



SUBDIVISION EXEMPTION APPLICATION

124 "E" Street
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A. TYPE OF APPLICATION (City Code Section 16-14-30)

- Lot Line Adjustment
- Insubstantial Changes to Recorded Plat
- Elimination of Lot Lines
- Condominiumization
- Duplex Conversion Subdivision

B. SUBDIVISION EXEMPTION PROCEDURE (City Code Section 16-14-30)

1. Pre-Application Conference. Optional.
2. Applicant contact required referrals.
3. Submit Application.
4. Staff Review and Chairperson Action. Approve, approve with conditions, deny, or remand back to the applicant.
5. Record Plat After Approval. Two mylar subdivision exemption plats and recording fees shall be submitted by the applicant which provide the information required in Section 16-14-70(b), Application Contents as deemed necessary by the Community Development Director. Required mylar information, if needed by the applicant, is available on a separate information sheet.

C. APPLICATION CONTENTS (City Code Section 16-14-70)

The following submittal requirements do not include all of the information that is required by the Land Use Code. In most cases, however, the following information should be adequate for City staff to fully review the application although additional information may be required.

- 1. General Development Application.
- 2. Subdivision Exemption Application.
- 3. Written Description. A written description of the proposal and an explanation in written, graphic or model form of how the proposed development complies with the review standards relevant to the application, found in Section 16-14-40(c).
- 4. Application Fee. \$200.00, cash or check made out to City of Salida.
- 5. The site plan shall contain the information required in Section 16-14-70(b). **Two copies of the site plan shall be submitted. The copies shall only be accepted on 8½"x11", 11"x17" or 24"x 36" paper.** At a minimum the site plan shall include:
 - a. Layout. A layout showing the lots, blocks, streets and alleys adjacent to the subject property and any existing structures within the proposed subdivision.
 - b. Boundary Lines. Boundary lines of proposed subdivision, shown as a heavy solid line, and approximate dimensions of all lots.
 - c. Existing Improvements. The location and dimensions of all existing easements, ditches, and utilities within the proposed subdivision.
 - d. Improvements Plan. The subdivider shall furnish information indicating how utility systems and other improvements will be provided and shall provide approval letters from necessary referral agencies.
 - e. Site Development Tabulation. A tabular summary showing that the plat conforms to all applicable dimensional standards (City Code, Table 16-E) and off-street parking requirements.
- 6. Digital Copy. A digital copy of the plat compatible with the City GIS shall be submitted.

D. SUBDIVISION EXEMPTION SUBDIVISION STANDARDS (Section 16-14-40(c)(1))

1. **Lot Line Adjustment.** The lot lines between contiguous lots which are under separate or single ownership may be adjusted if the following conditions are met:
 - a. Purpose. The adjustment shall be for the purpose of correcting a surveying or engineering error in a recorded plat, permitting an insubstantial boundary change between contiguous parcels or addressing a specific hardship.
 - b. Consent. The owners of affected properties whose lot lines are being adjusted shall provide written consent to the application.
 - c. Further Division. The adjustment shall not create the opportunity to further subdivide either lot to create a new lot for re-sale or development.
 - d. Conformance. All resulting lots shall meet the standards of this Land Use Code. If any of the lots or structures thereon is nonconforming prior to the adjustment, then no adjustment shall be allowed that increases the net nonconformity of the lots or structures.

2. **Insubstantial Change to Recorded Plat.** An insubstantial change may be made to a recorded plat as follows:
 - a. Limitations. An insubstantial change shall be limited to changes to address engineering or technical constraints discovered during development which could not be anticipated during the original approval process, or any other change to a plat which has no material effect on the character of the approved plat, the representations made by the applicant, or the conditions of approval. Street locations and street rights-of-way shall not be changed.
 - b. Conformance. Following approval of the insubstantial change, the recorded plat shall continue to conform to all applicable standards of this Land Use Code.
 - c. Amendments. A change to a plat which is not insubstantial, including any re-subdivision of a lot other than a boundary line adjustment, shall be considered an amendment, and shall follow the review procedures applicable to minor subdivisions.

3. **Elimination of Lot Lines.** The elimination of lot lines to merge not more than two (2) conforming lots, or two or more non-conforming lots, to create no more than two (2) conforming lots within the applicable zone district if all of the following conditions have been met:
 - a. Utilities. Public and private utilities must be present and available to serve the newly created conforming lot(s). Utilities (whether public or private) to existing structures that, with the elimination of lot lines, will cross a newly created conforming lot shall be provided an easement where the existing utilities are located or shall be relocated into an easement.
 - b. Single ownership. The lots to be consolidated are under one and the same ownership.

4. **Duplex Conversion Subdivision.** The subdivision of a single lot on which an existing duplex dwelling is located, or is to be constructed, into two (2) separate lots, if all of the following conditions have been met:
 - a. Common Wall. The duplex is to be divided along a code-compliant fire-resistant common wall into two (2) separate single-family dwelling units on separate lots.
 - b. Separate Utilities. Utilities are available and each of the dwelling units is served by its own separate utility service lines and meters, inclusive of water, sewer, electricity and natural gas.
 - c. Maintenance Agreement. A common wall maintenance agreement shall be established and recorded to run with the land comprising the proposed duplex lots.
 - d. Zone District Compliance. Except for the original primary structure comprising the dwelling units and any common and/or side-by-side or connected garages or driveway(s), all new structures, or the expansion of any existing structures, on the two (2) new duplex lots, shall be subject to the setback requirements for the underlying zone district in which the lots are located.
 - e. Lot Size. Each lot shall meet the minimum lot size (sq. ft.) for the underlying zone district in which the lots are located. The proposed duplex lots shall be the same size, or approximately the same size.