

**SUBMITTAL REQUIREMENTS
PLANNING AND ENVIRONMENTAL COMMISSION
SUBDIVISION REVIEW (MAJOR/MINOR)**

Subdivision Review Procedure

Major Subdivision: This application is for a request to subdivide more than four (4) lots, or a subdivision proposal without all lots having frontage on a public, approved street, or with a request to extend Municipal facilities in a significant manner, or a proposal which would negatively affect the natural environment as determined under Section 12-12-2 of the Town Code or if the proposal would adversely affect the development of the remainder of the parcel or the adjacent property. The Planning and Environmental Commission shall conduct a public hearing on an application for Major Subdivision and give recommendation to the Town Council on said Subdivision. Please see Section 13-3, Major Subdivisions, Vail Town Code for more detailed information.

Minor Subdivision: This application is for a request to subdivide not more than four (4) lots fronting on an existing street, not involving any new street or road or the extension of Municipal facilities and not adversely affecting the development of the remainder of the parcel or adjoining property. "Minor subdivisions", as defined in section 13-2-2 Definitions, Vail Town Code, shall be exempt from requirements related to preliminary plan procedures and submittals. Please see Section 13-4, Minor Subdivisions, Vail Town Code for more detailed information.

Recording

Following the review and approval of the plat, the applicant shall produce 1 mylar of the plat for signatures and recording. The applicant shall collect all signatures except the Town Administrator and the County Recorder, and submit the signed mylar to the Community Development Department, 75 South Frontage Road, Vail, CO. The Town Clerk shall RECORD THE mylar with any additional declarations or covenants submitted. The mylar shall be accompanied by the recording fees:

Eagle County recording fees (made out to Eagle County Recorder):

Recording Fees: Please visit the Eagle County website

http://www.eaglecounty.us/Clerk/Recording/Record_a_Document/ for the most up-to-date recording fees and check with your planner prior to submitting the payment

Mylar format shall be in India ink, 24 inches x 36 inches, scale of 100 feet = 1 inch or larger, margins of 1 ½ inches – 2 inches, and shall match the approved paper copy of the plat.

The Town of Vail offers two (2) methods for submittal of materials for review of applications. Materials can be submitted either digitally or on paper. Whichever method you select all materials shall be submitted in that format throughout the Design Review process. The Town encourages you to consider using the submittal of digital documents and plans.

If submitting digitally all elements of the application shall be uploaded to the Town's share file site as a complete set of materials. If submitting paper three (3) copies of the materials noted with an asterisk (*) and one (1) copy of all others are required. The materials necessary to have a complete application are as follows:

- Completed application form including:
 - Complete description of request
 - Ownership Information as recorded with Eagle County Assessor
 - Street Address, Unit #
 - Parcel Number
 - Owner's signature (cover sheet)
- Joint Property Owner Written Approval Letter, if applicable. If the property is owned in common (condominium association) and/or located within a Development Lot, the written approval of the other property owner, owners, or applicable owners' association shall be required. This can be either in the form of a letter of approval or signature on the application.
- Stamped, addressed envelopes and a list of the property owners adjacent to the subject property, including properties behind and across streets. The list of property owners shall include the owners' name (s), corresponding mailing address, and the physical address and legal description of the property owned by each. The applicant is responsible for correct names and mailing addresses. This information is available from the Eagle County Assessor's office.
- Application fee
- Title report, including Schedules A & B to verify ownership and easements.
- Two paper copies, for review, of the plat including the following:
 - Paper size shall be 24 inches by 36 inches.

- Scale of 100 feet = 1 inch or larger.
 - Margins of 1 ½ inches – 2 inches.
 - Accurate dimensions to the nearest one-hundredth (0.01) of a foot for all lines, angles and curves used to describe boundaries, streets, setbacks, alleys, easements, structures, areas to be reserved or dedicated for public or common uses and other important features. All curves shall be circular arcs and shall be defined by the radius, central angle, arc chord distances and bearings. All dimensions, both linear and angular, are to be determined by an accurate control survey in the field which must balance and close within a limit of one in ten thousand (10,000).
 - North arrow and graphic scale.
 - A systematic identification of all existing and proposed buildings, units, lots, blocks, and names for all streets.
 - Names of all adjoining subdivisions with dotted lines of abutting lots. If adjoining land is unplatted, it shall be shown as such.
 - An identification of the streets, alleys, parks, and other public areas or facilities as shown on the plat, and a dedication thereof to the public use. An identification of the easements as shown on the plat and a grant thereof to the public use. Areas reserved for future public acquisition shall also be shown on the plat.
 - A written survey description of the area including the total acreage to the nearest appropriate significant figure. The acreage of each lot or parcel shall be shown in this manner as well.
 - A description of all survey monuments, both found and set, which mark the boundaries of the subdivision, and a description of all monuments used in conducting the survey. Monument perimeter per Colorado statutes. Two (2) perimeter monuments shall be established as major control monuments, the materials which shall be determined by the town engineer.
 - A statement by the land surveyor explaining how bearing base was determined.
 - The proper plat title format for filing a plat in the town, as outlined in section 13-11-1, Plat Title Formats, Vail Town Code.
 - A certificate by the registered land surveyor as outlined in section 13-11-4, Surveyor's Certificate, Vail Town Code as to the accuracy of the survey and plat, and that the survey was performed by him/her in accordance with Colorado Revised Statutes title 38, article 51.
 - A certificate by an attorney admitted to practice in the state, or corporate title insurer, that the owner(s) of record dedicating to the public the public rights of way, areas or facilities as shown thereon are the owners thereof in fee simple, free and clear of all liens and encumbrances except as noted (According to Section 13-11-5, Title Certificate, Vail Town Code).
 - The proper form for approval of the plat by the Town of Vail as per Section(s), as they apply, 13-11-7, Town Council Certificate, 13-11-8, Planning and Environmental Commission Certificate, and/ or 13-11-9, Administrator Certificate, Vail Town Code.
 - The proper form for filing of the plat with the Eagle County clerk and recorder as per Section 13-11-6, Clerk and Recorder Certificate.
 - Certificate of dedication and ownership as per Section(s) 13-11-11, Certificate of Ownership, and or Section 13-11-3, Certificate of Dedication for Mortgage Holder or Deed of Trust Holder, Vail Town Code. Should the certificate of dedication and ownership provide for a dedication of land or improvement to the public, all beneficiaries of deeds of trust and mortgage holders on said real property will be required to sign the certificate of dedication and ownership in addition to the fee simple owner thereof as per Section(s) 13-11-2, Certificate of Dedication and Ownership, and/or Section 13-11-3, Certificate of Dedication for Mortgage Holder or Deed of Trust Holder, Vail Town Code.
 - A certificate by the treasurer of Eagle County that will certify that the entire amount of taxes due and payable upon all parcels of real estate described on the plat are paid in full, as per Section 13-11-10, Certificate of Taxes Paid, Vail Town Code.
- Other data, certificates, affidavits, or documents as may be required by the administrator or planning and environmental commission or council in the enforcement of these regulations, may include but is not limited to:
- Complete and final environmental impact report if required by the zoning ordinance.
 - Complete engineering plans and specifications for all improvements to be installed, including, but not limited to, water and sewer utilities, streets and related improvements, pedestrian and bicycle paths, bridges and storm drainage improvements.
 - Maps at the same scale as the final plat showing existing topography and proposed grading plan (contour interval requirements same as preliminary plan), a landscape and/or revegetation plan showing locations, type and sizes of existing and proposed vegetation.
 - A map the same scale as the final plat depicting all high and moderate avalanche hazard areas, forty percent (40%) and higher slope areas and 100-year floodplain areas as defined in the hazard ordinance of this code¹.
 - Copies of any monument records required of the land surveyor in accordance with Colorado Revised Statutes title 38, article 53.

- Any agreements with utility companies when required.
- Protective covenants in form for recording.

Please note that only complete applications will be accepted. All of the required information must be submitted in order for the application to be deemed complete.