CITY OF CAÑON CITY
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

MAJOR SUBDIVISION PROCESS: FINAL PLAT

PER CHAPTER 17.09 OF THE CAÑON CITY MUNICIPAL CODE • PUBLIC NOTICE IS REQUIRED

Allow a minimum of 90 days for processing a Final Plat

1 PRE-APPLICATION

A pre-application meeting occurs with applicant, their representative(s) and staff. For larger and more complex developments, platting may occur through multiple subdivision applications.

2 SUBMIT APPLICATION

Applicant submits Final Plat application.

3 DETERMINE COMPLETENESS

Staff determines whether the application is complete (i.e. does it contain all of the elements required?) If application is not complete, deficiencies are provided to the applicant by the City. No further processing of the application occurs until the application is complete.

4 REVIEW

Staff refers (sends) the application to agencies and utilities as needed (15 day referral period) for their review. Simultaneously, the application is reviewed by Planning and Engineering staff to determine if all of the elements of the application are in compliance with the Preliminary Plat and further, continue to meet the requirements of the Cañon City Municipal Code.

5 COMMENTS TO APPLICANT & DRT

Staff sends all comments to the applicant. Improvement guarantees required for infrastructure will be discussed and preparations made at this time for execution at final approval. The project is also scheduled for review by the City's Development Review Team.

6 APPLICANT CORRECTIONS

Applicant provides to staff any modified/ updated information on the project, addressing comments received in #6. Upon resubmittal, steps 4-6 are repeated until a finding can be made that all issues have been addressed.

7 APPROVAL

Staff requests the applicant print the plat to mylars and sign. The applicant also signs the Subdivision Improvement Agreement (SIA).

8 POST APPROVAL

The final plat and SIA are signed by the City. They are recorded after appropriate financial security is issued to the City.

GO GO BUILD!

APPLICANT & CITY | APPLICANT | CITY

March 2022