CITY OF CAÑON CITY
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

MINOR SUBDIVISION PROCESS

PER SUBDIVISION AND DEVELOPMENT REGULATIONS SECTION 4.12 (APPENDIX TO TITLE 16)

1 PRE-APPLICATION

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

2 SUBMIT APPLICATION

Applicant submits application for Minor Subdivision.

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 pointed out to the applicant by City staff. No further processing of the application will occur until the application is deemed complete.

4 REFERRAL & REVIEW

Staff refers (sends) the application details to city departments, government agencies, and utility providers for their review. This is 15 working days (3 weeks). Simultaneously, the application is reviewed by the Planning and Engineering staff to determine if it complies with requirements of the Cañon City Municipal Code.

5 REFERRAL AGENCY COMMENTS

Any comment or concerns noted by Planning and Engineering staff are communicated to the applicant. Simultaneously, any comments noted by referral agencies are also summarized.

6 COMMENTS TO APPLICANT

Staff sends all comments to the applicant.

7 APPLICANT CORRECTIONS

Applicant provides to staff any modified/updated information on the project, addressing comments received in Step No. 6. The applicant has up to 180 days to respond, or the application is deemed to have been withdrawn.

8 ADDITIONAL REFERRAL & REVIEW

Steps 4, 5, 6, and 7 are repeated, this time with a 10 working day (2 week) review period, until all comments have been satisfactorily addressed.

9 RECORDING

Applicant provides one (1) set of mylar originals of the plat, and circulates them for signatures. When signed by all private partners, the mylars are brought to the City, along with a check to cover Recordation Costs with the Fremont County Clerk & Recorder's Office.

10 COMPLETION

City signs mylars and takes one (1) signed mylar original to Fremont County Clerk & Recorder. Reception No. is noted and forwarded to applicant. The subdivision exception plat process is complete.

APPLICANT & CITY | APPLICANT | CITY

March 2022