CITY OF CAÑON CITY
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

# MAJOR SUBDIVISION PROCESS: PRELIMINARY PLAT

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

Allow a minimum of 120 days for processing a Preliminary Plat

## 1 PRE-APPLICATION

A pre-application meeting occurs with applicant, their representative(s) and staff.

## 2 SUBMIT APPLICATION

Applicant submits Preliminary 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 REFERRAL & 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 meet the requirements of the Cañon City Municipal Code.

## 5 REFERRAL AGENCY COMMENTS

Planning and Engineering Department reviews any comments from required referral agencies and utilities.

## 6 COMMENTS TO APPLICANT

Staff sends all comments to the applicant. A Development Agreement for required infrastructure may be necessary and will be discussed with the applicant in greater detail at this stage.

## 7 APPLICANT CORRECTIONS & DRT

Applicant provides to staff any modified/ updated information on the project, addressing comments received in #6. The project is heard by the Development Review Team. Upon resubmittal, steps 4-6 are repeated.

## 8 SET PLANNING COMMISSION HEARING DATE

Once the application is complete, staff sets the Planning Commission hearing date. Second public notice requirements are met by the applicant.

## 9 PLANNING COMMISSION HEARING

In a public hearing, the Planning Commission will review the application and make a recommendation to the City Council. Immediately thereafter, staff will set the City Council hearing date. Second public notice requirements will be met by the applicant.

## 10 CITY COUNCIL HEARING

In a public hearing, the City Council will decide to approve with conditions or deny the Preliminary Plat application.

## 11 POST APPROVAL

Approval is granted by a resolution which will identify conditions to be addressed in the final plat. A preliminary plan is valid for one (1) year after the date of the resolution.

APPLICANT & CITY
APPLICANT
CITY

March 2022