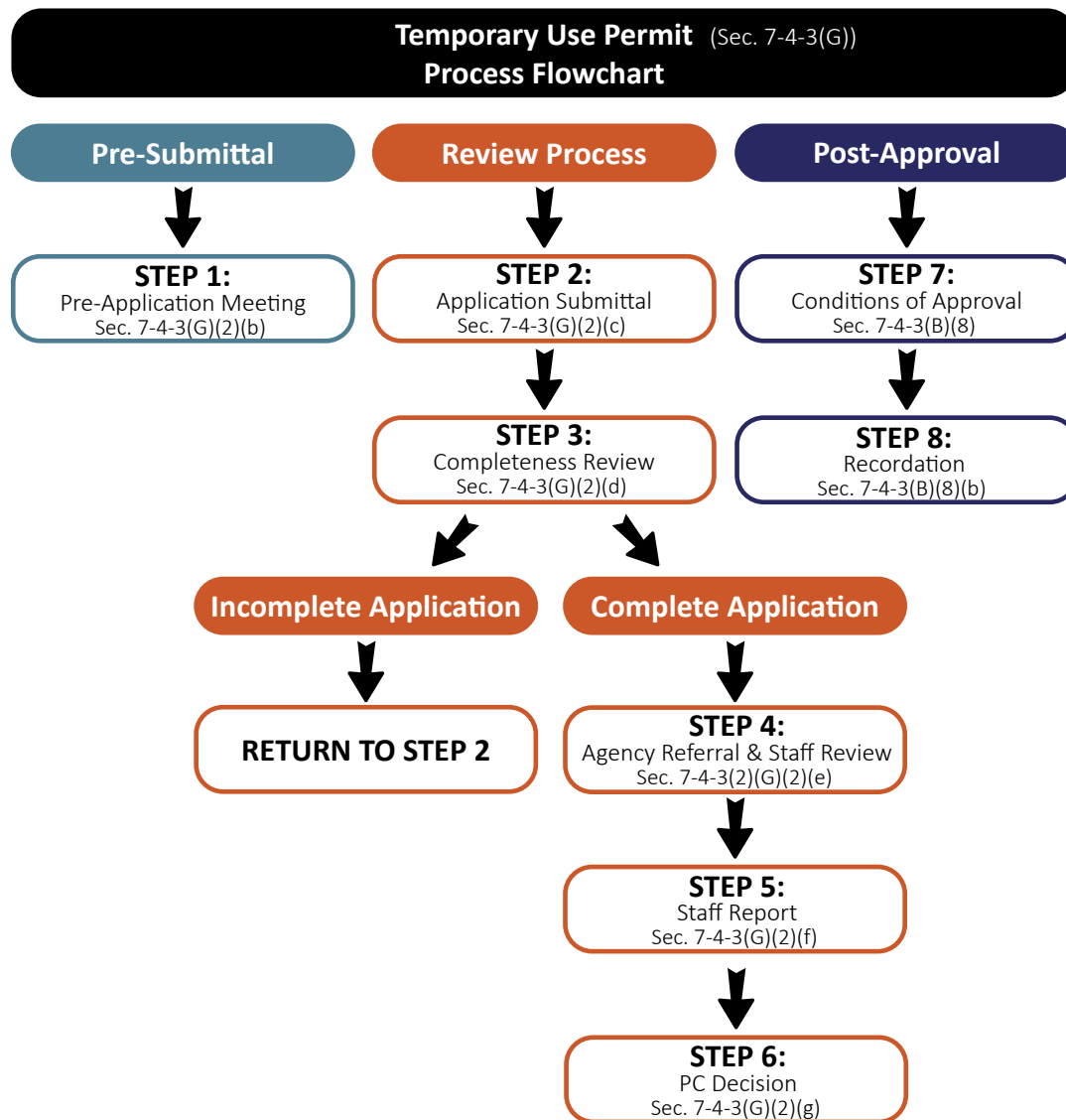
A permit for a period of up to one year may be issued under the following circumstances by the Planning Commission for temporary location or use of a manufactured home or travel home:

- For fire protection or security purposes in the General Commercial District.
- At a construction site during the construction period.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for temporary use requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-4-3(B)(2), Application Submittal Requirements, of the code.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:
 - a. A general written narrative describing the purpose of the project;
 - b. Description of the current land use(s) on the property, the characteristics of the land within the property boundaries, and the current land use on all adjoining property;
 - c. A time schedule for construction and/or operation;

- d. Description of how the use will be operated;
- e. How ongoing maintenance of the use and site will be provided;
- f. How the use's impacts on surrounding properties will be minimized and mitigated;
- g. A statement describing how the proposed use would be in compliance with the provisions of the Master Plan;
- h. The proposed sources of water and sanitary sewer; and
- i. A listing of additional local, state and/or federal permits required prior to commencing the proposed land use and notation of which permits have been applied for and which, if any, have been granted.

3. Site Improvement Plan

- a. The size of the map shall be of a size that is legible for reasonable review and interpretation, as determined by the Town Manager or designee;
- b. A scale that is one (1) inch equals two hundred (200) feet or another suitable scale if approved by Town Manager or designee;
- c. Legal description of the parcel;
- d. North arrow; scale, and legend;
- e. A vicinity map at a suitable scale;
- f. Outline of the parcel boundary or the portion of the parcel that the conditional use applies to;
- g. The location and name of any streams, ponds, waterways and irrigation ditches within the property boundaries;
- h. Current and proposed grading and drainage patterns including:
 - i. Drainage arrows depicting surface flow;
 - ii. Drainage facilities and improvements; and
 - iii. A grading plan depicting existing and proposed site contours at two-foot intervals;
- i. The location and names of all roads and highways abutting the site;
- j. All existing and proposed structures and their dimensions;
- k. The location, and dimensions of any existing and proposed signs on the site;
- l. All utility easements or rights-of-way transmission and/or service lines;
- m. The location and dimensions of vehicular drives, entrances, exits, acceleration and deceleration lanes; location and dimensions of pedestrian entrances, exits, walks and walkways;
- n. General location, arrangement and dimensions of parking spaces, width of aisles, width of bays, angle of parking and other similar information;
- o. A notation on the site improvement plan of all existing or potential natural or man made hazards on or adjacent to the site and a narrative description of an acceptable plan for the mitigation of the impact of such identified hazards; and
- p. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.

4. Additional Requirements. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

The following criteria shall be met by the application and supplemental materials in order for the Planning Commission or designee to issue a temporary use permit.

1. The owner of the property on which the temporary use, structure or event is proposed consents in writing to the issuance of the permit;
2. Local governmental agencies have the resources to dedicate to the use, structure or event;
3. The use, structure or event is not too intrusive or destructive to the community;
4. The proposed use, structure or event is compatible with surrounding land users and uses;
5. The use, structure or event complies with all requirements imposed by this code; and
6. The use, structure or event complies with all applicable laws and regulations.

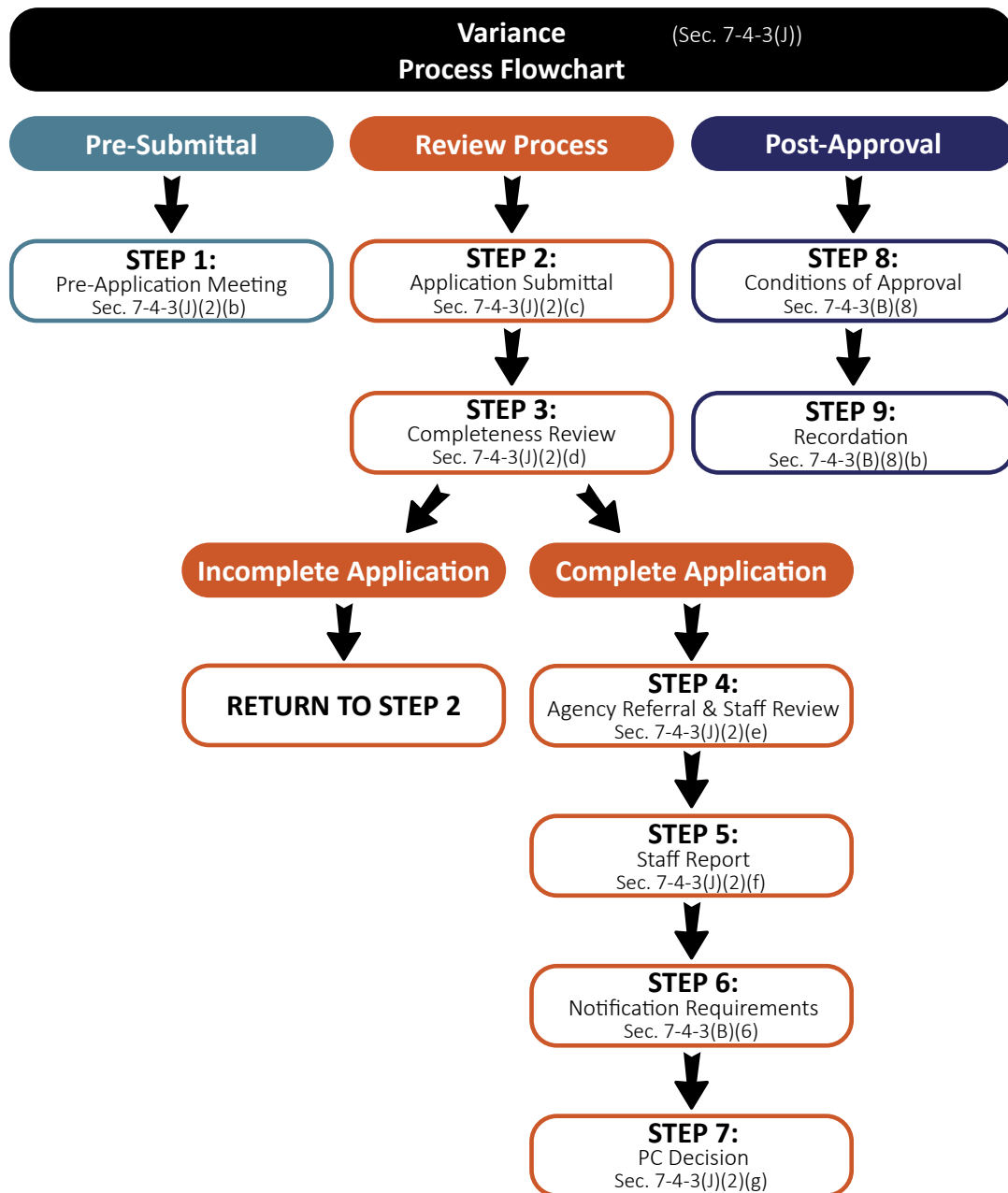
VARIANCE

Variances are deviations from the zoning dimensional standards set forth in Chapter 7, Land Use Regulations, that would not be contrary to the public interest when, owing to special circumstances or conditions such as exceptional topographic conditions, narrowness, shallowness or the shape of a specific piece of property, the literal enforcement of the provisions of this Ridgway Municipal Code would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of the property. No variance from the provisions governing “Uses By Right”, and “Conditional Uses” within any zoning district may be granted.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for variance requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-4-3(B)(2), Application Submittal Requirements, of the code.

2. **Written Narrative.** A written narrative shall be submitted addressing all of the following items and any other information:
 - a. Explanation of the request(s) and justification for why the standard for which the variance is being requested is unable to be met;
 - b. Any efforts the applicant or property owner has made to meet the minimum standards;
 - c. Justification for the request and how the request is the minimum required standard(s);
 - d. Description of how the request meets each of the criterion set forth in Section 7-4-3(J)(3), Approval Criteria;
3. **Site Improvement Plan**
 - a. All existing, required, and proposed dimensional standards clearly depicting the location and increase of the variance request.
 - b. A table identifying the required standard(s) and the numerical value being requested by the variance.
4. **Additional Requirements.**
 - a. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

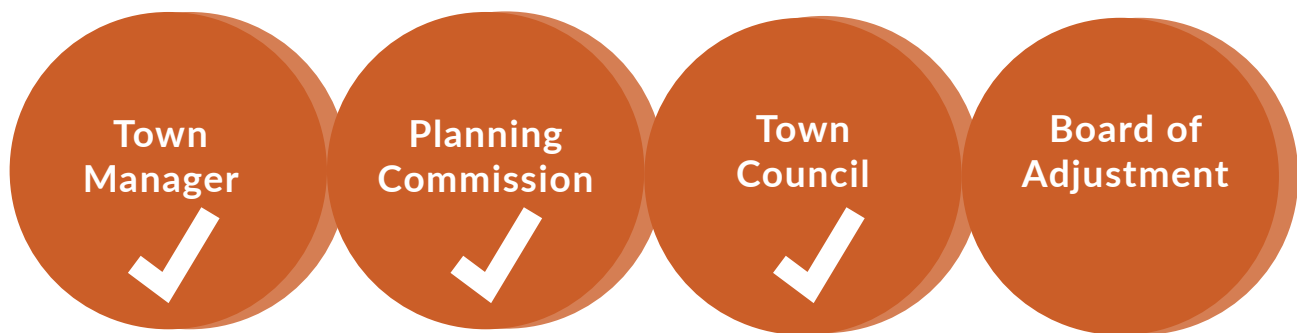
1. The Planning Commission may grant a variance for allowed deviations only upon the finding that the following criteria are met:
 - a. There are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the zoning ordinance, and
 - b. The spirit of the ordinance will be observed, the public health, safety and welfare secured, and substantial justice done by granting the variance.
2. The Planning Commission may grant a variance from the Off-Street Parking Requirements within the Historic Business Zoning District only upon the finding that the following criteria are met:
 - a. The variance is requested for an addition to an existing building or the construction of a purely accessory structure and these modifications will have a de minimis effect on traffic and parking; or,
 - b. The placement of on-site parking is not congruent with the goals and objectives of the downtown and as such will create an undesirable effect on the downtown streetscape, potentially interrupting, impeding or otherwise adversely affecting existing or future infrastructure such as pedestrian walkways and landscape areas; or,
 - c. There are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the Off-Street Parking Requirements.

ZONING MAP AMENDMENT

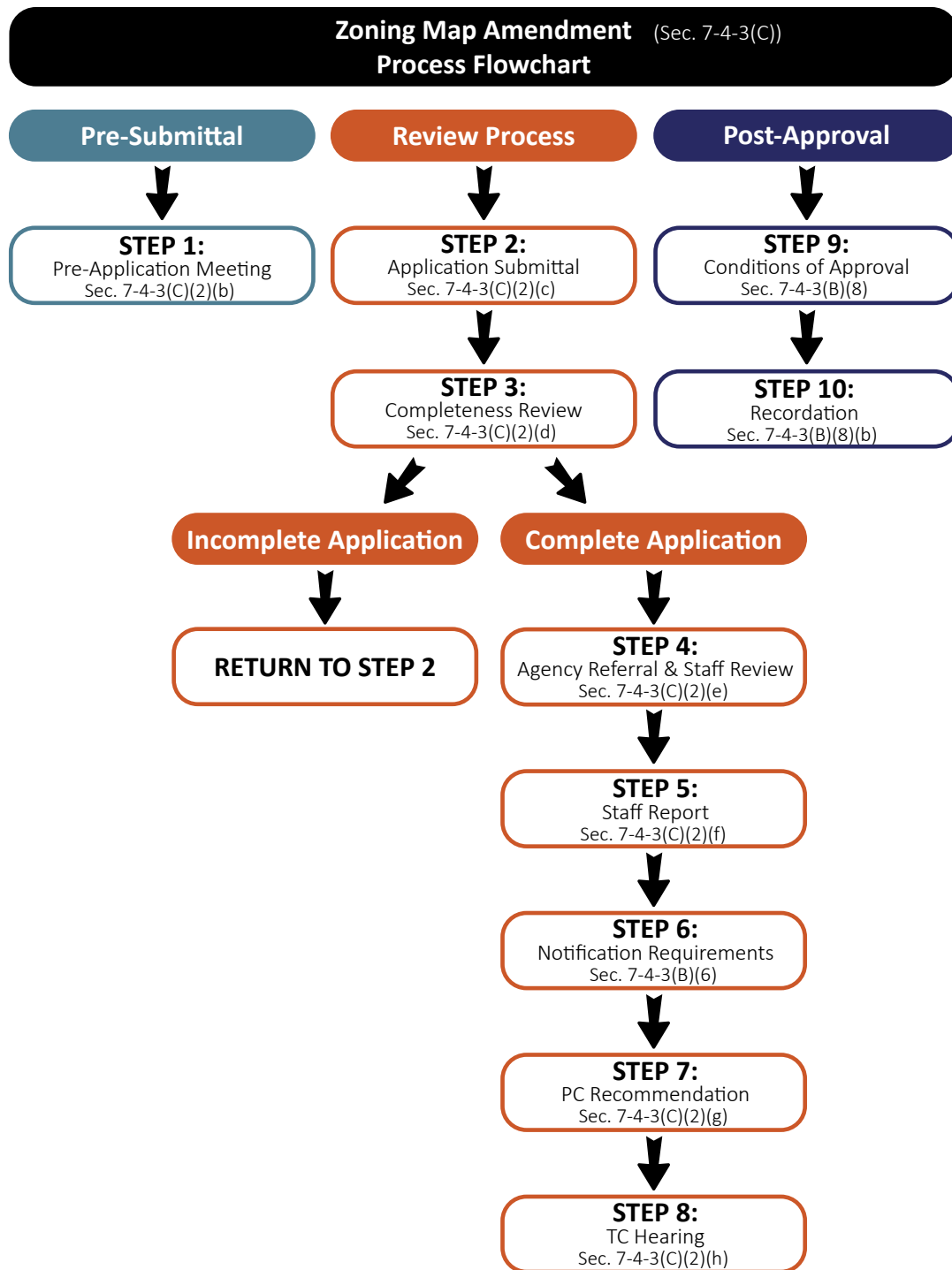
Amendments to the Official Zoning Map may be made by an ordinance enacting a revised map or by an ordinance amending portions of the Official Zoning Map by specifying the legal description of the property to be rezoned. A copy of the Official Zoning Map, as amended from time to time, shall be maintained in the Town Clerk's office available for public inspection. Periodically, copies of the Official Zoning Map, as amended, may be reproduced and made available to the public.

Zoning Map Amendments , also referred to as a Rezoning, may be requested or initiated by the Town, the Planning Commission, or the owner of any legal or equitable interest in the property or their representative.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for a zoning map amendment request. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-4-3(B)(2), Application Submittal Requirements, of the code.

2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other pertinent or necessary information.

- a. A general written narrative describing the purpose of the project;
- b. The source and quantity of water required for the proposed use(s) within the project;
- c. The method of wastewater treatment and anticipated quantity of wastewater generated;
- d. When water or wastewater service would be provided by a municipality or a water or sanitation district or other public entity, written confirmation that such entity is willing and able to provide such service;
- e. A description of any natural or man-made hazard within or in the vicinity of the land within the application and a statement describing how the anticipated impact of such hazards would be mitigated if the proposed request requires such mitigation;
- f. A vicinity map showing to scale the proposed project area in relationship to the surrounding municipal and unincorporated area;
- g. A description of any unique features, such as historical sites, unique landforms or scenic vistas, contained within the project area.

3. Site Improvement Plan.

- a. The size of the map shall be of a size that is legible for reasonable review and interpretation, as determined by the Town Manager or designee;
- b. A scale that is one (1) inch equals two hundred (200) feet or another suitable scale if approved by Town Manager or designee;
- c. Legal description of the parcel;
- d. North arrow, scale, and legend;
- e. A vicinity map at a suitable scale;
- f. Outline of the parcel boundary or the portion of the parcel that the application applies to;
- g. The location and name of any streams, ponds, waterways, and irrigation ditches within the property boundaries;
- h. The location and names of all roads and highways abutting the site;
- i. All existing and proposed structures and their dimensions;
- j. The location, dimensions and design of any existing signs on the site;
- k. All utility easements or rights-of-way for telephone, gas, electric, water and sewer lines;
- l. The location of vehicular drives, entrances, exits, acceleration and deceleration lanes; location and dimensions of pedestrian entrances, exits, walks and walkways;
- m. General location, arrangement and dimensions of parking spaces, aisles, bays and other similar information; and
- n. A notation on the site improvement plan of all existing or potential natural or man made hazards on or adjacent to the site and a narrative description of an acceptable plan for the mitigation of the impact of such identified hazards.

4. Supplemental Materials. The following items are also required to be submitted to the Town:

- a. Proof of minimum guaranteed water supply.

5. Additional Requirements.

- a. Any other information deemed necessary by the Town Manager or designee to assist in the review of the application.

Approval Criteria

Amendments to the Official Zoning Map involving any change in the boundaries of an existing zoning district, or changing the designation of a district, shall be allowed only upon a determination following public hearing that the following criteria are met:

1. The amendment is not adverse to the public health, safety and welfare, and
2. Either:
 - a. The amendment is in general conformity with the Master Plan; or
 - b. The existing zoning is erroneous; or
 - c. Conditions in the area affected or adjacent areas have changed materially since the area was last zoned.

SUBDIVISION REVIEW PROCESSES





GENERAL SUBDIVISION REGULATIONS

1. These Regulations shall be known and may be cited as the Town’s “Subdivision Regulations”.
2. These Regulations shall apply within the corporate limits of the Town.
3. The purposes of these Regulations are to:
 - a. Promote and protect the public health, safety, and welfare.
 - b. To ensure that new development bears its fair share of the cost of providing improvements and services resulting from the development of subdivisions.
 - c. To set forth uniform procedures and standards for the handling of subdivisions.
 - d. To ensure adequate and safe public services such as water, sewer, fire protection, streets and storm drainage.
 - e. To ensure compatibility and implement the Town’s Master Plan and Land Use Regulations.
 - f. To encourage development which limits hazards due to erosion, flood, soil conditions, and excessive slopes.
 - g. To obtain land for parks, schools, affordable housing, and other public purposes.
 - h. To protect the quality of the water, air and environment.
 - i. To encourage energy conservation, use of solar energy, clustered development, and infilling.
 - j. To encourage development which will not adversely affect adjacent property, or historical or recreational values.
 - k. To discourage development inconsistent with existing services and infrastructures.
 - l. To provide for safe and efficient flow of pedestrians, bicycles, and vehicles.
4. These Regulations shall not create any liability on the part of the Town or any officer or employee thereof arising from reliance upon these regulations or any administrative act or failure to act pursuant to these regulations.

SUBDIVISION REGULATION APPLICATION TYPES

- | | |
|-------------------------|--------------------------|
| 1. Amended Plat | 6. Major Subdivision |
| 2. Boundary or Lot Line | a. Sketch Plan |
| 3. Building Footprint | b. Preliminary Plat |
| 4. Condominium | c. Final Plat |
| 5. Lot Consolidation | 7. Minor Subdivision |
| | 8. Resubdivision Plat |
| | 9. Right-of-Way Vacation |
| | 10. Townhome Plat |



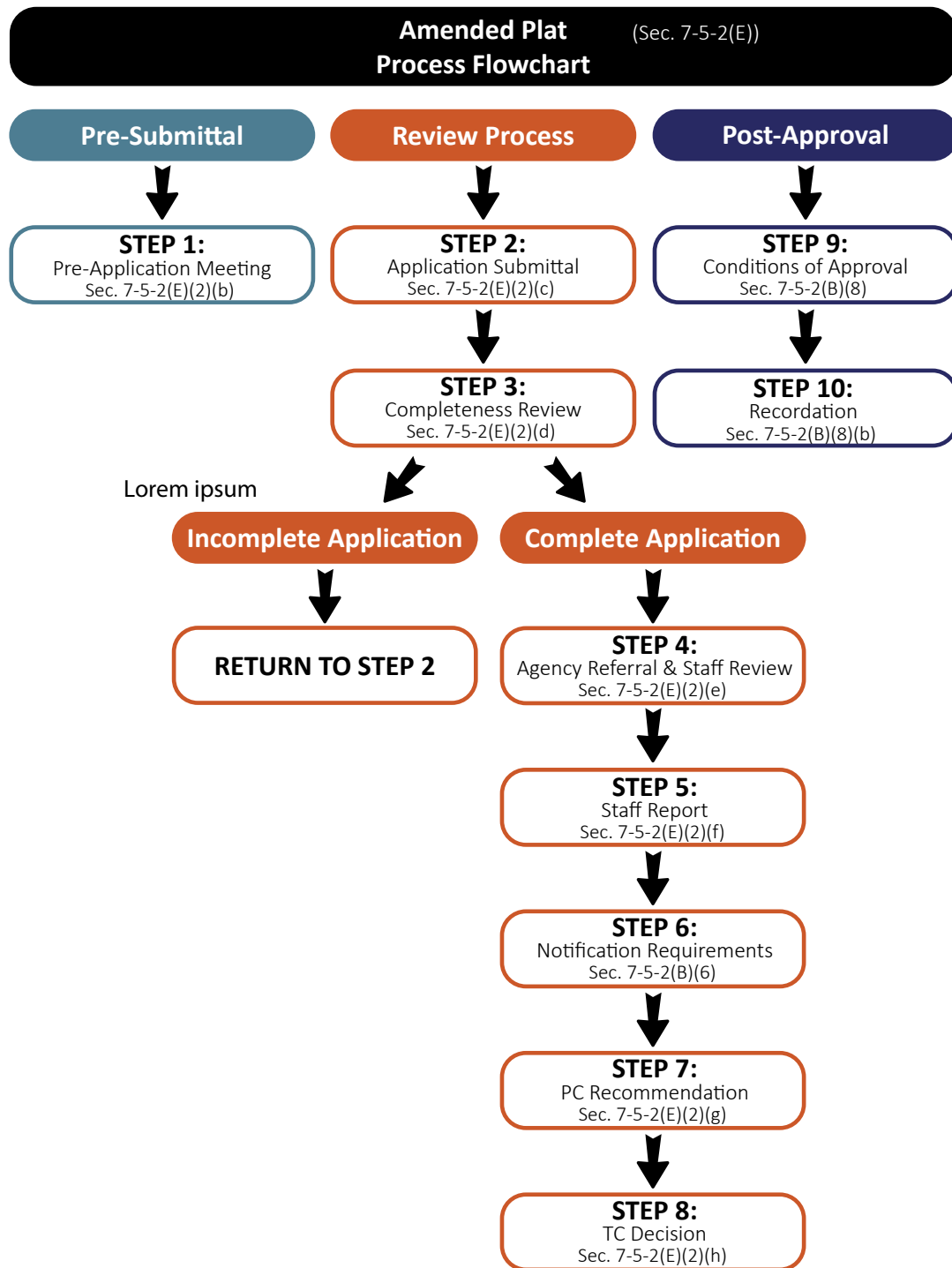
AMENDED PLAT

Amended Plats of subdivision plats previously approved by the Town, or parts of such plats, which do not require a substantial change to the density, development pattern, public improvements, or easements, and are consistent with the Design Standards of these Regulations as determined by the Town Manager, or designee.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for amended plat requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.
2. All items set forth in Section.
3. Amended Plat shall contain the following information submitted to the Town of Ridgway on 24" x 36" sheets at a scale suitable for technical review of the application.
 - a. A title clearly identifying this as a "Amended Plat";
 - b. Legal description of the property;
 - c. North arrow, scale, and legend;
 - d. A vicinity map at a suitable scale;
 - e. The name and address of the owner(s) of record of all properties being modified and the same information for the applicant(s), if other than the owners;
 - f. The name, address and seal of the certifying registered land surveyor and the other individuals preparing the survey plat;
 - g. The township, range, section and quarter section(s);
 - h. Location and full description of all monuments as required by this Land Development Code and by Title 38, Article 51, C.R.S;
 - i. Permanent monuments shall be set pursuant to Section 38- 51-101, C.R.S;
 - j. Block and lot monuments shall be set pursuant to Section 38-51-101, C.R.S;
 - k. Information adequate to locate all monuments shall be noted on the plat;
 - l. The location, layout, dimensions, areas, and uses of all lots and blocks numbered consecutive;
 - m. The location, layout, dimensions, areas, and uses of all outlots and tracts labeled consecutively by letters and include a table identifying ownership and maintenance responsibilities;
 - n. Boundary lines, corner pins, and dimensions of the subject parcel(s), including land survey data to identify the subject parcel by section corners, distance and bearing to these corners, quarter corner and township and range;
 - o. The lengths of all arcs, radii and tangents. Sufficient data shall be shown for all curved lines on the plat to enable reestablishment of the curves in the field;
 - p. The dimensions of all lots and the acreage of each lot shown to two decimal places;
 - q. Location and width of existing roadways, road rights-of-way and parking areas within the site;
 - r. All street and road names shall be shown;
 - s. Area of the entire area the revision covers and the current and proposed area of each individual lot;
 - t. The boundary lines and dimensions, shown accurately, of all easements, alleyways, sidewalks or paths, and similar features, including all other rights-of-way not otherwise or explicitly mentioned;

- u. The names of abutting subdivisions or, in the case of abutting unplatted property, the notation “unplatted” shall appear;
- v. Delineation of all known, identified or designated one hundred (100) year floodplains and localized areas subject to periodic inundation along the required stream setback lines, if any; and
- w. Standard certificate blocks as provided by the Town.

4. Additional Requirements

- a. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

An amended plat application may be approved and accepted by the Town Council if the application is found to meet the following criteria:

1. The proposed revision conforms to all applicable requirements for the zone district(s) in which the property is located.
2. The proposed revision substantially conforms to all other applicable requirements of this code and town resolutions; and
3. The proposed revision is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body.



BOUNDARY OR LOT LINE ADJUSTMENT

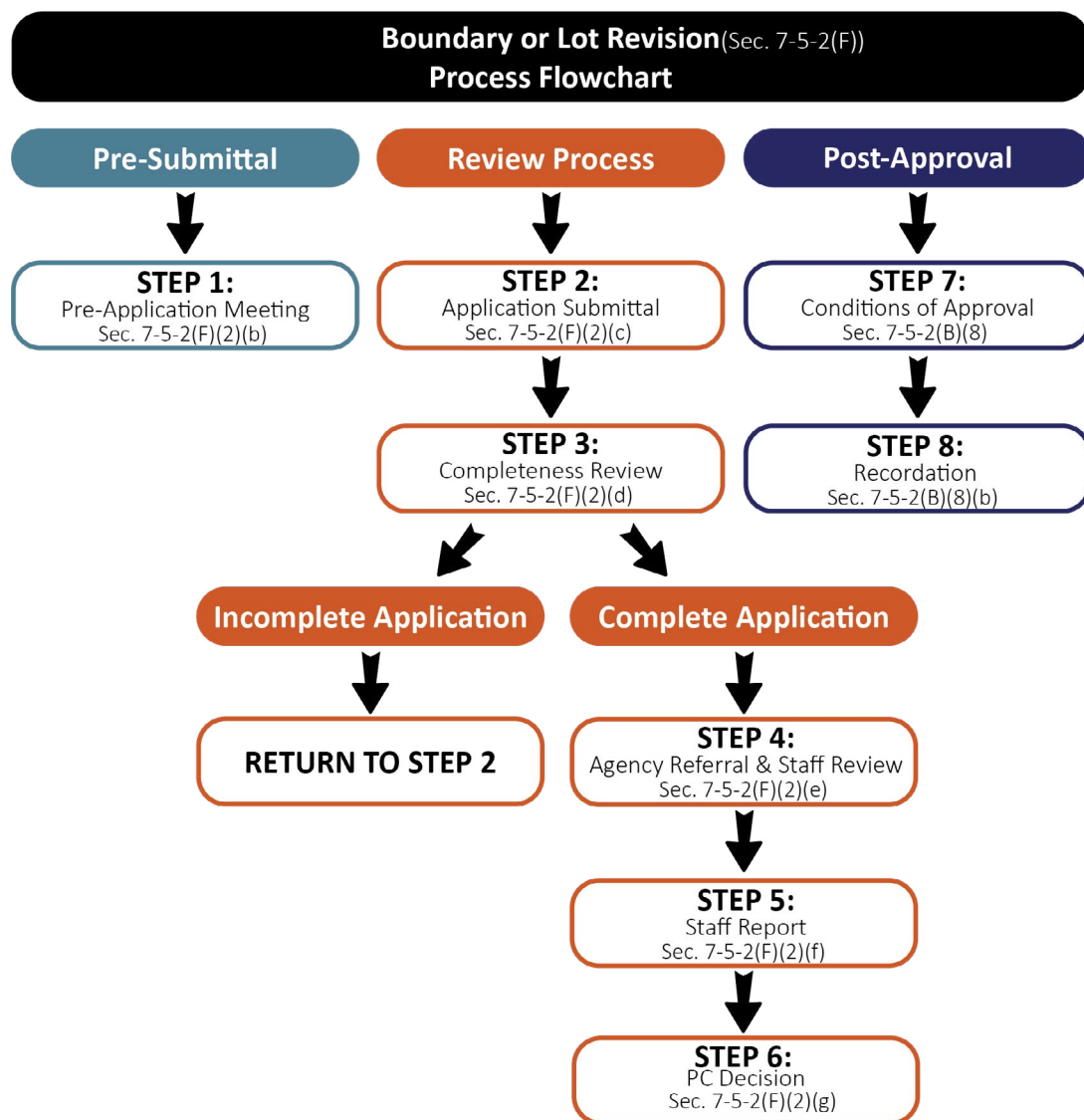
Boundary or lot line revisions are minor amendments to platted or unplatted property which do not result in any of the following:

1. The creation of any additional lot(s);
2. The consolidation of any lots;
3. The creation of an unbuildable lot; or
4. The creation of a lot that does not have legal access from a public right-of-way or perpetual easement.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for boundary or lot line revision requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code..
2. Boundary or Lot Line Adjustment Plat shall contain the following information submitted to the Town of Ridgway on 24" x 36" sheets at a scale suitable for technical review of the application.
 - a. A title clearly identifying this as a "Boundary Line Revision Survey Plat";
 - b. Legal description of the property;
 - c. North arrow, scale, and legend;
 - d. A vicinity map at a suitable scale;
 - e. The name and address of the owner(s) of record of all properties being modified and the same information for the applicant(s), if other than the owners;

- f. The name, address and seal of the certifying registered land surveyor and the other individuals preparing the survey plat;
- g. The township, range, section and quarter section(s);
- h. Location and full description of all monuments as required by this Land Development Code and by Title 38, Article 51, C.R.S.:
 - i. Permanent monuments shall be set pursuant to Section 38- 51-101, C.R.S.
 - ii. Block and lot monuments shall be set pursuant to Section 38-51-101, C.R.S.
- i. Information adequate to locate all monuments shall be noted on the plat;
- j. The location, layout, dimensions, areas, and uses of all lots and blocks numbered consecutively;
- k. The location, layout, dimensions, areas and uses of all outlots and tracts labeled consecutively by letters and include a table identifying ownership and maintenance responsibilities;
- l. Boundary lines, corner pins, and dimensions of the subject parcel(s), including land survey data to identify the subject parcel by section corners, distance and bearing to these corners, quarter corner and township and range;
- m. The lengths of all arcs, radii and tangents. Sufficient data shall be shown for all curved lines on the plat to enable reestablishment of the curves in the field;
- n. The dimensions of all lots and the acreage of each lot shown to two decimal places;
- o. Location and width of existing roadways, road rights-of-way and parking areas within the site;
- p. All street and road names shall be shown;
- q. Area of the entire area the revision covers and the current and proposed area of each individual lot;
- r. The boundary lines and dimensions, shown accurately, of all easements, alleyways, sidewalks or paths, and similar features, including all other rights-of-way not otherwise or explicitly mentioned;
- s. The names of abutting subdivisions or, in the case of abutting unplatted property, the notation “unplatted” shall appear;
- t. Delineation of all known, identified or designated one hundred (100) year floodplains and localized areas subject to periodic inundation along the required stream setback lines, if any; and
- u. Standard certificate blocks as provided by the Town.

3. Additional Requirements. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

A boundary or lot line revision may be approved and accepted by the Planning Commission if the application is found to meet the following criteria:

1. The proposed revision conforms to all applicable requirements for the zone district(s) in which the property is located;
2. The proposed revision substantially conforms to all other applicable requirements of this code and town resolutions; and
3. The proposed revision is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body.



BUILDING FOOTPRINT

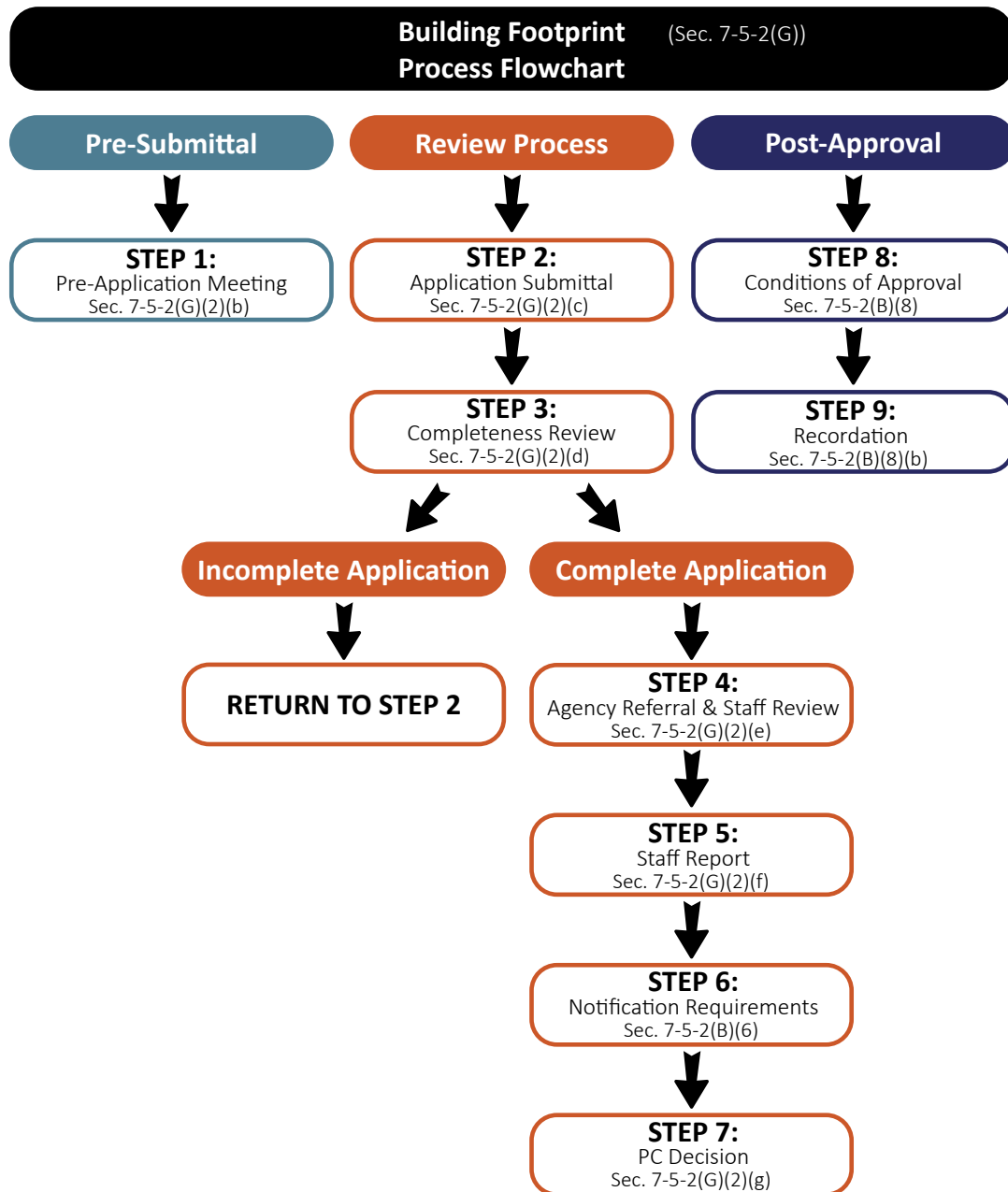
The platting of building footprints shall require review and approval of a building footprint subdivision in accordance with the provisions of this Section 7-5.2(G), Building Footprint Subdivision. A building footprint may be resubdivided per the Town-approved foundation line shown on the site plan at the risk of the subdivider, or it may be resubdivided once the foundation has been poured.

1. Notwithstanding the definition of a “Subdivision, Building Footprint” in Chapter 7, Article 9, a building footprint may be subdivided prior to the construction of the foundation for the structure provided that:
 - a. The final plat of any such building footprint shall contain a plat note that provides as follows:
 - i. The building footprint identified hereon as “_____” has been subdivided prior to the construction of the building, or foundation of the building, to be located on the pad. Pursuant to said section, the owner(s) of the building, as well as the owner(s) of any property that abuts the building must, within ninety (90) days after the construction of the foundation for the building to be located on the pad, have a survey of the foundation prepared and make a subdivision amended plat application to the Town that shall cause the building footprint depicted on the amended plat to be coterminous with the foundation of the building as constructed.
 - b. Within ninety (90) days after the construction of the foundation for the building to be located on the pad, the owner(s) of the building shall have a survey of the foundation prepared and, along with the owner(s) of any property that abuts the building footprint, shall make and pursue to completion an application to the Town to amend the plat of the building footprint to cause the building footprint depicted on the amended plat to be coterminous with the foundation of the building as constructed.
2. With respect to a building footprint that has been subdivided prior to the construction of the building to be constructed on the pad, or its foundation, it is unlawful:
 - a. For the owner(s) of the building to fail to, within ninety (90) days after the construction of the foundation, have a survey of the location of the foundation prepared; and
 - b. For the owner(s) of the building and the owner(s) of any property that abuts the commercial pad, to fail to, within ninety (90) days after the construction of the foundation, make and pursue to completion an application to the Town to amend the plat of the building footprint to cause the pad to be coterminous with the foundation of the building as constructed.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for building footprint requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.
2. Building Footprint Plat shall contain the following information submitted to the Town of Ridgway on 24" x 36" sheets at a scale suitable for technical review of the application.

- a. A title clearly identifying the plat as a “Building Footprint Plat”;
- b. Standard certificate blocks as provided by the town;
- c. Legal description of the property;
- d. North arrow, scale, and legend;
- e. A vicinity map at a suitable scale;
- f. The name and address of the owner(s) of record of the land being platted and the same information for the applicant(s), if other than the owners;
- g. The name, address, and seal of the certifying registered land surveyor and the other individuals preparing the preliminary plat;
- h. The township, range, section and quarter section(s);
- i. Location and full description of all monuments as required by this article and by Title 38, Article 51, C.R.S.;
- j. Permanent monuments shall be set on the external boundary of the subdivision pursuant to §38- 51-101, C.R.S. and
- k. Block and lot monuments shall be set pursuant to §38-51-101, C.R.S.;
- l. Information adequate to locate all monuments shall be noted on the plat;
- m. The location, layout, dimensions, areas, and uses of all lots and blocks numbered consecutively;
- n. The location, layout, dimensions, areas and uses of all outlots and tracts labeled consecutively by letters and include a table identifying ownership and maintenance responsibilities;
- o. Site data in chart form presenting:
 - i. Total area of the proposed subdivision; total area of the developed buildings, driveways and parking areas; total area of non-residential floor space;
 - ii. Total number of proposed lots; breakdown of the lot total by number of lots per use (i.e., residential use, business or commercial and industrial use, and other public and nonpublic uses);
 - iii. Total number of proposed off-street parking spaces;
 - iv. Total number of dwelling units; total number of dwelling units per structure proposed; and
 - v. Total gross density proposed.
- p. Boundary lines, corner pins, and dimensions of the subject property, including land survey data to identify the parcel with section corners, distance and bearing to corners, quarter corners, township and range;
- q. Topography shown at a minimum of two (2) foot contour intervals;
- r. Significant on-site features including: natural and artificial drainage ways, streams, ponds, waterways, wetland areas, irrigation ditches, hydro logic features and aquatic habitat; geologic features and hazards including slopes, alluvial fans, areas of subsidence, rock outcrops and rockfall areas, radiological and seismic hazard areas, soil types and landslide areas; vegetative cover; dams, reservoirs, excavations, and mines; and any other on-site and off-site features that influence the development;
- s. Known, identified or designated one hundred (100) year flood plains and localized areas subject to periodic flooding. The distance between the mean identifiable high-water mark of any creeks, streams or rivers and the nearest proposed development within the site shall also be shown;

- t. Existing and proposed parking areas, driveways, emergency turn-outs and emergency turnarounds, sidewalks, and paths and their dimensions;
- u. Public Access to the site, and internal circulation. Location, dimension, alignment and names of all existing and proposed streets, drives, alleys and roads on or adjoining the property. The general location and right-of-way width for all arterials and collectors shall be shown;
- v. The location of any engineering for any existing or proposed wastewater systems, water mains, culverts, storm drains, sidewalks, gutters, fire hydrants along with the width and depth of pavement or subgrading to be provided, the depth of burial of all underground lines, pipes and tubing and typical cross sections of the proposed grading of roadways and sidewalks;
- w. Uses and grantees of all existing and proposed easements and rights-of-way on or adjacent to the property and their dimensions;
- x. The location, use and gross square footage of proposed structures within the subdivision;
- y. Building envelopes in hazardous areas to protect trees and other natural resources, if deemed appropriate by planning staff;
- z. Location and layout of lots and blocks, with lots and blocks numbered consecutively, and the dimensions and acreage of each lot;
- aa.Areas for landscaping, and delineation of the type and extent of vegetative cover on the site;
- ab.Existing land uses and zoning on adjoining properties;
- ac.Public or private sources of utility services and facilities; and
- ad.Location and dimension of land to be held in common, open space devoted to community use, and land to be dedicated to town.

3. Supplemental Materials

- a. The following items may be required to be submitted to the Town of Ridgway:
 - i. Drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed.
 - ii. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.
 - iii. Proof of minimum guaranteed water supply appropriate for the requested use.

4. Additional Requirements. The following shall be submitted with a condominium subdivision application:

- a. A map showing all common areas (general and limited common elements) and usages of the building and grounds, for the interior division of the building showing horizontal and vertical boundaries of all units, including a distance from a building corner to a property corner or other survey reference.
- b. A copy of the articles of incorporation and bylaws of the owner's association for the project and of the declaration of covenants applicable to the building footprint.
- c. A management plan that states:
 - i. The responsible party for managing the common area, lodging reservations, etc.;
 - ii. Provisions for selecting, appointing, and securing management; and
 - iii. Responsibilities and duties of the management entity.

- d. A maintenance plan that states:
 - i. The responsible entity for repair and maintenance of common areas;
 - ii. What will be included in the maintenance program, including but not limited to provisions for snow removal, trash removal, maintenance of pools, hot tubs, common areas, and other amenities; and
 - iii. The mechanism used to fund the management and maintenance activities of the development.
- e. In addition, if there are any restrictive covenants, conditions, or restrictions other than specified in the declaration, they shall be filed concurrently with the filing of the condominium plat.
- f. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

A building footprint plat may be approved and accepted by the Planning Commission if the application is found to meet the following criteria:

1. The proposed revision conforms to all applicable requirements for the zone district(s) in which the property is located.
2. The proposed revision substantially conforms to all other applicable requirements of this code and town resolutions; and
3. The proposed revision is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body.



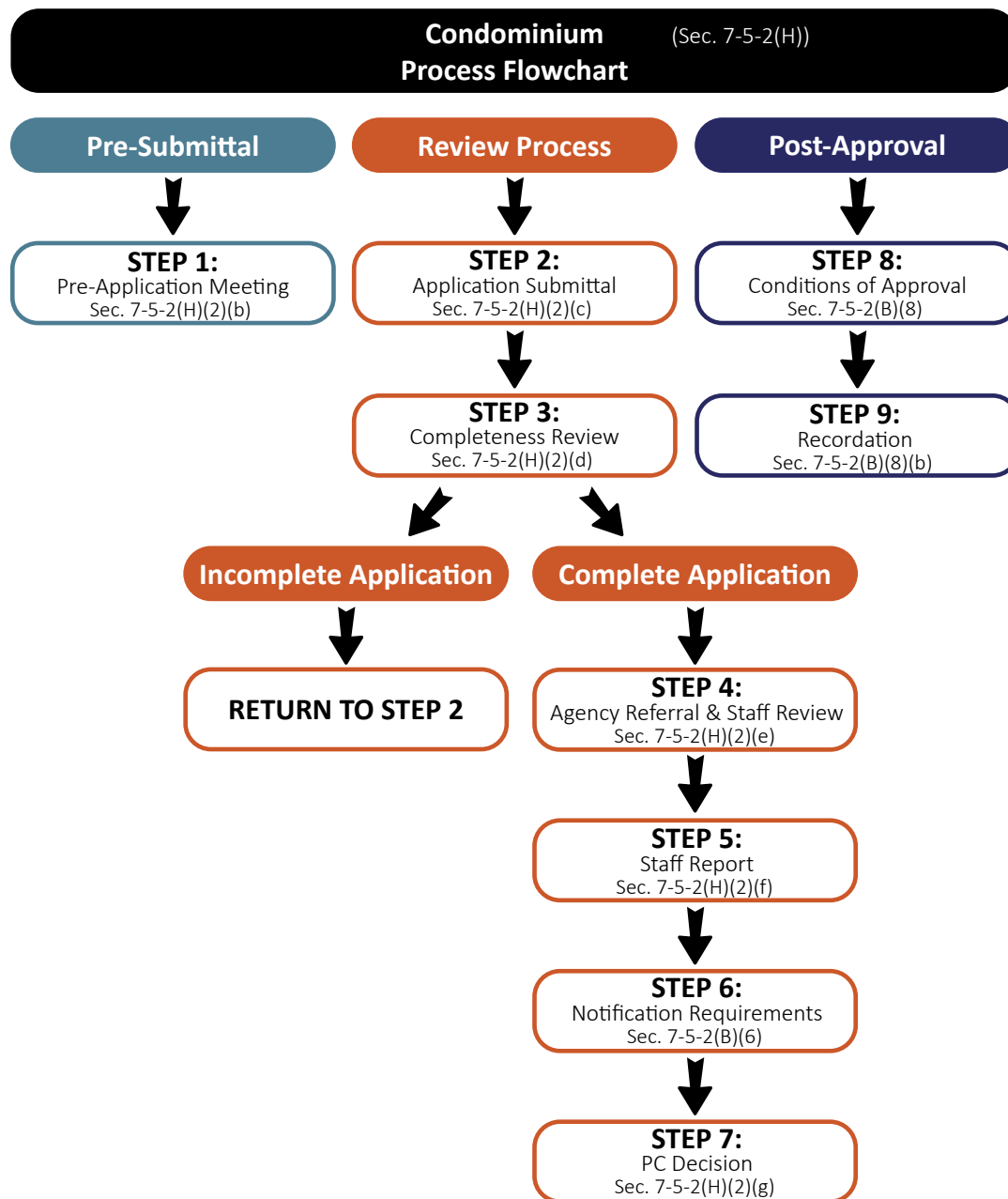
CONDOMINIUM

The condominiumization of buildings shall require review and approval of a condominium subdivision in accordance with the provisions of this Section 7-5.2(H), Condominium Subdivision. This section shall apply to all new condominium projects and conversions of existing buildings to condominiums.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for condominium subdivision requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.
2. Condominium Subdivision Plat shall contain the following information submitted to the Town of Ridgway on 24" x 36" sheets at a scale suitable for technical review of the application:

- a. A title clearly identifying the plat as a "Condominium Subdivision Plat";
- b. Standard certificate blocks as provided by the town;
- c. Legal description of the property;
- d. North arrow, scale, and legend;
- e. A vicinity map at a suitable scale;
- f. The name and address of the owner(s) of record of the land being platted and the same information for the applicant(s), if other than the owners;
- g. The name, address, and seal of the certifying registered land surveyor and the other individuals preparing the preliminary plat;
- h. The township, range, section and quarter section(s);
- i. Location and full description of all monuments as required by this article and by Title 38, Article 51, C.R.S.;
- j. Permanent monuments shall be set on the external boundary of the subdivision pursuant to §38- 51-101, C.R.S.;
- k. Block and lot monuments shall be set pursuant to §38-51-101, C.R.S.;
- l. Information adequate to locate all monuments shall be noted on the plat;
- m. The location, layout, dimensions, areas, and uses of all lots and blocks numbered consecutively;
- n. The location, layout, dimensions, areas and uses of all outlots and tracts labeled consecutively by letters and include a table identifying ownership and maintenance responsibilities;
- o. Site data in chart form presenting:
 - i. Total area of the proposed subdivision; total area of the developed buildings, driveways and parking areas; total area of non-residential floor space;
 - ii. Total number of proposed lots; breakdown of the lot total by number of lots per use (i.e. residential use, business or commercial and industrial use, and other public and nonpublic uses);
 - iii. Total number of proposed off-street parking spaces;
 - iv. Total number of dwelling units; total number of dwelling units per structure proposed; and
 - v. Total gross density proposed.
- p. Boundary lines, corner pins, and dimensions of the subject property, including land survey data to identify the parcel with section corners, distance and bearing to corners, quarter corners, township and range;
- q. Topography shown at a minimum of two (2) foot contour intervals;
- r. Significant on-site features including: natural and artificial drainage ways, streams, ponds, waterways, wetland areas, irrigation ditches, hydro logic features and aquatic habitat; geologic features and hazards including slopes, alluvial fans, areas of subsidence, rock outcrops and rockfall areas, radiological and seismic hazard areas, soil types and landslide areas; vegetative cover; dams, reservoirs, excavations, and mines; and any other on-site and off-site features that influence the development;
- s. Known, identified or designated one hundred (100) year flood plains and localized areas subject to periodic flooding. The distance between the mean identifiable high-water mark of any creeks, streams or rivers and the nearest proposed development within the site shall also be shown;

- t. Existing and proposed parking areas, driveways, emergency turn-outs and emergency turnarounds, sidewalks, and paths and their dimensions;
- u. Public Access to the site, and internal circulation. Location, dimension, alignment and names of all existing and proposed streets, drives, alleys and roads on or adjoining the property. The general location and right-of-way widths for all arterials and collectors shall be shown;
- v. The location of any engineering for any existing or proposed wastewater systems, water mains, culverts, storm drains, sidewalks, gutters, fire hydrants along with the width and depth of pavement or subgrading to be provided, the depth of burial of all underground lines, pipes and tubing and typical cross sections of the proposed grading of roadways and sidewalks;
- w. Uses and grantees of all existing and proposed easements and rights-of-way on or adjacent to the property and their dimensions;
- x. The location, use and gross square footage of proposed structures within the subdivision;
- y. Building envelopes in hazardous areas to protect trees and other natural resources, if deemed appropriate by planning staff;
- z. Location and layout of lots and blocks, with lots and blocks numbered consecutively, and the dimensions and acreage of each lot;
- aa.Areas for landscaping, and delineation of the type and extent of vegetative cover on the site;
- ab.Existing land uses and zoning on adjoining properties;
- ac.Public or private sources of utility services and facilities; and
- ad.Location and dimension of land to be held in common, open space devoted to community use, and land to be dedicated to town.

3. Supplemental Materials. The following items may be required to be submitted to the Town of Ridgway:

- a. Drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed;
- b. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure;
- c. Proof of minimum guaranteed water supply appropriate for the requested use.

4. Additional Requirements. The following shall be submitted with a condominium subdivision application:

- a. A map showing all common areas (general and limited common elements) and usages of the building and grounds, for the interior division of the building showing horizontal and vertical boundaries of all units, including a distance from a building corner to a property corner or other survey reference;
- b. A copy of the declaration applicable to the condominium project, as defined in Section 38-33-105, C.R.S. 1973, as amended and/or as may be required pursuant to the Colorado Common Interest Ownership Act, C.R.S. 38-33.3-101 et. seq. as amended;
- c. A copy of the condominium association's Articles of Incorporation, bylaws, and covenants. The bylaws and declaration of covenants shall contain the information required by the Condominium Ownership Act of the State of Colorado and the Colorado Common Interest Ownership Act, if applicable. All condominium projects shall comply with this requirement;

- d. A management plan that states:
 - i. The responsible party for managing the common area, lodging reservations, etc.;
 - ii. Provisions for selecting, appointing, and securing management;
 - iii. Responsibilities and duties of the management entity;
 - iv. The responsible party for coordinating the use and rental unit occupancy of those units that are used for short-term lodging.
- e. A maintenance plan that states:
 - i. The responsible entity for repair and maintenance of common areas;
 - ii. What will be included in the maintenance program, including but not limited to provisions for snow removal, trash removal, maintenance of pools, hot tubs, common areas, and other amenities;
 - iii. The mechanism used to fund the management and maintenance activities of the development.
- f. In addition, if there are any restrictive covenants, conditions, or restrictions other than specified in the declaration, they shall be filed concurrently with the filing of the condominium plat;
- g. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

A condominium subdivision plat may be approved and accepted by the Planning Commission if the application is found to meet the following criteria:

1. The proposed revision conforms to all applicable requirements for the zone district(s) in which the property is located;
2. The proposed revision substantially conforms to all other applicable requirements of this code and town resolutions; and
3. The proposed revision is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body.

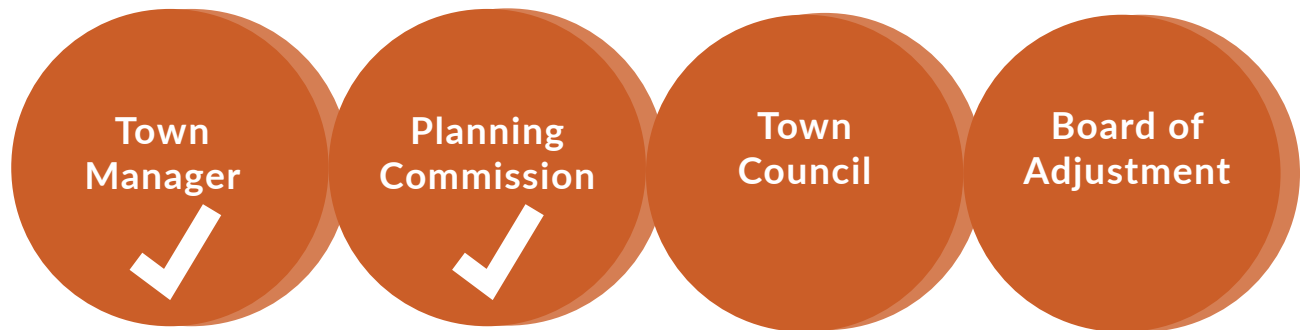


Lot Consolidation

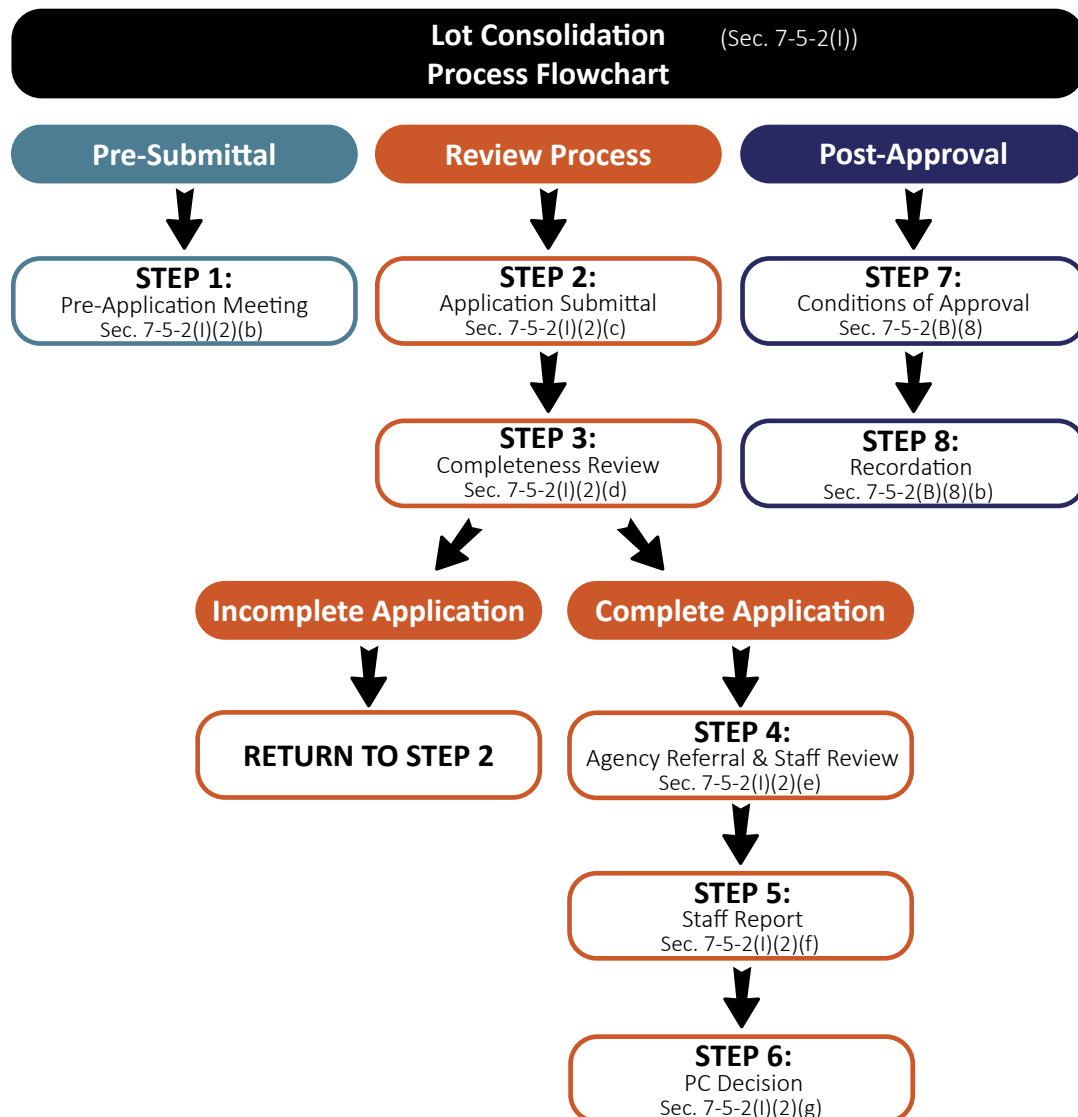
A lot consolidation is when two or more lots, tracts, or parcels are consolidated into one lot deleting the common boundary line and resulting in one lot. A lot consolidation shall not be allowed for any lot, tract, or parcel more than one time. Furthermore, a lot consolidation shall not result in any of the following:

1. The modification or alteration of any public right-of-way;
2. The creation of any additional lots;
3. The creation of an unbuildable lot; or
4. The creation of a lot that does not have legal access from a public right-of-way or perpetual easement.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for lot consolidation requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code..
2. Lot Consolidation Plat. The plat shall contain the following information submitted to the Town of Ridgway on 24" x 36" sheets at a scale suitable for technical review of the application.
 - a. A title clearly identifying the plat as a "Lot Consolidation Plat";
 - b. Legal description of the property;
 - c. North arrow, scale, and legend;
 - d. A vicinity map at a suitable scale;

- e. The name and address of the owner(s) of record of all properties being modified and the same information for the applicant(s), if other than the owners,
- f. The name, address and seal of the certifying registered land surveyor and the other individuals preparing the survey plat;
- g. The township, range, section and quarter section(s);
- h. Location and full description of all monuments as required by this Land Development Code and by Title 38, Article 51, C.R.S.;
- i. Permanent monuments shall be set pursuant to Section 38- 51-101, C.R.S.;
- j. Block and lot monuments shall be set pursuant to Section 38-51-101, C.R.S.;
- k. Information adequate to locate all monuments shall be noted on the plat;
- l. The location, layout, dimensions, areas, and uses of all lots and blocks numbered consecutively;
- m. The location, layout, dimensions, areas and uses of all outlots and tracts labeled consecutively by letters and include a table identifying ownership and maintenance responsibilities;
- n. Boundary lines, corner pins, and dimensions of the subject property, including land survey data to identify the parcel with section corners, distance and bearing to corners, quarter corners, township and range;
- o. The lengths of all arcs, radii and tangents. Sufficient data shall be shown for all curved lines on the plat to enable reestablishment of the curves in the field;
- p. Location and width of existing roadways, road rights-of-way and parking areas within the site;
- q. All street and road names shall be shown;
- r. Area of each individual lot and the total area of the proposed consolidation;
- s. The boundary lines and dimensions, shown accurately, of all easements, alleyways, sidewalks or paths, and similar features, including all other rights-of-way not otherwise or explicitly mentioned;
- t. The names of abutting subdivisions or, in the case of abutting unplatted property, the notation "unplatted" shall appear;
- u. Significant on-site features including: natural and artificial drainage ways, streams, ponds, waterways, wetland areas, irrigation ditches, hydro logic features and aquatic habitat; geologic features and hazards including slopes, alluvial fans, areas of subsidence, rock outcrops and rockfall areas, radiological and seismic hazard areas, soil types and landslide areas; vegetative cover; dams, reservoirs, excavations, and mines; and any other on-site and off-site features that influence the development;
- v. Known, identified or designated one hundred (100) year flood plains and localized areas subject to periodic flooding. The distance between the mean identifiable high-water mark of any creeks, streams or rivers and the nearest proposed development within the site shall also be shown;
- w. Existing and proposed parking areas, driveways, emergency turn-outs and emergency turnarounds, sidewalks, and paths and their dimensions;
- x. Public Access to the site, and internal circulation. Location, dimension, alignment and names of all existing and proposed streets, drives, alleys and roads on or adjoining the property. The general location and right-of-way width for all arterials and collectors shall be shown;
- y. The location of any engineering for any existing or proposed wastewater systems, water mains, culverts, storm drains, sidewalks, gutters, fire hydrants along with the width and depth of pavement or subgrading to be provided, the depth of burial of all underground lines, pipes and tubing and typical cross sections of the proposed grading of roadways and sidewalks;

- z. Uses and grantees of all existing and proposed easements and rights-of-way on or adjacent to the property and their dimensions;
- aa. The location, use and gross square footage of proposed structures within the subdivision;
- ab. Building envelopes in hazardous areas to protect trees and other natural resources, if deemed appropriate by planning staff;
- ac. Location and layout of lots and blocks, with lots and blocks numbered consecutively, and the dimensions and acreage of each lot;
- ad. Areas for landscaping, and delineation of the type and extent of vegetative cover on the site;
- ae. Existing land uses and zoning on adjoining properties;
- af. Public or private sources of utility services and facilities;
- ag. Location and dimension of land to be held in common, open space devoted to community use, and land to be dedicated to town; and
- ah. The plat shall include executed certificates, notices, and statements in the standard format provided by the town.

3. Supplemental Materials. The following items may be required to be submitted to the Town of Ridgway:

- a. Final Engineering Reports and Plans;
- b. Final improvements agreement meeting all standards and requirements set forth in Section 7-5-3(B), Improvement Agreement;
- c. Final drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed;
- d. Final traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure;
- e. Covenants, restrictions, and by-laws, if applicable;
- f. Proof of minimum guaranteed water supply appropriate for the requested use;
- g. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.

4. Additional Requirements

- a. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

A lot consolidation may be approved and accepted by the Planning Commission if the application is found to meet the following criteria:

- 1. The proposed consolidation conforms to all applicable requirements for the zone district(s) in which the property is located;
- 2. The proposed consolidation substantially conforms to all other applicable requirements of this code, ordinances, and resolutions; and
- 3. The proposed consolidation is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body.

MAJOR SUBDIVISION

Division of land applications which are defined as a major subdivision in Chapter 7-9, Definitions, shall be reviewed in compliance with the provisions of this Section 7-5-2(C)(2), Review Procedures. Major subdivisions require three separate stages of approval:

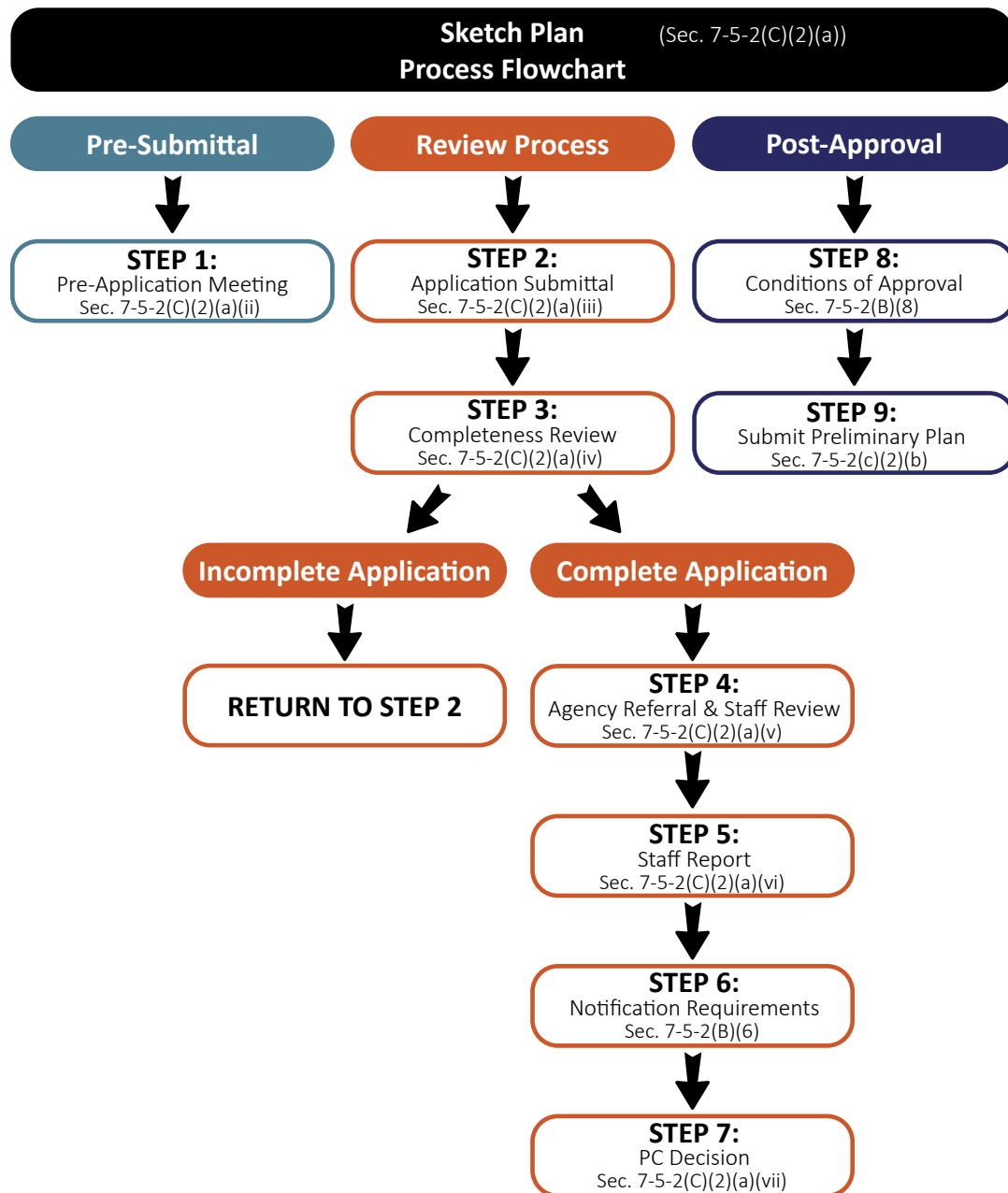
1. Sketch Plan Review. The process for sketch plan review is set forth in Section 7-5-2(C)(2)(a), Sketch Plan Review.
2. Preliminary Plat. The process for preliminary plat review is set forth in Section 7-5-2(C)(2)(b), Preliminary Plat Review.
3. Final Plat. The process for final plat review is set forth in Section 7-5-2(C)(2)(c), Final Plat Review.

SKETCH PLAN

Approval Body for Sketch Plan Application



Sketch Plan Review Process



Sketch Plan Submittal Requirements

The following are the application materials required to be submitted for a sketch plan request. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.

2. Sketch Plan. The applicant shall submit a copy of the sketch plan map at a size and scale legible and suitable for non-technical review of the proposal. The sketch plan map shall include the following information and supplemental materials. The Town Manager or designee may require, or the applicant may wish to submit, a more detailed version of all or part of the sketch plan map.

- a. A title clearly identifying the plat as a "Sketch Plan";
- b. Standard certificate blocks as provided by the town;
- c. Legal description of the property;
- d. North arrow, scale, and legend;
- e. A vicinity map at a suitable scale;
- f. Boundary lines, corner pins, and dimensions of the subject property, including land survey data to identify the parcel with section corners, distance and bearing to corners, quarter corners, township and range;
- g. Existing and proposed topographic contours at vertical intervals sufficient to show the topography affecting the development and storm drainage;
- h. Significant on-site features including: natural and artificial drainage ways, streams, ponds, waterways, wetland areas, irrigation ditches, hydro logic features and aquatic habitat; geologic features and hazards including slopes, alluvial fans, areas of subsidence, rock outcrops and rockfall areas, radiological and seismic hazard areas, soil types and landslide areas; vegetative cover; dams, reservoirs, excavations, and mines; and any other on-site and off-site features that influence the development;
- i. Existing and proposed parking areas, driveways, emergency turn-outs and emergency turnarounds, sidewalks, and paths and their dimensions;
- j. Existing and proposed roads, railroad tracks, irrigation ditches, fences and utility lines on or adjacent to the parcel and their dimensions;
- k. Uses and grantees of all existing and proposed easements and rights-of way on or adjacent to the property and their dimensions; and
- l. Schematic and narrative representation of the proposed land use(s) including:
 - i. Existing and proposed zoning of land to be subdivided;
 - ii. Total proposed subdivision area in acres and a percentage breakdown of areas devoted to specific land uses, with acreage and square footage, (e.g., percentage and area of residential development and/or nonresidential development; percentage and area of open space; percentage and area of parking and driveways, and so forth);
 - iii. Approximate lot sizes;
 - iv. Total number, size, general location, and type of proposed dwelling units;
 - v. Location, size, and use of major improvements;
 - vi. Total number of square feet of proposed nonresidential floor space;
 - vii. Off-street parking areas and anticipated number of spaces;
 - viii. Recreation areas and open space;
 - ix. School sites;
 - x. Approximate location of wastewater treatment system, including location and size of leach field, service lines, and treatment facilities to serve the proposed use;

- xi. Source and capacity of the water supply, including approximate location and size of well(s) and/or water lines to serve the proposed use; and
 - xii. Location and size of existing and proposed utilities and service facilities.
 - m. Current and proposed grading and drainage patterns including:
 - i. Drainage arrows depicting surface flow;
 - ii. Drainage facilities and improvements; and
 - iii. A grading plan depicting existing and proposed site contours at two-foot intervals.
3. Land Suitability Analysis. The land suitability analysis is a written analysis of conditions on-site and off-site which have an influence on the proposed use of the land. The land suitability analysis shall include the following information:
- a. A description of site features such as streams, areas subject to flooding, lakes, high ground water areas, vegetative cover, and other significant natural and man-made features;
 - b. A description of the existing drainages and impoundments, natural and man made;
 - c. A description of soil characteristics of the site;
 - d. A description of the geologic characteristics of the area including any potential natural or man-made hazards;
 - e. A description of the topography and the slope determination;
 - f. A description of the source of water supply, the existing and future domestic and agricultural requirements, and the capacity of the source of water supply to meet existing and future requirements. The description shall include detail of historic irrigation, tailwater issues, and water demands;
 - g. A description of the relationship of the subject parcel to floodplains, the nature of soils and subsoils and their ability to adequately support waste disposal, the slope of the land, the effect of sewage effluents, and the pollution of surface runoff, stream flow and groundwater;
 - h. A description of the Floodplain and Flood Fringe designations affecting the subject property;
 - i. A description of the existing environmental conditions:
 - i. Existing flora and fauna habitat, wetlands, migration routes;
 - ii. Significant archaeological, cultural, paleontological, and historic resource areas; and
 - iii. Potential radiation hazard that may have been identified by the state or the Ouray County Public Health Department.
 - j. A description of the existing and historic use of adjacent property and neighboring properties within a 300' radius;
 - k. A description of all easements defining, limiting or allowing use types and access;
 - l. Access:
 - i. A description of historic public access to or through the site; and
 - ii. A description of access to adjoining roads and sight distance and intersection constraints.
4. Conceptual Landscape Plan. The landscape plan shall comply with all requirements in Section 7-4-8, Landscape Regulations.
5. Supplemental Materials. The following items are required to be submitted to the Town of Ridgway:
- a. Conceptual drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed.

- b. Conceptual traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.
- c. Proof of minimum guaranteed water supply appropriate for the requested use.

6. Additional Requirements

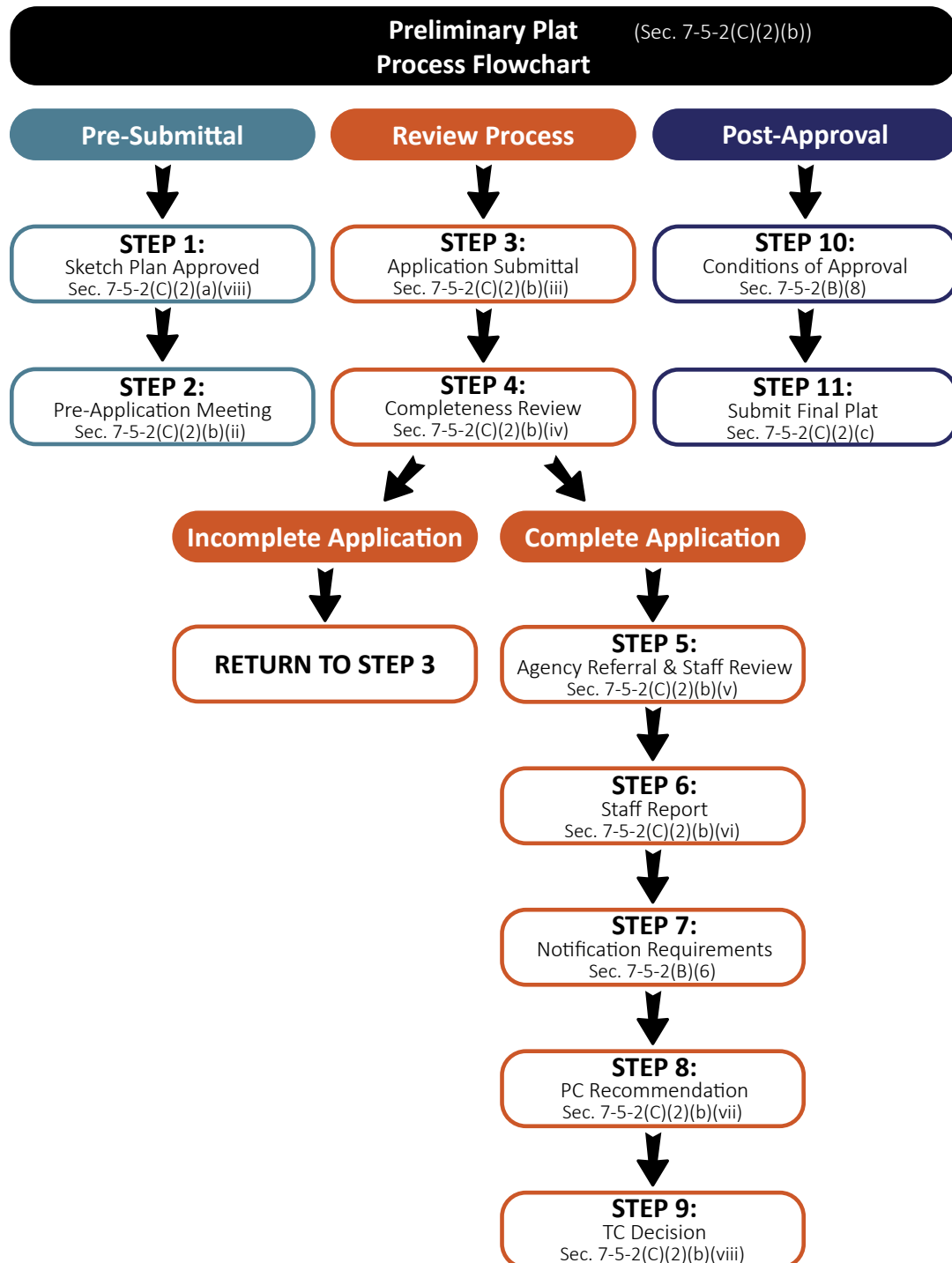
- a. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

PRELIMINARY PLAT

Approval Body for Preliminary Plat Application



Preliminary Plat Review Process



Preliminary Plat Submittal Requirements

The following are the application materials required to be submitted for a preliminary plat request. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.
2. Preliminary Subdivision Plat. The preliminary subdivision plat shall contain the following information submitted to the Town of Ridgway on 24" x 36" sheets at a scale suitable for technical review of the application.
 - a. A title clearly identifying the plat as a "Preliminary Subdivision Plat";
 - b. Standard certificate blocks as provided by the town;
 - c. Legal description of the property;
 - d. North arrow, scale, and legend;
 - e. A vicinity map at a suitable scale;
 - f. The name and address of the owner(s) of record of the land being platted and the same information for the applicant(s), if other than the owners;
 - g. The name, address, and seal of the certifying registered land surveyor and the other individuals preparing the preliminary plat;
 - h. The township, range, section and quarter section(s);
 - i. Location and full description of all monuments as required by this article and by Title 38, Article 51, C.R.S.:
 - i. Permanent monuments shall be set on the external boundary of the subdivision pursuant to §38- 51-101, C.R.S.; and
 - ii. Block and lot monuments shall be set pursuant to §38-51-101, C.R.S.
 - j. Information adequate to locate all monuments shall be noted on the plat;
 - k. The location, layout, dimensions, areas, and uses of all lots and blocks numbered consecutively;
 - l. The location, layout, dimensions, areas and uses of all outlots and tracts labeled consecutively by letters and include a table identifying ownership and maintenance responsibilities;
 - m. Site data in chart form presenting:
 - i. Total area of the proposed subdivision; total area of the developed buildings, driveways and parking areas; total area of non-residential floor space;
 - ii. Total number of proposed lots; breakdown of the lot total by number of lots per use (i.e. residential use, business or commercial and industrial use, and other public and nonpublic uses);
 - iii. Total number of proposed off-street parking spaces;
 - iv. Total number of dwelling units; total number of dwelling units per structure proposed; and
 - v. Total gross density proposed.

- n. Boundary lines, corner pins, and dimensions of the subject property, including land survey data to identify the parcel with section corners, distance and bearing to corners, quarter corners, township and range;
- o. Topography at the following minimum contour intervals:
 - i. Subdivision with one or more lots less than two (2) acres in size, topography shown at two (2) foot contour intervals.
 - ii. Subdivision with all lots two (2) acres or greater in size, topography shown at five (5) foot contour intervals.
 - iii. Areas having slopes thirty (30) percent or more, or other significant topographic conditions, topography shown at five (5) foot contour intervals.
- p. Significant on-site features including: natural and artificial drainage ways, streams, ponds, waterways, wetland areas, irrigation ditches, hydro logic features and aquatic habitat; geologic features and hazards including slopes, alluvial fans, areas of subsidence, rock outcrops and rockfall areas, radiological and seismic hazard areas, soil types and landslide areas; vegetative cover; dams, reservoirs, excavations, and mines; and any other on-site and off-site features that influence the development;
- q. Known, identified or designated one hundred (100) year flood plains and localized areas subject to periodic flooding. The distance between the mean identifiable high-water mark of any creeks, streams or rivers and the nearest proposed development within the site shall also be shown;
- r. Existing and proposed parking areas, driveways, emergency turn-outs and emergency turnarounds, sidewalks, and paths and their dimensions;
- s. Public Access to the site, and internal circulation. Location, dimension, alignment and names of all existing and proposed streets, drives, alleys and roads on or adjoining the property. The general location and right-of-way width for all arterials and collectors shall be shown;
- t. The location of any preliminary engineering for any existing or proposed wastewater systems, water mains, culverts, storm drains, sidewalks, gutters, fire hydrants along with the width and depth of pavement or subgrading to be provided, the depth of burial of all underground lines, pipes and tubing and typical cross sections of the proposed grading of roadways and sidewalks;
- u. Uses and grantees of all existing and proposed easements and rights-of-way on or adjacent to the property and their dimensions; and
- v. The location, use and gross square footage of proposed structures within the subdivision;
 - i. Anticipated number of employees for proposed commercial or industrial uses.
- w. Building envelopes in hazardous areas to protect trees and other natural resources, if deemed appropriate by planning staff;
- x. Location and layout of lots and blocks, with lots and blocks numbered consecutively, and the dimensions and acreage of each lot;
- y. Areas for landscaping, and delineation of the type and extent of vegetative cover on the site;
- z. Zoning districts on the site and any zoning changes to be requested;
- aa. Existing land uses and zoning on adjoining properties;
- ab. Public or private sources of utility services and facilities; and
- ac. Location and dimension of land to be held in common, open space devoted to community use, and land to be dedicated to town.

3. Preliminary Landscape Plan. The landscape plan shall comply with all requirements in Section 7-4-7, Landscape Regulations.
4. Land Suitability Analysis. If updates, amendments, or modifications are needed pursuant on the review and approval of a sketch plan, an updated land suitability analysis may be required. The components which shall be included in such an analysis are set forth in Section 7-5-2(C)(2)(A)(iii)c, Land Suitability Analysis.
5. Final Construction Documents as outlined in the Town of Ridgway Standard Specification and Typical Drawings for Infrastructure Construction.
6. Supplemental Materials.
 - a. Final drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed.
 - b. Final traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.
 - c. Draft covenants, restrictions, and by-laws, if applicable.
 - d. Proof of minimum guaranteed water supply appropriate for the requested use.
 - e. Land located within the Uncompahgre River Overlay District. For all parcels located in the Uncompahgre River Overlay District, excluding subdivisions of existing structures that do not include any additional site development, an Ecological Characterization Study completed by a professional qualified in the areas of ecology, wildlife biology or other relevant discipline. The ecological characterization study shall describe, without limitation, the following:
 - i. The boundary of wetlands and riparian areas and a description of the ecological functions and characteristics provided by those wetlands and riparian areas;
 - ii. The pattern, species and location of any significant native trees and other native site vegetation;
 - iii. The pattern, species and location of any significant non-native trees and non-native site vegetation that contribute to the site's ecological, shade, canopy, aesthetic and cooling value;
 - iv. The top of bank and High-Water Mark of any perennial stream or body of water on the site;
 - v. The wildlife use of the area showing the species of wildlife using the area, the times or seasons that the area is used by those species and the "value" (meaning feeding, watering, cover, nesting, roosting, perching) that the area provides for such wildlife species;
 - vi. Special habitat features;
 - vii. Wildlife movement corridors;
 - viii. The general ecological functions provided by the site and its features;
 - ix. Any issues regarding the timing of development-related activities stemming from the ecological character of the area;
 - x. Any measures needed to mitigate the projected adverse impacts of the development project on natural habitats and features along the Uncompahgre River corridor; and
 - xi. Twenty-five-foot and 75-foot development setback area from the High-Water Mark.

7. Additional Requirements.

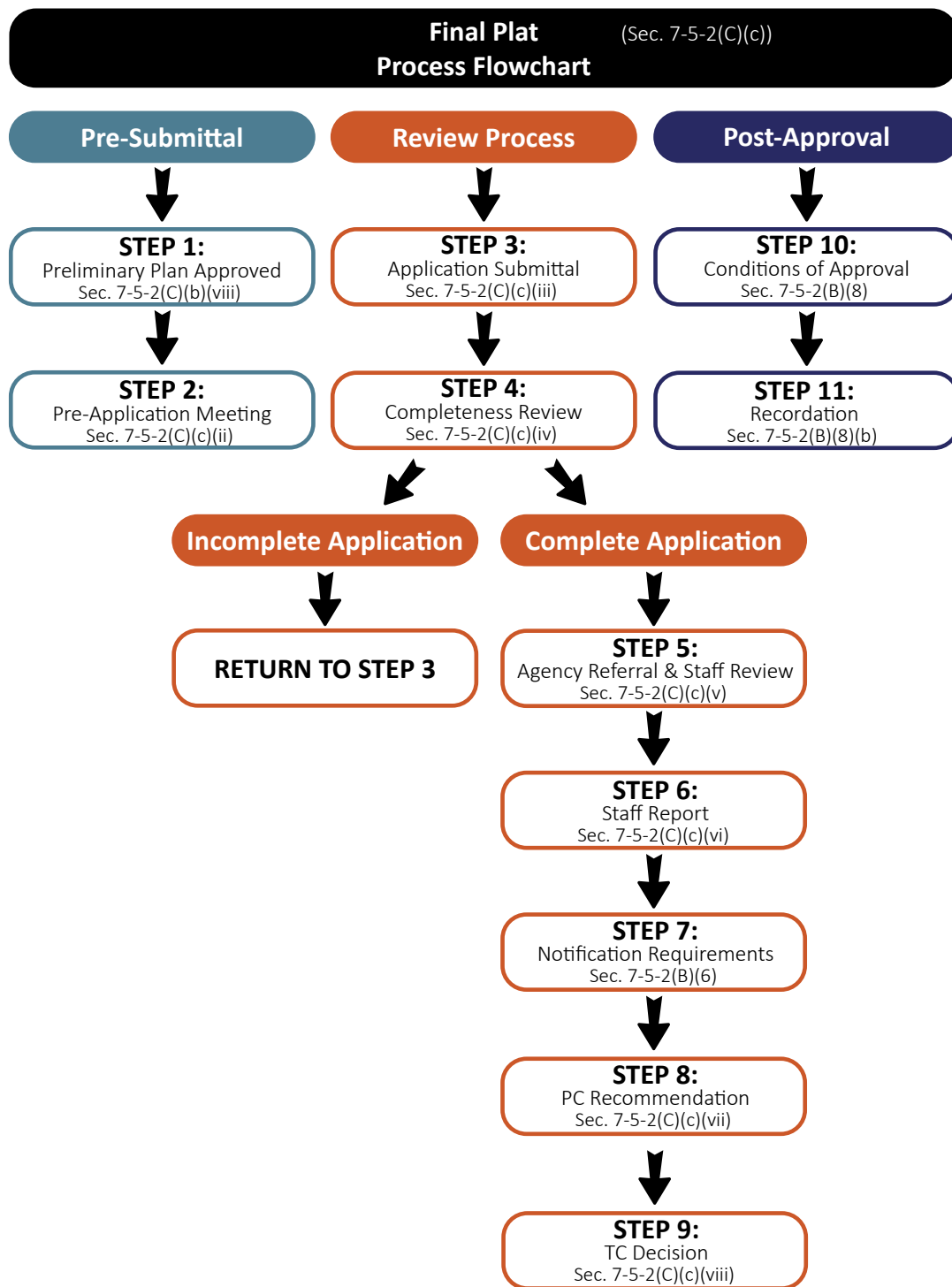
- a. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

FINAL PLAT

Approval Body for Final Plat Application



Final Plat Review Process



Final Plat Submittal Requirements

The following are the application materials required to be submitted for a final plat request. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.
2. Final Subdivision Plat. The final subdivision plat shall contain the following information submitted to the Town of Ridgway, in a format prescribed by the Town. The final plat shall be prepared in a clear and legible manner measuring 24" x 36" with clear margins of two (2) inches on the left-hand side and one-half (1/2) inch on the remaining sides at a scale suitable for technical review of the application.
 - a. A title clearly identifying the plat as a "Final Subdivision Plat";
 - b. Legal description of the property;
 - c. North arrow, scale, and legend;
 - d. A vicinity map at a suitable scale;
 - e. Scaled at one (1) inch to two-hundred (200) feet;
 - f. The name and address of the owner(s) of record of the land being platted and the same information for the applicant(s), if other than the owners;
 - g. The name, address, and seal of the certifying registered land surveyor and the other individuals preparing the final plat;
 - h. The township, range, section and quarter section(s);
 - i. Location and full description of all monuments as required by this article and by Title 38, Article 51, C.R.S.;
 - j. Permanent monuments shall be set on the external boundary of the subdivision pursuant to §38- 51-101, C.R.S.;
 - k. Block and lot monuments shall be set pursuant to §38-51-101, C.R.S.;
 - l. Information adequate to locate all monuments shall be noted on the plat;
 - m. Boundary lines, corner pins, and dimensions of the subject parcel(s), including land survey data to identify the subject parcel by section corners, distance and bearing to these corners, quarter corner and township and range;
 - n. The lengths of all arcs, radii and tangents. Sufficient data shall be shown for all curved lines on the plat to enable reestablishment of the curves in the field;
 - o. Lot location and layout;
 - p. All lots and blocks shall be numbered consecutively;
 - q. The dimensions of all lots and acreage of each lot shown to two decimal places;
 - r. No ditto marks shall be used for dimensions;
 - s. All unidentified angles will be presumed to equal ninety (90) degrees;
 - t. Location and width of existing and proposed roadways, road rights-of-way and parking areas within the site;
 - u. All street and road names shall be shown;

- v. If any road in the subdivision is a continuation or approximately a continuation of an existing public road, the conformity or the amount of conformity of the new road to the existing roads shall be accurately shown;
 - w. Names and widths of all existing or recorded streets and roads intersecting the plat boundaries or paralleling them within two hundred (200) feet, the names and map numbers of all bordering subdivisions, and any municipal limits within two hundred (200) feet of the boundaries of the plat; Area of the site, area of individual parcels, and areas of all development including developed driveways, parking and buildings;
 - x. The boundary lines and dimensions, shown accurately, of all easements, alleyways, sidewalks or paths, and similar features, including all other rights-of-way not otherwise or explicitly mentioned;
 - y. The purpose and owner(s) of all easements and statements from all utility companies, as applicable, that the stated services will be provided to the proposed development after platting. A plat note may be necessary to provide complete information regarding the purpose of the easement;
 - z. The boundary lines and dimensions, shown accurately, of all property to be reserved and dedicated, with the means of access to such property clearly shown and its intended uses noted;
 - aa. A legally acceptable land description and dedication block placed on the plat by the applicant dedicating streets, rights-of-way, utility easements, public sites, and other such features. The transfer to the town of dedicated land shall take place by a legally acceptable instrument prior to or concurrent with Final Plat acceptance, but before recording of the final plat;
 - ab. The names of abutting subdivisions or, in the case of abutting unplatted property, the notation "unplatted" shall appear;
 - ac. All lands within the boundary of the subdivision shall be accounted for as a lot, tract, parcel, open space, street, right-of-way, alley and so forth, and all areas of such lands shall be shown on the plat to the nearest one hundredth of an acre;
 - ad. All plat notes required by the town under preliminary plan approval or as a condition of final plat approval;
 - ae. Standard certificate blocks as provided by the town.
3. Final Landscape Plan. The landscape plan shall comply with all requirements in Section 7-4-7, Landscape Regulations.
4. As-built plans containing information as required by the Town specifications and regulations, for water, sewer, electricity, gas, telephone and drainage systems, along with any other available as built plans. "As-built" plans for any other required improvements not completed at the time the final plat is submitted shall be submitted, reviewed, and approved by the Town prior to final acceptance of the improvements by the Town.
5. Supplemental Materials. The following items are required to be submitted to the Town of Ridgway:
- a. Final Subdivision Improvement Agreement meeting all standards and requirements set forth in Section 7-5-3(B), Improvement Agreement.
 - b. Covenants, restrictions, and by-laws, if applicable.
 - c. Proof of minimum guaranteed water supply appropriate for the requested use.
6. Additional Requirements. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Major Subdivision Approval Criteria

The following criteria shall be found to be met by the application and submittal materials in order for the Planning Commission and/or Town Council to recommend approval or approve each stage of a major subdivision:

1. All of the required prior approvals for the subdivision and development were issued and remain valid and effective;
 - a. For a sketch plan, no prior approval is required.
 - b. For a preliminary plat, a finding must be made that a sketch plan was approved or conditionally approved by the Town Council not more than twelve (12) months prior to the date of submission of an application for preliminary plat approval or that the sketch plan is currently valid and effective as the result of the approval of an extension of the effective date of the sketch plan.
 - c. For a final plat, a finding must be made that a preliminary plat for the subdivision was approved or conditionally approved by the Town Council not more than twelve (12) months prior to the date of submission of an application for final plat approval or that the preliminary plat is currently valid and effective as the result of the approval of an extension of the effective date of the preliminary plat.
2. The proposed subdivision complies with all applicable requirements for the zone district(s) in which the property is located;
3. The proposed subdivision substantially complies with all other applicable requirements of this code, regulations, standards, and resolutions;
4. Adequate capacity of water and wastewater utilities are currently available to serve the entire subdivision and development;
5. The proposed subdivision is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body; and
6. The application:
 - a. For sketch plan approval, meets or satisfies all applicable requirements of the subdivision regulations;
 - b. For preliminary plat approval, is in substantial conformance with the approved sketch plan and the preliminary plat meets or satisfies all applicable requirements of the subdivision regulations; or
 - c. For final plat approval, is in substantial conformance with the approved preliminary plat and the final plat meets or satisfies all applicable requirements of the subdivision regulations

MINOR SUBDIVISION

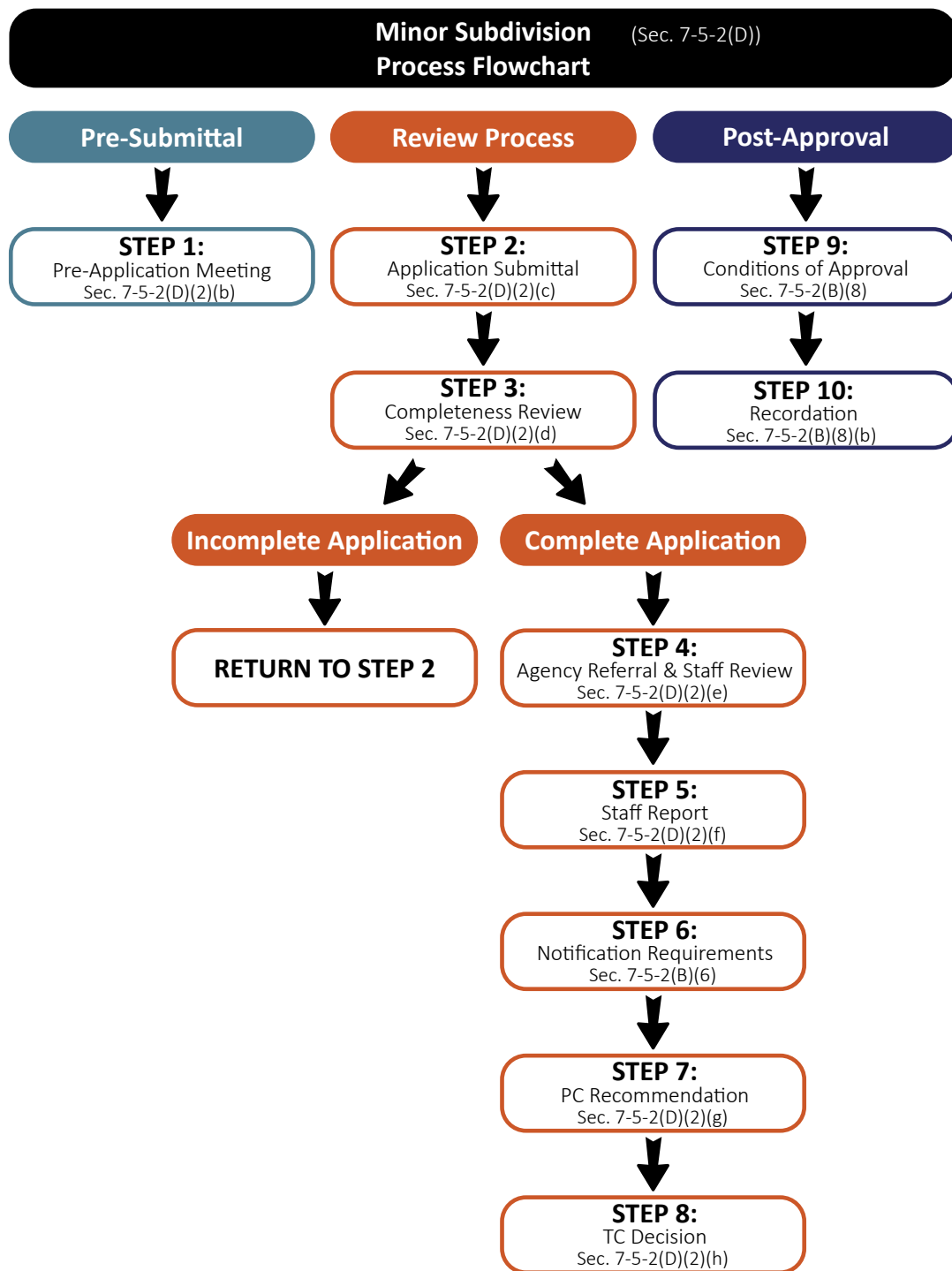
The minor subdivision review process is a procedure used to evaluate proposed subdivisions for divisions of land meeting the definition of minor subdivision as set forth in Section 9, Definitions. A minor subdivision is:

1. A subdivision that creates four lots or less; and
2. Does not include any proposed public improvements.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for minor subdivision requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.
2. Minor Subdivision Plat. The plat shall contain the following information submitted to the Town of Ridgway on 24" x 36" sheets at a scale suitable for technical review of the application.
 - a. A title clearly identifying the plat as a "Minor Subdivision Plat";
 - b. Standard certificate blocks as provided by the town;
 - c. Legal description of the property;
 - d. North arrow, scale, and legend;
 - e. A vicinity map at a suitable scale;
 - f. The name and address of the owner(s) of record of the land being platted and the same information for the applicant(s), if other than the owners;
 - g. The name, address, and seal of the certifying registered land surveyor and the other individuals preparing the preliminary plat;
 - h. The township, range, section and quarter section(s);
 - i. Location and full description of all monuments as required by this article and by Title 38, Article 51, C.R.S.:
 - i. Permanent monuments shall be set on the external boundary of the subdivision pursuant to §38- 51-101, C.R.S.; and
 - ii. Block and lot monuments shall be set pursuant to §38-51-101, C.R.S.
 - j. Information adequate to locate all monuments shall be noted on the plat;
 - k. The location, layout, dimensions, areas, and uses of all lots and blocks numbered consecutively;
 - l. The location, layout, dimensions, areas, and uses of all outlots and tracts labeled consecutively by letters and include a table identifying ownership and maintenance responsibilities.
 - m. Site data in chart form presenting:
 - i. Total area of the proposed subdivision; total area of the developed buildings, driveways and parking areas; total area of non-residential floor space;
 - ii. Total number of proposed lots; breakdown of the lot total by number of lots per use (i.e., residential use, business or commercial and industrial use, and other public and nonpublic uses);
 - iii. Total number of proposed off-street parking spaces;
 - iv. Total number of dwelling units; total number of dwelling units per structure proposed; and
 - v. Total gross density proposed.
 - n. Boundary lines, corner pins, and dimensions of the subject property, including land survey data to identify the parcel with section corners, distance and bearing to corners, quarter corners, township and range;

- o. Topography at the following minimum contour intervals:
 - i. Subdivision with one or more lots less than two (2) acres in size, topography shown at two (2) foot contour intervals;
 - ii. Subdivision with all lots two (2) acres or greater in size, topography shown at five (5) foot contour intervals;
 - iii. Areas having slopes thirty (30) percent or more, or other significant topographic conditions, topography shown at two (2) foot contour intervals;
- p. Significant on-site features including: natural and artificial drainage ways, streams, ponds, waterways, wetland areas, irrigation ditches, hydro logic features and aquatic habitat; geologic features and hazards including slopes, alluvial fans, areas of subsidence, rock outcrops and rockfall areas, radiological and seismic hazard areas, soil types and landslide areas; vegetative cover; dams, reservoirs, excavations, and mines; and any other on-site and off-site features that influence the development;
- q. Known, identified or designated one hundred (100) year flood plains and localized areas subject to periodic flooding. The distance between the mean identifiable high water mark of any creeks, streams or rivers and the nearest proposed development within the site shall also be shown;
- r. Existing and proposed parking areas, driveways, emergency turn-outs and emergency turnarounds, sidewalks, and paths and their dimensions;
- s. Public Access to the site, and internal circulation. Location, dimension, alignment and names of all existing and proposed streets, drives, alleys and roads on or adjoining the property. The general location and right-of-way width for all arterials and collectors shall be shown;
- t. The location of any preliminary engineering for any existing or proposed wastewater systems, water mains, culverts, storm drains, sidewalks, gutters, fire hydrants along with the width and depth of pavement or subgrading to be provided, the depth of burial of all underground lines, pipes and tubing and typical cross sections of the proposed grading of roadways and sidewalks;
- u. Uses and grantees of all existing and proposed easements and rights-of-way on or adjacent to the property and their dimensions;
- v. The location, use and gross square footage of proposed structures within the subdivision;
- w. Anticipated number of employees for proposed commercial or industrial uses.
- x. Building envelopes in hazardous areas to protect trees and other natural resources, if deemed appropriate by planning staff;
- y. Location and layout of lots and blocks, with lots and blocks numbered consecutively, and the dimensions and acreage of each lot;
- z. Areas for landscaping, and delineation of the type and extent of vegetative cover on the site;
- aa.Existing land uses and zoning on adjoining properties;
- ab.Public or private sources of utility services and facilities; and
- ac.Location and dimension of land to be held in common, open space devoted to community use, and land to be dedicated to town.

3. Land Suitability Analysis

- a. A description of site features such as streams, areas subject to flooding, lakes, high ground water areas, vegetative cover, and other significant natural and man-made features;
- b. A description of the existing drainages and impoundments, natural and man made;

- c. A description of soil characteristics of the site;
 - d. A description of the geologic characteristics of the area including any potential natural or man-made hazards;
 - e. A description of the topography and the slope determination;
 - f. A description of the source of water supply, the existing and future domestic and agricultural requirements, and the capacity of the source of water supply to meet existing and future requirements. The description shall include detail of historic irrigation, tailwater issues, and water demands;
 - g. A description of the relationship of the subject parcel to floodplains, the nature of soils and subsoils and their ability to adequately support waste disposal, the slope of the land, the effect of sewage effluents, and the pollution of surface runoff, stream flow and groundwater;
 - h. A description of the Floodplain and Flood Fringe designations affecting the subject property;
 - i. A description of the existing environmental conditions:
 - i. Existing flora and fauna habitat, wetlands, migration routes; and
 - ii. Significant archaeological, cultural, paleontological, and historic resource areas.
 - j. A description of the existing and historic use of adjacent property and neighboring properties within a 300' radius;
 - k. A description of all easements defining, limiting or allowing use types and access; and
 - l. Access:
 - i. A description of historic public access to or through the site; and
 - ii. A description of access to adjoining roads and sight distance and intersection constraints.
4. Final Landscape Plan. The landscape plan shall not include any plants or species identified as noxious weeds or invasive species by the Ouray County Weed District or on the USDA Colorado State Noxious Weed list. When landscaping is proposed, the landscape plan shall include the following elements:
- a. Topographic information at two (2) foot contour intervals;
 - b. Location of all lot lines and improvements to the property and location of any easements of record;
 - c. Location of all existing and proposed buildings, driveways, parking lots, walkways, sidewalks, and other impervious surfaces to remain or exist on the property;
 - d. A plant schedule which identifies plants, species, and minimum size to be installed on the property;
 - e. Identification of areas where existing vegetation will be preserved;
 - f. Identification of areas where landscaping will be installed; and
 - g. If an irrigation system is proposed, an irrigation plan depicting the location of irrigation lines and spray heads, irrigation zones, spray areas of each head, and make and model of irrigation system and sprinkler heads.
5. Final Engineering Reports and Plans
- a. Final plan and profile design of all proposed streets, sidewalks, trails, walkways, and bikeways;
 - b. Final plan and profile design of all surface drainage and storm sewer conveyance facilities including, but not limited to, inlet locations, size and location of pipes, retention or detention facilities, and required water quality and erosion control measures;

- c. Final engineering design and construction features for any bridges, culverts, or other drainage structures to be constructed;
- d. Mitigation of any geologic hazard(s) impacting the project site;
- e. Final plan and profile design of all wastewater collection and water supply and distribution system improvements necessary;
- f. Final cost estimates for all public improvements.

6. Supplemental Materials . The following items may be required to be submitted to the Town of Ridgway:

- a. Final improvements agreement meeting all standards and requirements set forth in Section 7-5-3(B), Improvement Agreement;
- b. Final drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed;
- c. Final traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure;
- d. Covenants, restrictions, and by-laws, if applicable;
- e. Proof of minimum guaranteed water supply appropriate for the requested use;
- f. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.

7. Additional Requirements

- a. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

A minor subdivision may be approved and accepted by the Town Council if the application is found to meet the following criteria:

- 1. The proposed subdivision conforms to all applicable requirements for the zone district(s) in which the property is located.
- 2. The proposed subdivision substantially conforms to all other applicable requirements of this code, ordinances, and resolutions; and
- 3. The proposed subdivision is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body.

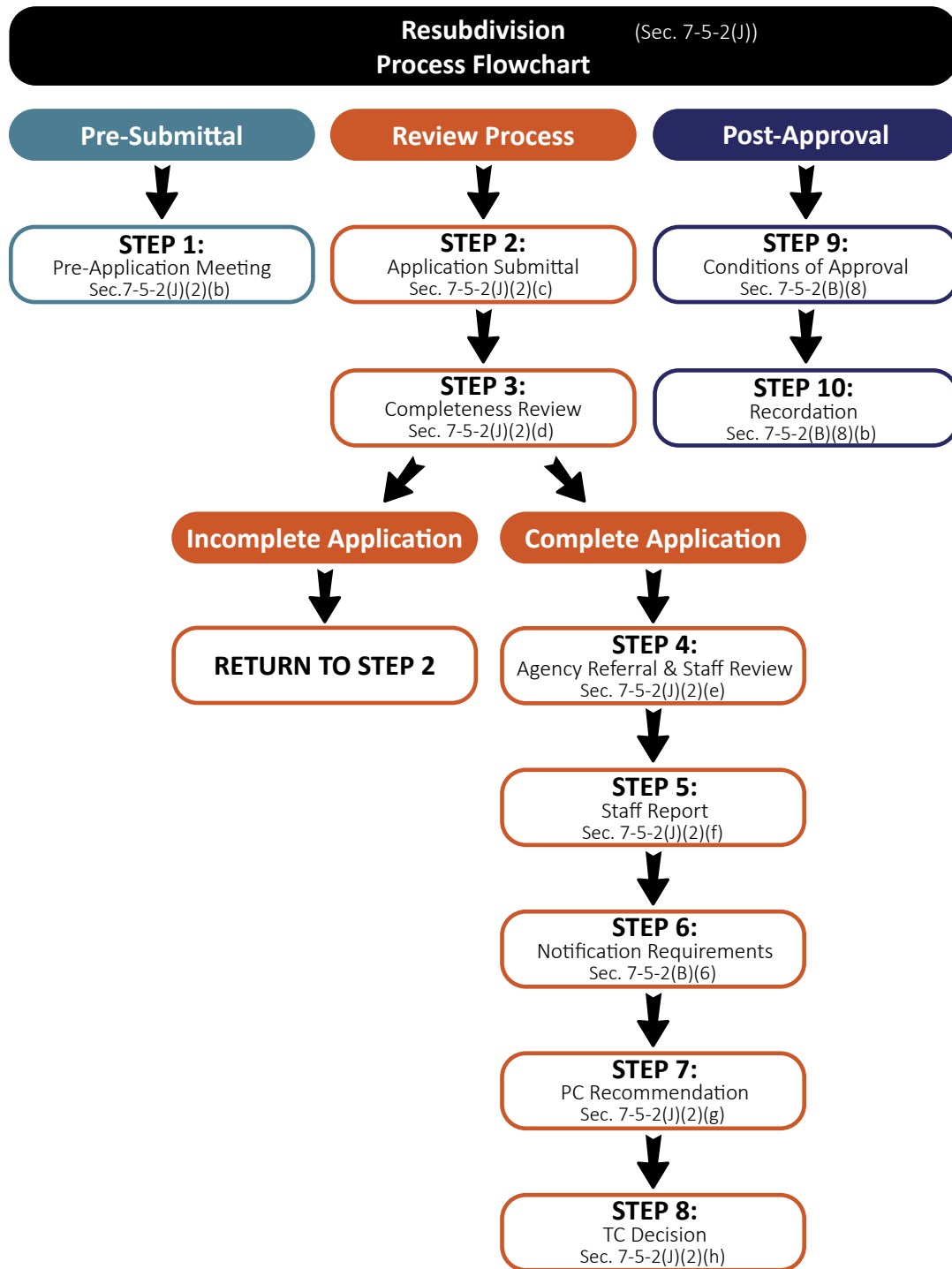
RESUBDIVISION

A resubdivision is required for any request to amend or revise a recorded plat that would not be defined as another type of special land division.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for resubdivision requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.
2. Resubdivision Plat. The plat shall contain the following information submitted to the Town of Ridgway on 24" x 36" sheets at a scale suitable for technical review of the application.
 - a. A title clearly identifying the plat as a "Resubdivision Plat";
 - b. Standard certificate blocks as provided by the town;
 - c. Legal description of the property;
 - d. North arrow, scale, and legend;
 - e. A vicinity map at a suitable scale;
 - f. The name and address of the owner(s) of record of the land being platted and the same information for the applicant(s), if other than the owners;
 - g. The name, address, and seal of the certifying registered land surveyor and the other individuals preparing the preliminary plat;
 - h. The township, range, section and quarter section(s);
 - i. Location and full description of all monuments as required by this article and by Title 38, Article 51, C.R.S.:
 - i. Permanent monuments shall be set on the external boundary of the subdivision pursuant to §38- 51-101, C.R.S.; and
 - ii. Block and lot monuments shall be set pursuant to §38-51-101, C.R.S.
 - j. Information adequate to locate all monuments shall be noted on the plat;
 - k. The location, layout, dimensions, areas, and uses of all lots and blocks numbered consecutively;
 - l. The location, layout, dimensions, areas and uses of all outlots and tracts labeled consecutively by letters and include a table identifying ownership and maintenance responsibilities;
 - m. Site data in chart form presenting:
 - i. Total area of the proposed subdivision; total area of the developed buildings, driveways and parking areas; total area of non-residential floor space;
 - ii. Total number of proposed lots; breakdown of the lot total by number of lots per use (i.e., residential use, business or commercial and industrial use, and other public and nonpublic uses);
 - iii. Total number of proposed off-street parking spaces;
 - iv. Total number of dwelling units; total number of dwelling units per structure proposed; and
 - v. Total gross density proposed.
 - n. Boundary lines, corner pins, and dimensions of the subject property, including land survey data to identify the parcel with section corners, distance and bearing to corners, quarter corners, township and range;
 - o. Topography shown at a minimum of two (2) foot contours intervals;
 - p. Areas having slopes thirty (30) percent or more, or other significant topographic conditions, topography shown at two (2) foot contour intervals;

- q. Significant on-site features including: natural and artificial drainage ways, streams, ponds, waterways, wetland areas, irrigation ditches, hydro logic features and aquatic habitat; geologic features and hazards including slopes, alluvial fans, areas of subsidence, rock outcrops and rockfall areas, radiological and seismic hazard areas, soil types and landslide areas; vegetative cover; dams, reservoirs, excavations, and mines; and any other on-site and off-site features that influence the development;
 - r. Known, identified or designated one hundred (100) year flood plains and localized areas subject to periodic flooding. The distance between the mean identifiable high-water mark of any creeks, streams or rivers and the nearest proposed development within the site shall also be shown;
 - s. Existing and proposed parking areas, driveways, emergency turnouts and emergency turnarounds, sidewalks, and paths and their dimensions;
 - t. Public Access to the site, and internal circulation. Location, dimension, alignment and names of all existing and proposed streets, drives, alleys and roads on or adjoining the property. The general location and right-of-way widths for all arterials and collectors shall be shown;
 - u. The location of any engineering for any existing or proposed wastewater systems, water mains, culverts, storm drains, sidewalks, gutters, fire hydrants along with the width and depth of pavement or subgrading to be provided, the depth of burial of all underground lines, pipes and tubing and typical cross sections of the proposed grading of roadways and sidewalks;
 - v. Uses and grantees of all existing and proposed easements and rights-of-way on or adjacent to the property and their dimensions;
 - w. The location, use and gross square footage of proposed structures within the subdivision;
 - x. Anticipated number of employees for proposed commercial or industrial uses;
 - y. Building envelopes in hazardous areas to protect trees and other natural resources, if deemed appropriate by planning staff;
 - z. Location and layout of lots and blocks, with lots and blocks numbered consecutively, and the dimensions and acreage of each lot;
 - aa.Areas for landscaping, and delineation of the type and extent of vegetative cover on the site;
 - ab.Existing land uses and zoning on adjoining properties;
 - ac.Public or private sources of utility services and facilities; and
 - ad.Location and dimension of land to be held in common, open space devoted to community use, and land to be dedicated to town.
3. Final Landscape Plan. The landscape plan shall not include any plants or species identified as noxious weeds or invasive species by the Ouray County Weed District or on the USDA Colorado State Noxious Weed list. When landscaping is proposed, the landscape plan shall include the following elements:
- a. Topographic information at two (2) foot contour intervals;
 - b. Location of all lot lines and improvements to the property and location of any easements of record;
 - c. Location of all existing and proposed buildings, driveways, parking lots, walkways, sidewalks, and other impervious surfaces to remain or exist on the property;
 - d. A plant schedule which identifies plants, species, and minimum size to be installed on the property;
 - e. Identification of areas where existing vegetation will be preserved;
 - f. Identification of areas where landscaping will be installed; and

- g. If an irrigation system is proposed, an irrigation plan depicting the location of irrigation lines and spray heads, irrigation zones, spray areas of each head, and make and model of irrigation system and sprinkler heads.
4. Final Engineering Reports and Plans.
- a. Final plan and profile design of all proposed streets, sidewalks, trails, walkways, and bikeways;
 - b. Final plan and profile design of all surface drainage and storm sewer conveyance facilities including, but not limited to, inlet locations, size and location of pipes, retention or detention facilities, and required water quality and erosion control measures;
 - c. Final engineering design and construction features for any bridges, culverts, or other drainage structures to be constructed;
 - d. Mitigation of any geologic hazard(s) impacting the project site;
 - e. Final plan and profile design of all wastewater collection and water supply and distribution system improvements necessary;
 - f. Final cost estimates for all public improvements.
5. Supplemental Materials. The following items may be required to be submitted to the Town of Ridgway:
- a. Final improvements agreement meeting all standards and requirements set forth in Section 7-5-3(B), Improvement Agreement;
 - b. Final drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed;
 - c. Final traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure;
 - d. Covenants, restrictions, and by-laws, if applicable;
 - e. Proof of minimum guaranteed water supply appropriate for the requested use;
 - f. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.
6. Additional Requirements. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

A resubdivision may be approved and accepted by the Town Council if the application is found to meet the following criteria:

1. The proposed subdivision conforms to all applicable requirements for the zone district(s) in which the property is located;
2. The proposed subdivision substantially conforms to all other applicable requirements of this code, ordinances, and resolutions; and
3. The proposed subdivision is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body.

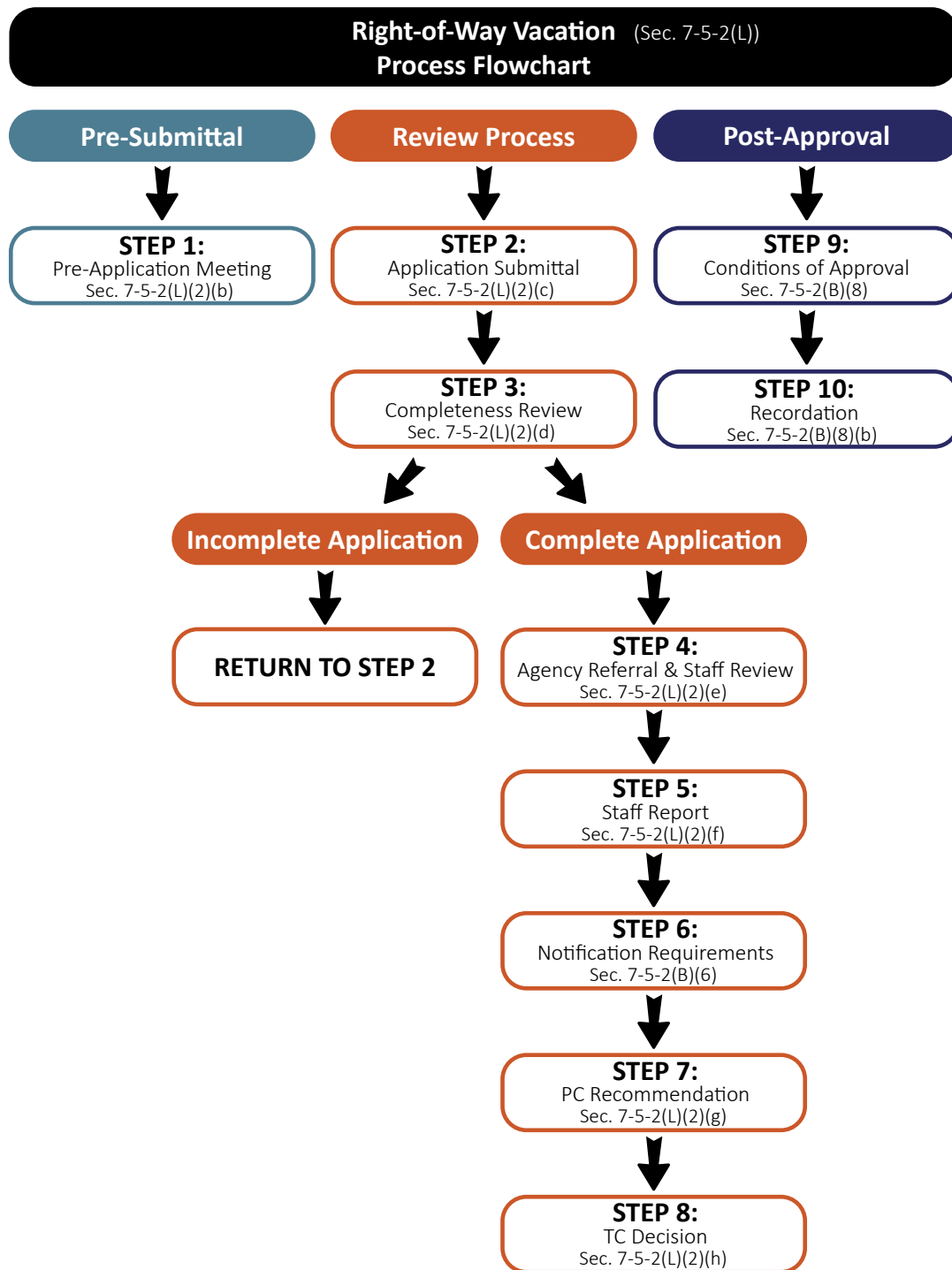
RIGHT-OF-WAY VACATION

The vacation of interests in rights-of-way owned or otherwise held by the Town of Ridgway shall be in accordance with the provisions of this Section 7-5-2(L), Right-of-Way Vacation, and Part 3 of Article 2 of Title 43, C.R.S.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for right-of-way vacation requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.
2. Supplemental Materials.
 - a. Legal description of the proposed right-of-way or portion thereof to be vacated, prepared, signed and sealed by a Colorado licensed Professional Land Surveyor;
 - b. Name and mailing address of all property owners adjacent to or otherwise affected by the request;
 - c. A copy of the original, recorded conveyance document in which the right-of-way was dedicated and conveyed for public purposes; and
 - d. Narrative describing the reasons for the request for vacation, a description of the planned use(s) for the right-of-way proposed for vacation and description of the means of access to all properties affected by the request.
3. Additional Requirements. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

Prior to making a decision on a right-of-way vacation application, the Town Council, shall consider the following review criteria and find that each criterion has been met or determined to be inapplicable:

1. Vacation of the right-of-way will not leave any adjoining land without access to an established public right-of-way or private access easement connecting such land to another established public right-of-way;
2. Vacation of the right-of-way is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body;
3. Vacation of the right-of-way will not have a negative impact on the transportation network and infrastructure of the town; and
4. Adequate easements have been reserved for use and/or maintenance by the town or other utility agencies.

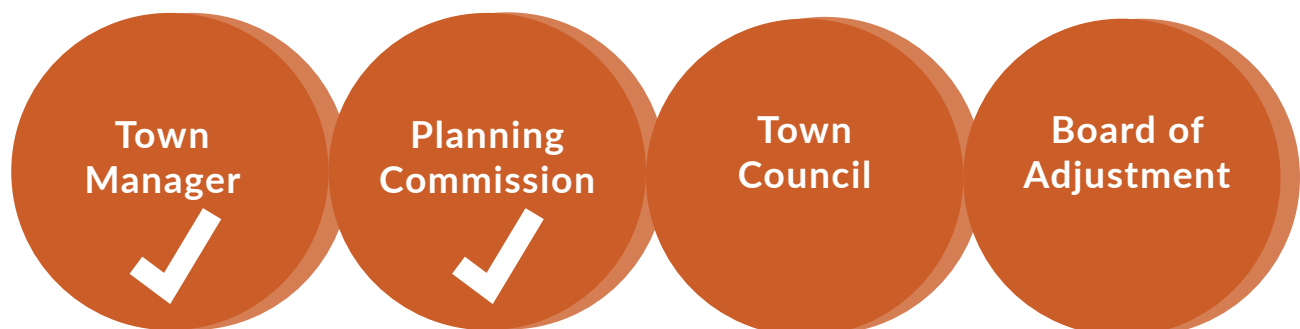


Townhouse Plat

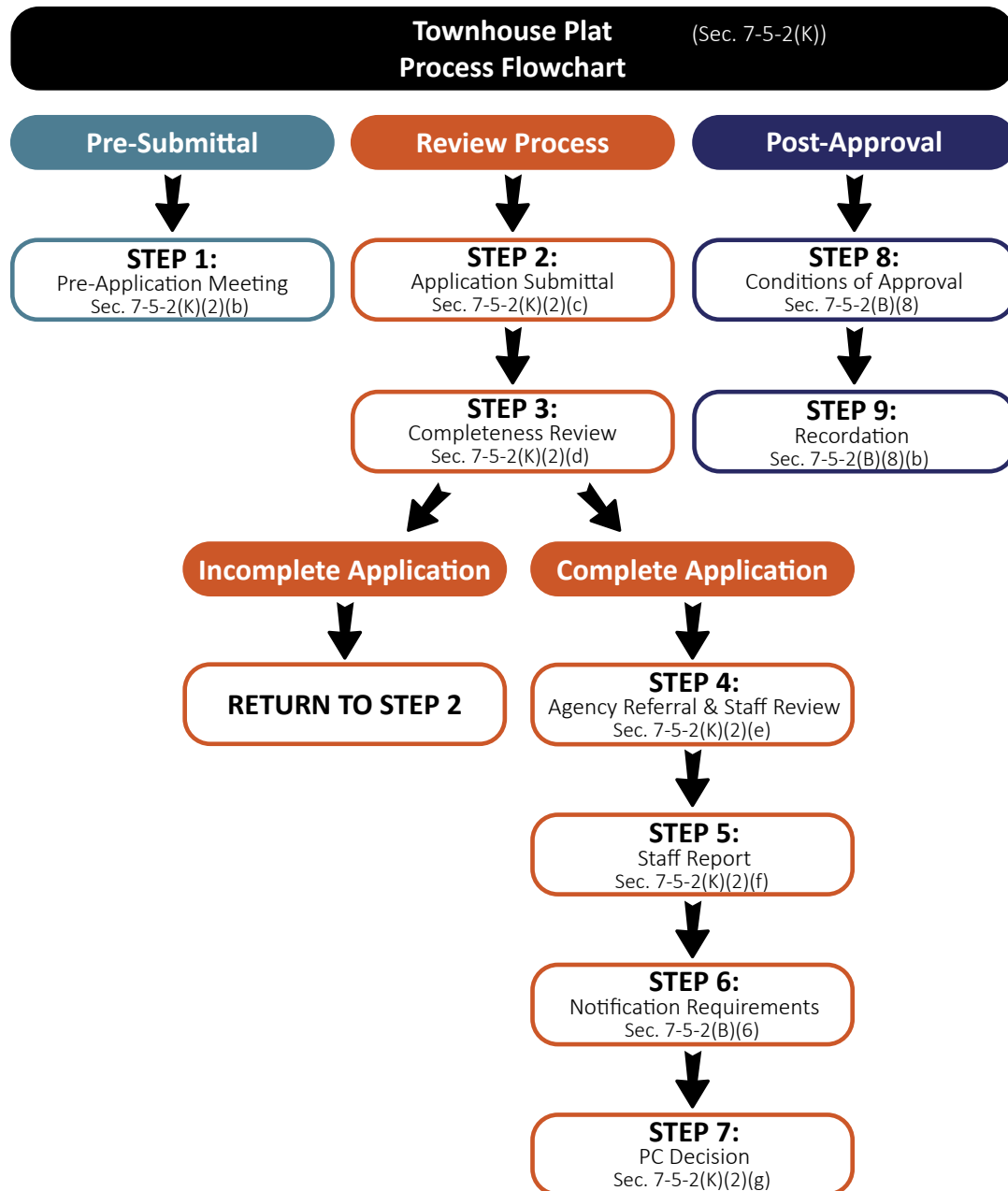
Any division of a single-unit or multi-unit structure or structures into two or more fee simple estates consisting of townhouses for the purpose, whether immediate or future, of sale or building development. A townhouse may be resubdivided per the Town-approved foundation line shown on the site plan at the risk of the subdivider, or it may be resubdivided once the foundation has been poured.

1. Notwithstanding the definition of a “Townhouse” in Chapter 7, Article 9, a townhouse lot may be subdivided prior to the construction of the foundation for the townhouse provided that:
 - a. The final plat of any such townhouse lot shall contain a plat note that provides as follows:
 - i. Within ninety (90) days after the construction of the foundation for the townhouse, the owner(s) of the townhouse lot shall have a survey of the location of the foundation prepared and, along with the owner(s) of any property that abuts the townhouse lot, shall make and pursue to completion an application to the Town to amend the plat of the townhouse that causes the townhouse lot to be coterminous with the foundation of the townhouse as constructed; and
 - ii. Within ninety (90) days after the construction of the foundation for the townhouse, the owner(s) of the townhouse lot shall have a survey of the location of the foundation prepared and, along with the owner(s) of any property that abuts the townhouse lot, shall make and pursue to completion an application to the Town to amend the plat of the townhouse that cause the townhouse lot to be coterminous with the foundation of the townhouse as constructed.
 - b. With respect to a townhouse lot that has been subdivided prior to the construction of the townhouse or its foundation, it is unlawful:
 - i. For the owner(s) of the lot to fail to, within ninety (90) days after the construction of the foundation, have a survey of the location of the foundation prepared; and
 - ii. For the owner(s) of the lot and the owner(s) of any property that abuts the townhouse lot, to fail to, within ninety (90) days after the construction of the foundation, make and pursue to completion an application to the Town to amend the plat of the townhouse lot that causes the townhouse lot to be coterminous with the foundation of the townhouse as constructed.

Approval Body for Application



Review Process



Submittal Requirements

The following are the application materials required to be submitted for townhouse requests. The Town Manager or designee may waive or alter any of the submittal requirements if they are determined to be inappropriate or unnecessary to determining if the application satisfies applicable standards.

1. Basic Application Materials listed on page 3. The basic application materials are also found in Section 7-5-2(B)(2), Application Submittal Requirements, of the code.
2. Written Narrative. A written narrative shall be submitted addressing all of the following items and any other information:

- a. A general written narrative describing the purpose of the project;
 - b. Description of the current land use(s) on the property, the characteristics of the land within the property boundaries, and the current land use on all adjoining property; and
 - c. A time schedule for development.
3. Townhouse Plat. The townhouse plat shall contain the following information submitted to the Town of Ridgway on 24" x 36" sheets at a scale suitable for technical review of the application.
- a. A title clearly identifying the plat as a "Townhouse Plat";
 - b. Standard certificate blocks as provided by the town;
 - c. Legal description of the property;
 - d. North arrow, scale, and legend;
 - e. A vicinity map at a suitable scale;
 - f. The name and address of the owner(s) of record of the land being platted and the same information for the applicant(s), if other than the owners;
 - g. The name, address, and seal of the certifying registered land surveyor and the other individuals preparing the preliminary plat;
 - h. The township, range, section and quarter section(s);
 - i. Location and full description of all monuments as required by this article and by Title 38, Article 51, C.R.S.:
 - i. Permanent monuments shall be set on the external boundary of the subdivision pursuant to §38- 51-101, C.R.S.; and
 - ii. Block and lot monuments shall be set pursuant to §38-51-101, C.R.S.
 - j. Information adequate to locate all monuments shall be noted on the plat;
 - k. The location, layout, dimensions, areas, and uses of all lots and blocks numbered consecutively;
 - l. The location, layout, dimensions, areas and uses of all outlots and tracts labeled consecutively by letters and include a table identifying ownership and maintenance responsibilities;
 - m. Site data in chart form presenting:
 - i. Total area of the proposed subdivision; total area of the developed buildings, driveways and parking areas; total area of non-residential floor space;
 - ii. Total number of proposed lots; breakdown of the lot total by number of lots per use (i.e., residential use, business or commercial and industrial use, and other public and nonpublic uses);
 - iii. Total number of proposed off-street parking spaces;
 - iv. Total number of dwelling units; total number of dwelling units per structure proposed; and
 - v. Total gross density proposed.
 - n. Boundary lines, corner pins, and dimensions of the subject property, including land survey data to identify the parcel with section corners, distance and bearing to corners, quarter corners, township and range;
 - o. Topography at the following minimum contour intervals:
 - i. Subdivision with one or more lots less than two (2) acres in size, topography shown at two (2) foot contour intervals.

- ii. Subdivision with all lots two (2) acres or greater in size, topography shown at five (5) foot contour intervals.
 - iii. Areas having slopes thirty (30) percent or more, or other significant topographic conditions, topography shown at five (5) foot contour intervals.
 - p. Significant on-site features including: natural and artificial drainage ways, streams, ponds, waterways, wetland areas, irrigation ditches, hydro logic features and aquatic habitat; geologic features and hazards including slopes, alluvial fans, areas of subsidence, rock outcrops and rockfall areas, radiological and seismic hazard areas, soil types and landslide areas; vegetative cover; dams, reservoirs, excavations, and mines; and any other on-site and off-site features that influence the development;
 - q. Known, identified or designated one hundred (100) year flood plains and localized areas subject to periodic flooding. The distance between the mean identifiable high-water mark of any creeks, streams or rivers and the nearest proposed development within the site shall also be shown;
 - r. Existing and proposed parking areas, driveways, emergency turn-outs and emergency turnarounds, sidewalks, and paths and their dimensions;
 - s. Public Access to the site, and internal circulation. Location, dimension, alignment and names of all existing and proposed streets, drives, alleys and roads on or adjoining the property. The general location and right-of-way width for all arterials and collectors shall be shown;
 - t. The location of any preliminary engineering for any existing or proposed wastewater systems, water mains, culverts, storm drains, sidewalks, gutters, fire hydrants along with the width and depth of pavement or subgrading to be provided, the depth of burial of all underground lines, pipes and tubing and typical cross sections of the proposed grading of roadways and sidewalks;
 - u. Uses and grantees of all existing and proposed easements and rights-of-way on or adjacent to the property and their dimensions;
 - v. The location, use and gross square footage of proposed structures within the subdivision;
 - w. Building envelopes in hazardous areas to protect trees and other natural resources, if deemed appropriate by planning staff;
 - x. Location and layout of lots and blocks, with lots and blocks numbered consecutively, and the dimensions and acreage of each lot;
 - y. Areas for landscaping, and delineation of the type and extent of vegetative cover on the site;
 - z. Existing land uses and zoning on adjoining properties;
 - aa. Public or private sources of utility services and facilities; and
 - ab. Location and dimension of land to be held in common, open space devoted to community use, and land to be dedicated to town.
4. Supplemental Materials. The following items may be required to be submitted to the Town of Ridgway:
- a. Drainage plan or study calculating historic and proposed surface and storm water flows and how such flows will be managed.
 - b. Traffic statement or study identifying current and proposed traffic counts and proposed trip generation along with any needed or anticipated improvements to mitigate the projects use on the public transportation network and infrastructure.
 - c. Proof of minimum guaranteed water supply appropriate for the requested use.
5. Additional Requirements. In addition to the provisions for final townhouse subdivision approval, the following is needed:

- a. A map showing all common areas (general, limited common area), usages of the building and grounds, and the building showing horizontal boundaries for the interior division of all units;
- b. A copy of the Townhouse Association's Articles of Incorporation, bylaws, and covenants;
- c. In addition, if there are any restrictive covenants, conditions, or restrictions other than specified in the declaration, they shall be filed concurrently to filing of the final plat;
- d. A copy of the declaration applicable to the Townhouse project, as defined in Section 38-33-105, C.R.S. 1973, as amended and/or as may be required pursuant to the Colorado Common Interest Ownership Act, C.R.S. 38-33.3-101 et. Seq., as amended;
- e. A maintenance plan that states:
 - i. The responsible entity for repair and maintenance of common areas.
 - ii. What will be included in the maintenance program, including but not limited to provisions for snow removal, trash removal, maintenance of pools, hot tubs, common areas, and other amenities.
 - iii. The mechanism used to fund the management and maintenance activities of the development.
- f. A management plan that states:
 - i. The responsible party for managing the common area, lodging reservations, etc.
 - ii. Provisions for selecting, appointing, and securing management.
 - iii. Responsibilities and duties of the management entity.
 - iv. The responsible party for coordinating the use and rental unit occupancy of those units that are used for short-term lodging.
- g. Any additional information that may be reasonably requested by the Town Manager or designee and determined to be necessary to enable an adequate and comprehensive evaluation of the application.

Approval Criteria

A townhouse plat may be approved and accepted by the Planning Commission if the application is found to meet the following criteria:

1. The proposed consolidation conforms to all applicable requirements for the zone district(s) in which the property is located;
2. The proposed consolidation substantially conforms to all other applicable requirements of this code, ordinances, and resolutions; and
3. The proposed consolidation is consistent with the applicable portions of the Master Plan in the reasonable judgment of the approving body.

GENERAL APPLICATION FOR LAND USE & SUBDIVISION





APPLICATION

Official Use Only:

Receipt # _____

Date received _____

Initials _____

General Information

Applicant Name

Application Date

Mailing Address

Phone Number

Email

Owner Name

Phone Number

Email

Address of Property for Hearing

Zoning District

Brief Description of Requested Action

Action Requested and Required Fee Payable to the Town of Ridgway

Land Use Applications			
Administrative Adjustment	\$150.00	Minor Amendment to Conditional Use Permit	\$100.00
Appeal of Planning Decision	\$250.00	Site Plan Review	\$1000.00
Conditional Use Permit	\$250.00	Temporary Use Permit	\$150.00
PUD Zoning	\$1500.00 + \$25.00 per lot or unit	Variance	\$250.00
Major Amendment PUD	\$500.00	Zoning Map Amendment	\$250.00
Minor Amendment PUD	\$250		
Subdivisions			
Amended Plat	\$250.00	Resubmittal of Preliminary Plat	\$750.00 + \$25.00 per lot or unit
Boundary or Lot Line Adjustment	\$300.00	Final Plat	\$600.00
Building Footprint	\$150.00	Minor Subdivision	\$1500.00 + \$50.00 per lot or unit
Condominium	\$500.00	Resubdivision	\$600.00
Lot Consolidation	\$300.00	Right-of-Way Vacation	\$600.00
Sketch Plan	\$300.00 + \$10.00/lot or unit	Town House	\$500.00
Preliminary Plat	\$1500.00 + \$25.00 per lot or unit		
Signs			
Master Sign Plan	\$150.00	Master Sign Plan, Appeal	\$250
Master Sign Plan, Minor Change	\$50.00	Sign Permit	\$35.00 per sign
Master Sign Plan, Major Change	\$150.00		
Miscellaneous Applications			
Amendment to Zoning Regulations	\$200.00	Other Reviews	\$250.00
Annexation	\$1500.00	Outdoor Lighting Appeal	\$250.00
Construction Documents	\$1000.00	Outdoor Light Variance	\$250.00
Deviation from Residential, Commercial, or Industrial Design Standards	\$175.00	Site Specific Development Plan	\$50.00
Mobile Homes or Factory-built housing set up within a lawful mobile home park	\$200.00	Statutory Vested Rights	\$1500.00
Nonconforming Use, Change	\$150.00	Zoning or Land Use Compliance Letters	\$100.00

In addition to the above fees, the applicant shall reimburse the Town for all out-of-pocket costs incurred during the review including legal fees, postage, notice and publishing costs, map costs, engineering fees, etc., together with wages and associated payroll costs for contract employees, plus ten percent to cover overhead and administration. The Town shall bill the applicant periodically as such costs are incurred. Payment is due within 30 days. Bills not paid by the due date shall accrue interest at the rate of one and one-half percent per month or part thereof. No plat shall be recorded, improvement accepted, lien released, building permit issued, tap approved or other final approval action taken until all fees then due are paid to the Town. Such fees may be certified to the County Treasurer for collection as delinquent charges against the property concerned.

The Town Council, in its sole discretion, may defer, reduce and/or waive certain land use fees for projects demonstrating significant public benefit such as perpetual, deed-restricted affordable or workforce housing projects.

Application Signatures

Please note that incomplete applications will be rejected.

Contact with a Planning Commission or Town Council member regarding your application constitutes ex parte communication and could disqualify that Commissioner or Councilor from participating in your hearing.

Please contact staff with any questions.

Applicant Signature

Date

Owner Signature

Date

Town of Ridgway, Colorado Acknowledgment of Fees and Costs

____ (“Applicant”) and ____ (“Owner”) do hereby acknowledge that with the filing of an application, or seeking Town review under Chapter 7, Section 3 or Section 4 of the Town of Ridgway Municipal Code, that it is subject to the requisite fees and costs associated with such action, in accordance with 7-3-20 and 7-4-12, including out-of-pocket legal fees and/or engineering fees.

Applicant and Owner acknowledge that no plat shall be recorded, improvement accepted, lien released, building permit issued, tap approved or final approved action taken until all fees then due are paid to the Town.

Applicant and Owner acknowledge that the Town may suspend review of submittal, inspection of improvements, and processing of a subdivision, as it deems appropriate, unless all amounts are paid as due.

Applicant and Owner further acknowledge that unpaid fees may be certified to the Ouray County Treasurer for collection as delinquent charges against the property concerned.

Acknowledge this _____ day of _____, 20_____.

APPLICANT:

By: _____
(Signature)

_____, authorized signer
(Print Name)

PROPERTY OWNER:

By: _____
(Signature)

_____, authorized signer
(Print Name)