



PRELIMINARY PLAT Information Sheet and Checklist

The purpose of the preliminary plat is to provide the Town with an overall plat and the associated preliminary engineering for the proposed development prior to submittal of a Final Plat. Preliminary Plats are reviewed only upon approval of (or in conjunction with) a Concept Plan.

Preliminary plats are reviewed on the following criteria:

1. The preliminary plat represents a functional system of land use and is consistent with the rationale and criteria set forth in this Code.
2. The application is consistent with the approved concept plan and incorporates the Town's recommendations and any conditions of approval.
3. The land use mix within the project conforms to Berthoud's Zoning District Map and Preferred Land Use Map and furthers the goals and policies of the Comprehensive Plan and PORT Plan.
4. The utility and transportation design is adequate, given existing and planned capacities of those systems.
5. Negative impacts on adjacent land uses including, but not limited to: solar access, heat, dust, glare, traffic and noise have been identified and satisfactorily mitigated.
6. There is a need or desirability within the community for the applicant's development and the development will help achieve a balance of land use and/or housing types within Berthoud.

Application submittal checklist:

- Complete and sign Development Review Application**
- Payment of fees (application fee, development review deposit, sign deposit)**
See current Development Review Fee Schedule for amounts
*Please provide three separate checks
- Receipt showing payment of Berthoud Fire Development Review Fee**
*See Berthoud Fire Development Review Fee Schedule
- Signed MOU – "Memorandum of understanding for payment of review and development expenses incurred by the Town"**

- CD or USB drive** – All documents and plans must be submitted in PDF format
- Title Commitment** – Dated no more than 30 days from submittal date
- Written statement/graphics** – Provide a statement and any graphics necessary to describe the existing conditions on the site and proposed development, including: how the plat is consistent with the concept plan and how any items of concern expressed by the Planning Commission, Town Board, and public at the time of concept plan have been addressed; and how the plan is consistent with the Development Code, Comprehensive Plan, and PORT Plan.
- Vicinity Map** (8½ X 11) – Illustrate roads and significant natural features near the project site. Roads must be labeled so that the site can be easily found.
- Preliminary Plat** –
 - Two copies on 24"x 36" paper at a scale of 1"=50' or 1"=100'
 - One 11"x 17" paper copyThe plan should include the following items:
 - Title of project.
 - North arrow, scale (not greater than 1"=100') and date of preparation.
 - Vicinity map.
 - Names and addresses of owners, applicant, designers, engineers and surveyors.
 - Legal description.
 - Total acreage of property.
 - Existing contours at two foot intervals (based on USGS datum).
 - Name and location of abutting subdivisions or owners or abutting property (if land is not platted).
 - Lots, blocks, and street layout (with cross-sections), dimensions and square footage for each lot. Dimensions and square footages may be rounded to the nearest whole number.
 - Consecutive numbering of all lots and blocks.
 - Residential developments shall provide information identifying compliance with Section 30-2-116 of this Code.
 - Existing and proposed easements (including rights-of-way) on and adjacent to the property.
 - Existing and proposed zoning on and adjacent to property.
 - Approximate location and size of existing sewer lines, water lines and fire hydrants. Approximate location of proposed sewer lines, water lines, and fire hydrants.
 - Location by field survey or aerial photography of existing and proposed water courses and bodies of water such as irrigation ditches and lakes. Water courses shall include direction of flow.
 - Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, state this on the plan).
 - The boundaries of proposed phases of the subdivision if the final plat is intended to be submitted in multiple phases.
 - General location of existing surface improvements such as buildings, fences, oil or gas facilities, or other structures which will remain on the property as part of the subdivision.

- Location and acreage of proposed parks, trails, playgrounds, schools or other public uses.
 - Location, function, ownership and manner of maintenance of any private open space.
 - Land use table including: land uses, approximate acreage of each land use type, percentage of each land use type density (net and gross) and how public dedication requirement will be met.
 - Total number of lots.
 - Number of each type of dwelling unit proposed.
 - Surveyor's certificate.
- Preliminary Grading and Drainage Report** – Plans shall be prepared by a registered engineer.
- Two hard copies of plans
- Preliminary Water and Sewer Plan and Study** – Plans shall be prepared by a registered engineer, and shall include consultation with the appropriate utility service providers regarding the design of all utilities.
- Two hard copies of plans
- Traffic Study** – Plans shall be prepared by a professional traffic engineer.
- Two hard copies of plans
- Preliminary Landscape and Open Space Plan** – Reference Chapter 30-2 of the Town of Berthoud Development Code for plan requirements. Applicants are to consult with the Town arborist regarding tree planting schemes and the Berthoud Tree Board will be given an opportunity to review and comment on the tree plan.
- Two paper copies of 24"x 36" at a scale of 1"= 50' or 1"= 100'
 - One paper copy on 11"x 17"
- Mineral, oil and gas rights documentation** – Evidence that the surface owner has contacted all lessees of mineral, oil and gas rights associated with the site.
- General ecological resource survey** – Prepared by a qualified biologist, geologist, ecologist, or similar qualified professional.
- Geologic Study (if applicable upon referral to Colorado Geologic Survey)**
- Development Agreement, if applicable**
- Colorado Historical Society (CHS) records search, if applicable** – If a listing shows a significant finding, a site-specific historic survey will be required with a protection plan in place.

Other documentation as may be required by the Town staff for full and complete consideration of this application.