



Staff Use Only

Application Number: _____

Received by: _____

Date: _____

Fees Paid: \$ _____

Complete: **Y** **N**

MAJOR SUBDIVISION

#2: Preliminary Plat Application Instructions

Subsequent to the approval of the Sketch Plan, applicants may submit a Preliminary Plat Application. A preliminary plat shall designate the boundaries of phases for which separate final plats will be presented for approval. Each phase, either alone or in conjunction with previously approved and recorded phases, must meet all the requirements of the Craig Municipal Code.

Applications must be submitted within twelve (12) months of the Sketch Plan approval and within a reasonable time before the Planning Commission meeting at which the application will be reviewed. The following items must be included in the Preliminary Plat Application packet. Incomplete applications will not be accepted for processing.

Required for Preliminary Plat Consideration

		Staff use only	
1.	Application Fee.	Y	N
2.	Completed <i>Land Use Application</i> Form attached (marked for Major Subdivision 2).	Y	N
3.	Current Title Commitment. (Dated less than 30 days from date of preliminary plat submittal.)	Y	N
4.	General Development Information (10 copies). A written description of the existing conditions on the site and the proposed development, including the following: <ul style="list-style-type: none"> a) Explanation of how the proposed Preliminary Plat is consistent with the Sketch Plan, and if there are any differences, identify the differences and explain how the plan is still consistent with the community's vision. b) Explanation of how the items of concern to the Planning Commission and the public during the Sketch Plan review have been addressed. c) Explanation of how the plan is consistent with the Craig Municipal Code and Craig Master Plan. 	Y	N
5.	Preliminary Grading and Drainage Plan and Report (5 copies). This plan and report must be certified by a registered professional engineer, including storm drainage concepts such as locations for on-site detention or downstream structural improvements and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways and/or floodplains on and adjacent to the site as well as any FEMA applications required.	Y	N
6.	Master Utility Plan (5 copies). This plan should be prepared by a registered professional engineer. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities in the subdivision.	Y	N
7.	Preliminary Landscape Plan (10 copies sized 24" x 36").	Y	N
8.	Traffic Report (5 copies). This report should address traffic patterns and impacts (as per staff instruction).	Y	N
9.	Covenants (10 copies). Draft of proposed covenants.	Y	N
10.	Mineral, Oil and Gas Rights Documentation (2 copies). Evidence that the surface owner has contacted all owners/lessees of mineral, oil and gas rights associated with the site and is working toward resolution. Included in the evidence must be the name and address of each person contacted.	Y	N
11.	Soils Report and map (5 copies).	Y	N

- | | | |
|--|---|---|
| 12. One (1) sets of mailing labels (Avery 8160 format) for the appropriate referral agencies, mineral interest owners and oil and gas lessees (as directed by city staff). | Y | N |
| 13. Preliminary Plat (5 copies sized 24" x 36"; 20 reductions sized 11" x 17") including: | Y | N |
- 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 of property
 - Total acreage of property
 - Existing contours at two (2) foot intervals (contours shall be based on USGS datum)
 - Name and location of abutting subdivisions or owners of abutting property (if not platted)
 - Lots, blocks and street layout with approximate dimensions and square footage for each lot
 - Consecutive numbering of all lots and blocks
 - Existing and proposed rights-of-way and easements on, and adjacent to, the property
 - Existing and proposed street names for all streets on and adjacent to, the property
 - Existing and proposed zoning on, and adjacent to, the property
 - Location and size of existing and proposed sewer lines, water lines and fire hydrants
 - Existing and proposed curb cuts on, and adjacent to, the property
 - 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 should 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 or other structures which will remain on the property as part of the subdivision
 - Location and acreage of proposed parks, trails, playgrounds, schools and 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, and percentage of each land use type, including how the six percent (6%) public land dedication requirement will be met
 - Total number of lots
 - Number of each type of dwelling unit proposed

Review Process

Within 10 working days, staff may either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant will then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the City. The original and all documents requiring a signature must be signed in [blue ink](#).

The review timeframe begins when the application is certified complete.

Staff will complete a review of the materials and then prepare a report to the Planning Commission explaining how the application is or is not consistent with the preliminary plat review criteria. The City will schedule a public hearing before the Planning Commission for the purpose of taking action on the preliminary plat. A public hearing notification sign will be posted on the property by the applicant. Such posting will be in a location and in a manner that makes it clearly visible from the adjoining street. The City will publish notice in a newspaper of general circulation. The hearing may be conducted after a reasonable length of time has passed since the date of posting of the property and publication of the notice in the newspaper

The Planning Commission will hold a public hearing to review the application based on the preliminary plat review criteria. The Planning Commission may then make a recommendation to the City Council to approve or deny the Preliminary Plat Application.

The applicant will revise the preliminary plat based only on the Planning Commission's conditions of approval and submit it (in sufficient quantity) for consideration by the City Council.

The preliminary plat will be presented to the City Council for its review and action. The Council may approve, conditionally approve, or deny the preliminary plat based on the preliminary plat review criteria. Approval and conditional approval of the preliminary plat shall be effective for one (1) year unless otherwise approved by the City Council. If the plat is denied, the plat or a substantially similar plat may not be considered by the Planning Commission for a period of one (1) year from the date of denial unless otherwise approved by the Planning Commission. If a final plat is not submitted within one (1) year or within such extended time as may be granted by the City Council, a new preliminary plat must be submitted and processed according to the Land Use Code before the Council can act on the final plat.



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LAND USE APPLICATION

- 1. This is the master land use form for the City of Craig. Please use to apply for:**
(please circle one of the following as appropriate)

Administrative Subdivision
Major Subdivision **1 2 3**
Planned Development Overlay
Sign Permit
Temporary Use

Annexation
Variance or Appeal
Minor Subdivision
Rezoning
Other: _____

Conditional Use
Waiver
RV Park
Site Plan

- 2. Project Name:** _____
please print or type legibly

- 3. Contact information:** (a list of additional contacts may be attached)

Owner Name: _____

Applicant Name: _____

Address: _____

Address: _____

Telephone: _____ Fax: _____

Telephone: _____ Fax: _____

E-mail: _____

E-mail: _____

- 4. Property Description:**

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

- 5. Purpose:** (describe intent of this application in 1-2 sentences)

- 6. Certification:** (must be signed in blue ink)

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: _____ Date: _____ **AND**

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the City of Craig must be submitted prior to processing of this application.

Applicant: _____ Date: _____