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Article 1: GENERAL PROVISIONS

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16-1-1 TITLE

This ordinance shall be known and cited as the "Subdivision Ordinance" or the "Subdivision Ordinance of the City of Lakewood, Colorado."

16-1-2 AUTHORITY

Pursuant to the authority granted to the City of Lakewood City Council and Planning Commission by the Lakewood Municipal Charter, and according to the powers and authority vested in the Planning Commission pursuant to Title 31, Article 23, Parts 2 and 3, of the Colorado Revised Statutes, as amended, and other applicable laws, statutes, ordinances and regulations of the State of Colorado, the City of Lakewood City Council hereby adopts this Subdivision Ordinance and confers to the City Council, the Planning Commission and the Planning Director (Director) the powers set forth herein, including the power to review and approve or deny plats for the subdivision of land.

16-1-3 PURPOSE AND INTENT

- (1) The purpose and intent of this Subdivision Ordinance is to provide for the health, safety, and welfare of the public, and to provide adequate and effective transportation and public utility systems. The City further desires to provide for the proper design and construction of the transportation system as indicated by the adopted Major Street Plan. This Subdivision Ordinance sets forth the procedures for the subdivision and resubdivision of land to review for the use of proper legal descriptions, surveying, and monumenting of subdivided land.
- (2) This Subdivision Ordinance shall be used by the subdivider to divide land within the City, by the staff as criteria for the review of subdivision plats, and by the City Council, the Planning Commission and the Director in judging the merits of plats submitted for approval. Not all criteria apply to all plats, and this Subdivision Ordinance may be amended from time to time; however, once a plat has been formally accepted for review it shall be judged against the Subdivision Ordinance existing at the time of the application acceptance date.

(3) All plats and plans submitted shall be in a form which satisfies this Subdivision Ordinance and associated Users' Guide, the Zoning Ordinance, Colorado Revised Statutes, and all other applicable ordinances, regulations, codes, and rules.

16-1-4 EFFECTIVE DATE

This Subdivision Ordinance shall take effect 30 days after final publication.

16-1-5 APPLICABILITY

- (1) Any person who divides or participates in the division of a lot, tract, or parcel of land into two or more lots, tracts, parcels, or other the reconfiguration or division of land for any purpose including, but not limited to, the immediate or future purpose of sale or building development, whether residential, industrial, office, business or otherwise, shall make the transactions subject to the provisions of this Subdivision Ordinance. This provision shall not apply to the following:
 - A. Any division of land to heirs through an estate proceeding.
 - B. Any division of land by virtue of the foreclosure of a deed of trust.
 - C. Any division of land created by the establishment of street rights-of-way or other lands for public purposes.
 - D. Plots within cemeteries.
 - E. Any division of land done by a valid and recorded instrument effective prior to the City adopting the original subdivision regulations on January 22, 1975.
 - F. Any division of land through a judicial partition.
- (2) No subdivision plat shall be used for purposes of sale or development until approved and recorded under the provisions of this Subdivision Ordinance.
- (3) No building shall be erected on any lot, nor shall a building permit be issued for a new building unless the lot is part of a subdivision approved in accordance with this Subdivision Ordinance or prior Subdivision Regulations; however, a building permit may be issued on a parcel created by a valid and recorded instrument of conveyance effective prior to January 22,1975.
- (4) Every plat shall be recorded in the Office of the Jefferson County Clerk and Recorder at the applicant's expense.
- (5) Any application for a subdivision plat, replat or lot line adjustment filed on or after the effective date of this Ordinance shall be controlled by the provisions of this Ordinance. Any application for a subdivision plat, replat, lot line adjustment, error correction, vacation or dedication filed prior to and pending on the effective date of this Ordinance shall be controlled by the provisions of the Subdivision Ordinance in effect at the time of the filing of the application, unless the applicant chooses to have the application processed under the provisions of this Ordinance.

16-1-6 JURISDICTION

This Subdivision Ordinance shall be used as follows:

(1) Areas inside the City limits: The territorial jurisdiction of the City Council, the Planning Commission and the Director shall include all lands located within the corporate limits of the City within which the provisions of the Subdivision Ordinance shall apply.

(2) Areas outside the City limits: All proposed subdivisions outside the City limits, but within the territorial jurisdiction established under the Colorado Revised Statutes, 31-23-212, as amended (Three-Mile Plan), shall be submitted to the City by the other jurisdiction, for its recommendations relating to the City of Lakewood Major Street Plan.

16-1-7 REPEAL

Upon the effective date of this Subdivision Ordinance, the Subdivision Ordinance of the City of Lakewood, Colorado, adopted June 22, 2009, as amended, is hereby repealed.

16-1-8 CONFLICT WITH OTHER ORDINANCES OR REGULATIONS

In the event any requirement of this Subdivision Ordinance conflicts with any other requirement, ordinance, regulation, restriction or limitation, the more restrictive requirement, or the one which imposes the highest standards, shall control.

16-1-9 SEVERABILITY

- (1) If for any reason one or more sections, headings, clauses or parts of this Subdivision Ordinance are held invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remaining provisions of this Subdivision Ordinance. Such action shall be confined in its application to the specific sections, headings, clauses or parts of this Subdivision Ordinance held invalid. The invalidity of any section, heading, clause or part of this Subdivision Ordinance in any one or more instances shall not affect or prejudice in any way the validity of this Subdivision Ordinance in any other instance.
- (2) If the application of any provision of this Subdivision Ordinance to any land shall be determined invalid by a court of competent jurisdiction, the same shall not affect, impair or invalidate this Subdivision Ordinance or the application of any provision thereof to any other land.

16-1-10 SAVING PROVISION

This Subdivision Ordinance shall not be construed as abating any action now pending under, or by virtue of, prior subdivision regulations. This Subdivision Ordinance shall further not be construed as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue under previous subdivision regulations, or as affecting the liability of any person, firm or corporation. The City of Lakewood waives no rights under any section or provision existing at the time of the adoption of this Subdivision Ordinance, nor vacates or annuls any rights obtained by any person, firm or corporation by lawful action of the City of Lakewood except as is expressly provided for in this Subdivision Ordinance.

16-1-11 ENFORCEABILITY

(1) The owner or an agent of the owner of any land shall not transfer, sell or agree to sell any illegally divided or unsubdivided land or lands by reference to, exhibition of, or use of a plat of a subdivision before such plat has been approved by the City of Lakewood and recorded in the Office of the Jefferson County Clerk and Recorder. The description of such lot, tract, or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties or from the remedies provided in this Subdivision Ordinance.

- (2) It shall be unlawful to erect, construct, reconstruct, use or alter any building or structure or to use any land in violation of this Subdivision Ordinance.
- (3) The owner or agent of the owner of any land, building, or structure found to be in violation of this Subdivision Ordinance shall be subject, upon conviction thereof, to a maximum fine not to exceed more than \$1,000 or imprisonment not to exceed more than 365 days, or both such fine and imprisonment. Each day during which such violation continues shall be deemed a separate offense.
- (4) No building permits, permits to do work in the public rights-of-way or other permits will be issued for any property found to be in violation of this Subdivision Ordinance until a subdivision plat has been approved and recorded, except in instances when street rights-of-way or other lands for public purposes are established. Refusal to issue any such permit shall not be considered an exclusive remedy. The City, in addition to any other remedies provided in this Subdivision Ordinance or by law, may institute injunction, mandamus, abatement, or any other appropriate action or proceeding to prevent, enjoin, abate, or remove such violation. Such actions may be instituted in the District Court of Jefferson County.

16-1-12 PLANNING DEPARTMENT

- (1) It shall be the duty of the Director to enforce the provisions of this Subdivision Ordinance and the regulations contained herein.
- (2) The Director may delegate to any employee of the Department any of the responsibilities assigned to the Director by this Subdivision Ordinance. The designee shall be subject to the same restrictions and standards as are applicable to the Director.
- (3) The Director and such persons as may be designated shall be considered Peace Officers within the meaning of the Lakewood Municipal Code Section 1.04.010 solely for the purposes of enforcing the provisions of this Subdivision Ordinance.
- (4) No oversight or error on the part of the Director or any employee of the Department or on the part of any other official or employee of the City of Lakewood shall legalize, authorize, or excuse the violation of any of the provisions of this Subdivision Ordinance.

Article 2: DEFINITIONS

16-2-1 General Interpretation 16-2-2 Definitions

16-2-1 GENERAL INTERPRETATION

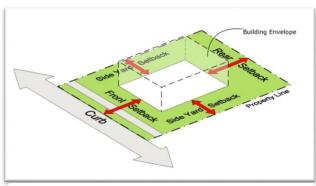
- (1) For purposes of this Subdivision Ordinance, the words and terms used, defined, interpreted or further described herein shall be construed as follows:
 - A. The present tense includes the future tense.
 - B. Words used in the singular number include the plural, and vice versa, unless the context clearly indicates the contrary.
 - C. The phrase "used for" as applied to any land or building includes "arranged for," "designed for," "intended for," "maintained for," and "occupied for."
 - D. The word "shall" is mandatory.
 - E. A "person" includes an individual or any type of organization, including but not limited to a corporation, limited liability or partnership.
 - F. A "building" includes a "structure;" a "building" or "structure" includes any part thereof.
- (2) Where not defined herein or in the Lakewood Zoning Ordinance as amended, the words used in this Subdivision Ordinance shall have their common and customary meaning.

16-2-2 DEFINITIONS

As used within this Subdivision Ordinance, except where otherwise specifically defined, or unless the context otherwise requires, the following terms, phrases, words and their derivations shall have the following meanings:

- (1) ACCESS CONTROL LINE (ACL) A line described on a plat for the purpose of prohibiting motor vehicle access directly from the subject property to the abutting right-of-way.
- (2) ALLEY A public right-of-way, private easement or tract, which gives a primary or secondary means of vehicular access to the rear or side of properties otherwise abutting a street, and which may be used for vehicular and/or utility access.
- (3) APPLICANT The owner of land proposed to be subdivided or the owner's legally designated representative.
- (4) BLOCK An area of land created by a plat containing one or more lots and/or tracts, which is bound by public or private streets, highways, railroad rights-of- way, or a combination thereof.
- (5) BUILDING Any structure having a roof supported by columns or walls and used or intended for supporting or sheltering any use or occupancy.

- (6) BUILDING ENVELOPE That portion of a lot within which the primary building may be constructed.
- (7) CUL-DE-SAC A dead-end street providing special enlarged turning and maneuvering space for vehicular traffic as specified in the Engineering Regulations, as amended.
- (8) DEPARTMENT The Planning Department of the City of Lakewood.



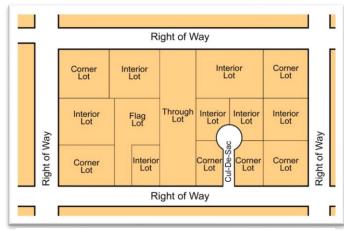
Building Envelope and Setbacks

- (9) DEVELOPMENT Any man-made change to improved or unimproved real estate, including but not limited to construction of or substantial improvements to buildings or other structures, the placement of manufactured homes, mining, dredging, filling, grading, paving, excavation, or drilling operations.
- (10) DIRECTOR The Director of the Planning Department or his or her designee.
- (11) EASEMENT An interest in real property generally established in a real estate document or on a recorded plat to reserve, convey or dedicate the use of land for a specialized or limited purpose without the transfer of fee title. Such specified uses may include, but are not limited to transportation facilities, utilities, access, stormwater drainage, signage, pedestrian uses and solar exposure.
- (12) ENGINEERING REGULATIONS The Engineering Regulations, Construction Specifications, and Design Standards, as adopted by the Lakewood City Council including all addenda and amendments thereto.
- (13) FINAL PLAT (PLAT) A map of certain described land prepared in accordance with this Subdivision Ordinance and the Subdivision User's Guide, to be used as an instrument for the recording of real estate interests with the Jefferson County Clerk and Recorder. The plan by which a subdivision is created, adjusted or corrected, or by which property rights (excluding public rights-of-way) are vacated.
- (14) FRONTAGE Frontage is that side of a lot or parcel abutting on a public right-of-way or private easement or tract designated for access to the subject lot or parcel.
- (15) GATED PRIVATE STREET A private residential street where accessibility is controlled by means of a gate, guard, barrier or other similar structure within or across a privately maintained street.
- (16) HAZARD Any condition either natural or fabricated, which presents danger to the public health, safety and/or welfare.
- (17) LOT An area of land to be built upon or developed that is created by only one of the following:
 - A. A subdivision, or
 - B. A valid and recorded instrument of conveyance effective prior to subdivision requirements adopted on January 22, 1975, or

C. A mechanism as otherwise permitted by law.

Following is a list of lot types:

- CORNER LOT A lot, where at least two adjacent sides abut for their full length upon a public right-of-way other than an alley, and at least one side of which abuts either another property or a third public right-of-way.
- FLAG LOT A lot whose building envelope is separated from a street and has access to a street by a strip of land that is less than the minimum required lot width (known as the FLAG POLE).

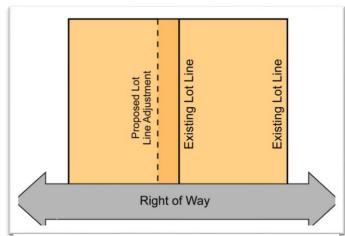


Types of Lots

- INTERIOR LOT A lot, other than a corner lot, abutting only one street, and generally having at least two sides abutting adjacent properties, and a rear lot line.
- THROUGH LOT An interior lot abutting on a street at both the front and rear lot line, or a corner lot abutting on a street on the front, one side, and the rear lot lines.

Also see PARCEL and TRACT.

- (18) LOT WIDTH The shortest distance between any two lot lines which are intersected by the front setback line, measured parallel to the front property line.
- (19) LOT LINE ADJUSTMENT A plat by which one or more lot or tract lines are moved or removed.
- (20) MAJOR STREET PLAN The adopted City plan designating local, collector and arterial streets within the City.
- (21) MUNICIPAL CHARTER The Home Rule Charter of the City of Lakewood, Colorado, approved on November 1, 1983, as amended.



Lot Line Adjustment

- (22) NEIGHBORHOOD ORGANIZATION An organization that is registered on an annual basis with the Department for the purpose of land development application notification.
- (23) OWNERS' ASSOCIATION (HOA) An organization formed for the maintenance and ownership of common elements or to enforce any private covenants, codes and restrictions.

- (24) PARCEL Any part or portion of land. Also see LOT or TRACT.
- (25) PLANNING COMMISSION The Planning Commission of the City of Lakewood, Colorado.
- (26) PLAT See FINAL PLAT.
- (27) PLAT SPECIFICATIONS A separate document that details the contents and format to be followed when creating subdivision plats for review and approval. It can be administratively amended by the Director.
- (28) PRELIMINARY PLAT The map(s) of a proposed subdivision, along with certain supporting materials, drawn and submitted in accordance with the requirements of this Subdivision Ordinance for the purpose of evaluating the proposed subdivision.
- (29) PROFESSIONAL LAND SURVEYOR A person licensed to practice land surveying in the state of Colorado, as set forth in Title 12, Article 25, Part 2 of the Colorado Revised Statutes, as amended.
- (30) PROFESSIONAL ENGINEER A person licensed to practice engineering in the state of Colorado, as set forth in Title 12, Article 25, Part 1 of the Colorado Revised Statutes, as amended.
- (31) PROJECT MANAGER The City of Lakewood staff member assigned by the Director to coordinate the subdivision process on behalf of the City.
- (32) PROPERTY MANAGER The City of Lakewood Property Manager.
- (33) PUBLIC IMPROVEMENTS Those improvements that are defined in Chapter 14.13 of the Lakewood Municipal Code.
- (34) PUBLIC IMPROVEMENTS AGREEMENT (PIA) An agreement as defined by Chapter 14.13 of the Lakewood Municipal Code.
- (35) RESUBDIVISION (REPLAT) Any change in a final plat or lot line adjustment of an approved and recorded subdivision plat including any map or plat legally recorded prior to the adoption of any regulations controlling subdivisions.
- (36) RIGHT-OF-WAY An area or strip of land for the use of the general public.
- (37) SERVICE AND EMERGENCY VEHICLES Vehicles such as ambulances, police cars, or fire-fighting apparatus used to respond to emergency situations and other vehicles used to deliver or pick up goods or provide maintenance.
- (38) STREET, PRIVATE Any street that is not public.
- (39) STREET, PUBLIC A public thoroughfare for vehicular traffic, other than an alley or a driveway, dedicated or conveyed and accepted for public use and maintained by the City of Lakewood or some other public agency.

- (40) STRUCTURE Anything built or constructed and located on or in the ground or attached to something on or in the ground. An edifice or building of any kind, or any piece of work built or composed of parts joined together in some definite manner.
- (41) SUBDIVIDER A person or entity proposing the subdivision of property owned by such person or entity.
- (42) SUBDIVISION A division of land into two or more lots.
- (43) SUBDIVISION, MAJOR A division of land by which 10 or more additional lots are being created for the use of 10 or more single-family homes or 10 or more units in duplex buildings.
- (44) SUBDIVISION, MINOR Any subdivision that is not a Major Subdivision.
- (45) TRACT An area of land created by a PLAT, which is designated for some purpose other than a building site or lot. Also see LOT and PARCEL.
- (46) USERS' GUIDE TO SUBDIVISION A separate document that outlines the purpose, process and procedures for a subdivision. It can be administratively amended by the Director.

Article 3: DESIGN STANDARDS

- 16-3-1 General Standards
- 16-3-2 Residential Subdivision Standards
- 16-3-3 Non-Residential Subdivision Standards
- 16-3-4 Flag Lots
- 16-3-5 Common Space, Tracts or Buildings
- 16-3-6 Easements
- 16-3-7 Utilities
- 16-3-8 Street and Transportation Patterns & Connectivity Standards
- 16-3-9 Streets, Access and Transportation

16-3-1 GENERAL STANDARDS

- (1) In addition to the requirements established herein and any other applicable requirements, all subdivision plats shall comply with the following laws, ordinances and regulations:
 - A. All applicable provisions of the Colorado Revised Statutes (C.R.S.), as amended.
 - B. The City of Lakewood Municipal Charter and Municipal Code, including but not limited to, the Zoning Ordinance, Building and Housing Codes, and all other applicable ordinances of the City of Lakewood.
 - C. The Major Street Plan, Bicycle System Master Plan, Capital Improvements and Preservation Plan, and Community Resources Master Plan of the City of Lakewood.
 - D. The regulations of the Jefferson County Health Department and the Colorado Department of Public Health and Environment.
 - E. The requirements of the Colorado Department of Transportation.
 - F. The Engineering Regulations.
 - G. The requirements of the fire district and utility companies serving the subject property.
- (2) All subdivision plats should conform to the advisory principles in the Lakewood Comprehensive Plan.
- (3) Subdivision design should promote pedestrian and street connectivity, and consider adjacent land lot patterns and topography to further sustain any future land development.
- (4) Land on which the Director, or Planning Commission, or City Council finds evidence of hazards such as, but not limited to, flooding, swelling soils, subsidence, improper drainage, steep slopes (15%+), adverse geological formations, contamination, or other features which will be harmful to the health, safety and/ or welfare of the present or future inhabitants of the subdivision or its environs shall not be approved for subdividing until an engineering design that sufficiently mitigates the potential harm has been submitted by the applicant and approved by the City Engineer.
- (5) When land is subdivided into blocks, lots, or tracts larger than necessary to accommodate the proposed uses, a provision for potential future resubdivision and development shall be taken into

account. Provisions shall be made for future utilities and the subdivision arrangement shall be such that the location and opening of future streets is in conformance with the Major Street Plan.

(6) All lots shall be developable and capable of being built upon. Subdivisions may also contain tracts, which are necessary for purposes other than buildings. All such tracts shall be shown on the plat and designated as to their purpose, maintenance and ownership.

16-3-2 RESIDENTIAL SUBDIVISION STANDARDS

- (1) Blocks in residential developments shall have sufficient length and width, and appropriate shape to allow the ultimate design of lots suited for the planned land use, the requirements of the Zoning Ordinance, and traffic and safety controls consistent with the Engineering Regulations.
 - A. Residential local street block lengths shall be a minimum of 200 feet in length and a maximum of 1,400 feet in length between street center lines except when constrained by exceptional topography or other limiting factors.
 - B. Blocks shall have sufficient width to provide for two tiers of lots of appropriate depth except where otherwise required to separate residential development from through traffic.
- (2) The size, shape, and orientation of the lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated.
 - A. Corner lots shall have an additional 5 feet in width to accommodate appropriate building setbacks and driveway spacing to the intersection.
 - B. Side lot lines shall be at substantially right angles or radial to street center lines, whenever practicable.
 - C. Residential through lots shall not be permitted on any collector or arterial streets or where the second frontage contains any incompatible land uses.
 - D. In the event that residential lots are adjacent to an arterial street, an access control line may be placed on the plat as required by the City Traffic Engineer.
 - E. A cul-de-sac lot shall have at least 30 feet of street frontage.
 - F. No new lots may be created that are bisected by the main channel of a drainageway such that the lot contains property on both sides of the channel.

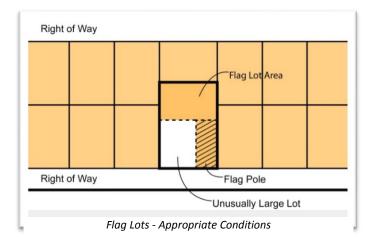
16-3-3 NON-RESIDENTIAL SUBDIVISION STANDARDS

- (1) In addition to the standards in this Ordinance, which are appropriate to the planning of all subdivisions, the subdivider shall demonstrate to the satisfaction of the Director, or Planning Commission, or City Council that the street and block pattern proposed is specifically adapted to the uses anticipated and takes into account other uses in the vicinity. The following design standards apply:
 - A. Proposed blocks, lots, and tracts shall be suitable in area and dimension to the type(s) of development anticipated.
 - B. Streets shall conform to the Major Street Plan Standards and shall be fully constructed to the subdivision boundary unless otherwise specified by the City Engineer.
 - C. Where necessary as determined by the City Traffic Engineer and Fire Protection District, subdivisions shall specifically designate all areas proposed for service and emergency vehicle circulation.
 - D. A cul-de-sac lot shall have at least 30 feet of street frontage.

16-3-4 FLAG LOTS

Flag lots are discouraged. In unusual circumstances they may be appropriate when there is a neighborhood with uniform single-family lot sizes but with an occasional larger parcel suitable for flag lot development. Flag lots are not appropriate in situations where a series of large lots could be converted to flag lot developments.

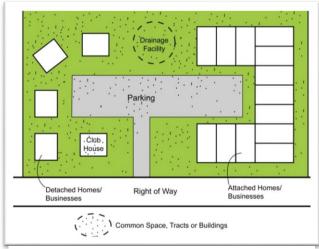
- (1) If the Director determines the proposal is appropriate, flag lots may be platted in the single-family and two-family residential zone districts under the following regulations:
 - A. The minimum width of the flag lot abutting a public or private street (flag pole) shall be 20 feet.



- B. All lots created by the resubdivision shall meet the requirements of the Zoning Ordinance.
- C. The area of the flag pole is not considered part of the lot area for the purpose of meeting the minimum lot area.
- Access to all lots created by the resubdivision shall be from streets classified as local streets.
- E. A cul-de-sac shall be platted in lieu of three or more flag lots.
- (2) Flag Lot subdivisions are permitted in the all multifamily and mobile home residential, mixed use, commercial, light industrial, and planned development zone districts when it is the most appropriate development option as determined by the Director. In such cases, the following criteria must be met:
 - A. The minimum width of the flag lot abutting public or private street (flag pole) shall be 30 feet.
 - B. The subdivider shall demonstrate to the satisfaction of the Director that the use of a flag lot is necessary for the effective development of the land and that the proposed design poses no hazard to public safety in accordance with the following:
 - (i) Access is clearly defined and joint use of traffic controls and measures is shown where appropriate.
 - (ii) There are no visual obstructions at the intersection of the access point(s) and the public or private streets.
 - (iii) Adequate service and emergency vehicle access is provided.

16-3-5 COMMON SPACE, TRACTS OR BUILDINGS

When common space, tracts or lots are created, the property owner shall create either an Owners' Association (e.g. Homeowners, Business, etc.) or an easement agreement as determined by the City, which shall be in existence prior to recording of the plat. The entity formed or party specified in the easement agreement shall own and maintain the common space, tracts or lots.



Common Space, Tracts or Buildings

16-3-6 EASEMENTS

- (1) Utility easements shall be delineated as required, and shall be designed to minimize the encumbrance to the lot, and to minimize maintenance problems.
- (2) Drainage easements shall be established in the configuration required by the City Engineer based on the approved drainage report as required by the Engineering Regulations. When easements serve both utility and drainage functions, the easements shall be so designated.
- (3) Service and emergency vehicle access easements shall comply with the City's Transportation Engineering Design Standards and the Fire Protection District's regulations.
- (4) When stormwater detention and water quality areas or easements are required, all such areas or easements shall be shown and/or noted as determined by the City Engineer. In single-family and duplex developments, stormwater detention areas shall be placed in an easement(s) dedicated to the City, or within tracts as allowed by the City Engineer.

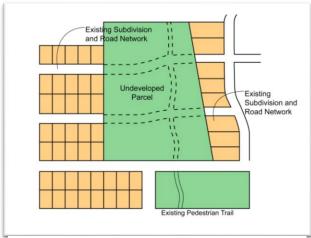
16-3-7 UTILITIES

- (1) All public and private utilities shall be placed underground, except when not appropriate for infill development.
- (2) All subdivisions must comply with the serving utility entities' requirements, and receive service availability confirmation from the serving utility entities.

16-3-8 STREET AND TRANSPORTATION PATTERNS & CONNECTIVITY STANDARDS

(1) PURPOSE: This Section is intended to ensure that the local street system is well-designed with regard to safety, efficiency, and convenience for pedestrian, bicycle, automobile, and other transportation modes.

- (2) GENERAL STANDARD: The street and transportation system of any proposed development shall be designed to serve all modes of transportation that will use the system (including, but not limited to cars, trucks, buses, bicycles, pedestrians and emergency vehicles). The system shall provide more than one direct connection to and between local destinations such as parks, schools, and shopping. Streets must provide connections within the subdivision and to adjoining properties to blend developments together and to disperse traffic.
- (3) DISTRIBUTION OF LOCAL TRAFFIC STREET NETWORK: All subdivision plats shall include a local street system that will allow access to and from the



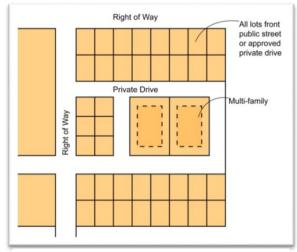
Street Connectivity and Multi-Modal Transportation

proposed subdivision, as well as access to all existing and future adjacent development, preferably from at least two streets.

(4) UTILIZATION AND PROVISION OF LOCAL STREET CONNECTIONS TO AND FROM ADJACENT DEVELOPMENTS AND VACANT PARCELS: All plats shall incorporate and continue all streets stubbed to the boundary of the property by previously approved plats or existing development or as determined by the City Engineer. All plats shall provide for future public street connections to adjacent vacant parcels.

16-3-9 STREETS, ACCESS AND TRANSPORTATION

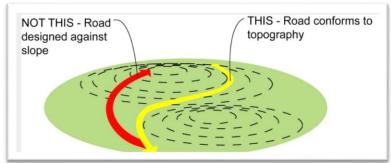
- (1) The subdivision design shall conform to the pattern of streets designated in the Major Street Plan or any portion thereof and to any future street rights-of-way designated by the City Engineer.
- (2) All lots in single-family detached, duplex, and mobile home subdivisions shall have frontage upon a public street or an approved private street.
- (3) All lots or tracts in multi-family, office, commercial, and industrial subdivisions shall have access to a public street or an approved private street or drive.
- (4) All public rights-of-way and streets shall meet the minimum specifications of the Engineering Regulations or as determined and approved by the City Engineer.



Lot Access

- (5) Proposed private street designs and construction standards shall be subject to approval by the City Engineer.
- (6) Gated public streets are prohibited.
- (7) The circulation pattern for the subdivision shall be designed to take advantage of the topography of the site, should function in a logical manner, and should be designed to accommodate

the circulation demands of the proposed development based on the proposed land uses and external demands to be placed on the land. The circulation system should also take into account, when appropriate, various modes of transportation (e.g. pedestrian, bicycles, buses, etc.) Access must be adequate for service and emergency vehicles as determined by the City Traffic Engineer and Fire Protection District.



Roads Conforming to Topography

- (8) Where access to adjacent streets must be controlled for traffic safety reasons, an Access Control Line (ACL) shall be clearly delineated and dimensioned as to location and length as specified by the City. Motor vehicle access rights across such lines shall be dedicated to the City.
- (9) Pedestrian, bicycle and equestrian trail rights- of-way, and open space access rights-of-way, or appropriate easements, shall be dedicated when they are required. Additional rights-of- way or easements may be required when the Director, Planning Commission or City Council determines the paths are necessary for access to parks, schools, shopping areas or other public facilities.
- (10) Access between the subdivision and State Highways shall conform to the State Highway Access Code.

Article 4: SUBDIVISIONS

- 16-4-1 Purpose
- 16-4-2 Types of Subdivision
- 16-4-3 Preliminary Plat
- 16-4-4 Final Plat
- 16-4-5 Application
- 16-4-6 Comment Period
- 16-4-7 Review Procedures
- 16-4-8 Approval Authority
- 16-4-9 Director's Actions
- 16-4-10 Notification of Director's Decision
- 16-4-11 Notification of a Planning Commission Hearing
- 16-4-12 Actions Taken by Planning Commission
- 16-4-13 Appeals
- 16-4-14 Recordation of the Final Plat
- 16-4-15 Significant Changes

16-4-1 PURPOSE

A subdivision is required for any division of land where one or more lots are created.

16-4-2 TYPES OF SUBDIVISION

- (1) MAJOR SUBDIVISION: The purpose of a major subdivision is to provide a process for the division of land by which 10 or more additional lots are being created for the use of 10 or more single family homes or 10 or more units in duplex buildings.
- (2) MINOR SUBDIVISION: The purpose of a minor subdivision is to provide a process for the division of land that is not a Major Subdivision.

16-4-3 PRELIMINARY PLAT

The purpose of the preliminary plat is to allow for Staff review of the proposed subdivision to determine whether it will meet the design standards contained in this Subdivision Ordinance, to determine the issues to be addressed, and to give interested parties an opportunity to examine and comment on the proposed subdivision.

- (1) EFFECTIVE PERIOD OF PRELIMINARY PLAT: A preliminary plat shall be effective for two years from the date of approval. Extensions of the two year approval period may occur when:
 - A. An application for a final plat has been filed with the City and is in the review process; or
 - B. The Director grants an extension upon showing of cause.
- (2) WAIVER OF A PRELIMINARY PLAT: The Director may waive the requirement to submit a preliminary plat with the agreement of the applicant when:

- A. The subdivision request is processed with a rezoning application or site plan application and the documents to be submitted contain the information normally required by the preliminary plat; or
- B. The subdivision request involves property that has been legally platted and has access to or abuts an existing street; or
- C. A survey is provided with the Final Plat Showing topography, structure and setbacks.
- (3) SITE PLAN: In lieu of or in addition to a preliminary plat, the Director may require the applicant to complete a site plan for the purpose of creating an enforceable streetscape and landscape plan for a proposed subdivision.

16-4-4 FINAL PLAT

The purpose of the final plat is to review the proposed subdivision for proper final engineering and subdivision design, to ensure real estate interests are properly represented, to provide for dedication of lands required for public use and for the construction of public improvements, and for conformance with the preliminary plat.

16-4-5 APPLICATION

To complete a subdivision, a preliminary plat and final plat must be reviewed and approved. These documents may be processed by one of the following methods:

- (1) The preliminary plat and final plat may be reviewed concurrently, provided that both the applicant and the Director agree to the concurrent review.
- (2) The preliminary plat may be waived by the Director as set forth in Section 16-4-3 (2).
- (3) A preliminary plat maybe reviewed and completed prior to final plat review. Upon preliminary plat approval, application for a final plat may be filed.

16-4-6 COMMENT PERIOD

All Subdivision Applications will be required to comply with the Notice of Application requirements outlined in Section 16-8-2. The materials required for the notification shall be included in the formal application submittal.

Written comments in response to the application notification may be submitted to the Secretary to the Planning Commission. The written comments shall be included in the staff report that is presented for the Director's or Planning Commission's review and decision.

16-4-7 REVIEW PROCEDURES

Based on observations, investigations and responses from staff, outside agencies, and other interested parties, the City's Project Manager shall prepare and submit to the Director a written report when the proposal is ready for Director's Review. The report shall include staff's recommendations regarding approval or denial of the preliminary plat and final plat.

16-4-8 APPROVAL AUTHORITY

(1) MINOR SUBDIVISION: The Director shall approve or deny a preliminary plat and final plat or may refer it to the Planning Commission for review and decision as set forth in Section 16-4-9.

(2) MAJOR SUBDIVISION:

- A. PRELIMINARY PLAT: When a preliminary plat is required, it shall be approved or denied by the Planning Commission at a public hearing as set forth in Sections 16-4-12.
- B. FINAL PLAT: If the preliminary plat is waived, the final plat shall be approved or denied by the Planning Commission at a public hearing as set forth in Sections 16-4-12.
- C. When the preliminary plat is required and approved by the Planning Commission, and if there are no significant changes on the proposed final plat from the approved preliminary plat, the Director shall approve or deny the final plat for a major subdivision or may refer it to the Planning Commission as set forth in Section 16-4-9. "Significant changes" is defined in Section 16-4-15.

16-4-9 DIRECTOR'S ACTIONS

The Director shall take any of the following actions:

- (1) APPROVAL: In the event of approval, the Director will sign a Record of Decision documenting the approval.
- (2) DENIAL: In the event of denial, the Director will sign a Record of Decision in which the reason(s) for such denial shall be set forth in writing. In the event of such denial, the application materials may be redrawn and resubmitted to the Department as a new application.
- (3) REFERRAL TO THE PLANNING COMMISSION: If it is the opinion of the Director that the plat should be reviewed by the Planning Commission for any reason, it shall be forwarded to the Planning Commission for review and decision at a public hearing as set forth in Section 16-4-12. No public hearing before the Planning Commission will be scheduled until the notice and fee for such hearing is completed by the applicant. Notification of the public hearing shall be in accordance to Section 16-8-1.

16-4-10 NOTIFICATION OF DIRECTOR'S DECISION

All Subdivision applications that are approved or denied by the Director shall comply with all the Notice of Decision requirements outlined in Section 16-8-4.

16-4-11 NOTIFICATION OF A PLANNING COMMISSION HEARING

Notification of Planning Commission hearings shall be sent in accordance with Section 16-8-3.

16-4-12 ACTIONS TAKEN BY PLANNING COMMISSION

The Planning Commission shall take any of the following actions:

(1) APPROVAL: In the event of approval, the Planning Commission shall adopt a resolution setting forth the reason(s) for such approval.

(2) DENIAL: In the event of denial, the Planning Commission shall adopt a resolution setting forth the reason(s) for such denial.

16-4-13 APPEALS

Because of the technical, non-discretionary nature of subdivision decisions, a decision to approve a subdivision application may be overturned on appeal only when the decision was based in whole or in part on an incorrect finding of compliance with one or more of the technical requirements listed in Article 3: Design Standards of the Subdivision Ordinance. A decision to deny a subdivision application may be overturned on appeal only when the decision was based in whole or in part on an incorrect finding of noncompliance with one or more of the technical requirements listed in Article 3: Design Standards of the Subdivision Ordinance.

- (1) Appeals from subdivision decisions may be filed by:
 - A. The applicant,
 - B. The owner of the land proposed to be subdivided, or
 - C. The owner of any property within 500 feet of the subdivision.
- (2) Appeals of the Director's or Planning Commission's decision on the Design Standards listed in Article 3 of the Subdivision Ordinance must be filed in writing with the Secretary to the Planning Commission within 14 days after the postmarked date of the notice of the Director's decision or of the Planning Commission Hearing, as applicable.
- (3) Within the 14 day appeal period, the appellant must file:
 - A. A completed appeal form; and
 - B. A brief summary of the grounds for the appeal; and
 - C. An appeal fee in an amount established by resolution of the City Council.
- (4) Any appeal of a Director's subdivision decision shall be heard by the Planning Commission at a public hearing for review and decision as set forth in Sections 16-4-12 and 16-8-1.
- (5) Except as provided in Section 16-4-13(6), any appeal of a decision of the Planning Commission on a Minor Subdivision shall be to Jefferson County District Court.
- (6) Any appeal of a decision of the Planning Commission on a Major Subdivision or on a Minor Subdivision that has been referred to the Planning Commission by the Director shall be to City Council.
- (7) Any appeal of a subdivision decision of the City Council shall be to Jefferson County District Court.

16-4-14 RECORDATION OF THE FINAL PLAT

- (1) It is the responsibility of the applicant to provide to the Department a fully executed mylar of the final plat along with the appropriate accompanying documents and recording fees.
- (2) The plat must meet the requirements for recordation that have been established by the Jefferson County Clerk and Recorder and by the City.

16-4-15 SIGNIFICANT CHANGES

- (1) If there are significant changes on the proposed final plat from the form of either the previously approved preliminary plat or, in the case of resubdivision, from the form of the previously approved recorded final plat of the subdivision, a new preliminary plat shall be submitted in accordance with the provisions of this Subdivision Ordinance. Significant changes include, but are not limited to, modifications of street patterns, drainage ways, design elements, lot layout or an increase in the number of lots proposed.
- (2) The Director shall have discretion in accordance with the criteria and standards in the Subdivision Ordinance to decide whether changes on the proposed final plat from either the preliminary plat or the previously approved and recorded final plat are significant enough to require the submittal of a new preliminary plat. Any appeal of the Director's decision regarding the significance of changes will be to the Planning Commission.

Article 5: LOT LINE ADJUSTMENTS

16-5-1 Purpose

16-5-2 Conditions Required for Lot Line Adjustments

16-5-3 Approval Authority

16-5-4 Director's Actions

16-5-5 Notification of Decision

16-5-6 Appeals

16-5-7 Recordation

16-5-1 PURPOSE

The purpose of lot line adjustment plats is to provide for an administrative procedure by which one or more lot or tract lines may be moved or removed. It is not intended for adjusting large numbers of lot lines. The Director shall have the discretion to determine whether a lot line adjustment is the proper process, subject to the criteria and standards in the Subdivision Ordinance.

16-5-2 CONDITIONS REQUIRED FOR LOT LINE ADJUSTMENTS

In order to complete the lot line adjustment process, all of the following conditions must be met:

- (1) All real property involved must be a part of an existing, recorded subdivision(s).
- (2) No additional block, lot, or tract may be created by the adjustment.
- The areas and/or frontages of the blocks, lots, or tracts involved in the lot line adjustment shall not be reduced to less than the minimum required by the City of Lakewood Zoning Ordinance.
- (4) The lot line adjustment must not conflict with any other ordinances, regulations, codes, rules or laws.
- (5) The lot line adjustment plat must be prepared and signed by a Professional Land Surveyor licensed to practice in the State of Colorado.

16-5-3 APPROVAL AUTHORITY

The Director shall have the authority to approve or deny a lot line adjustment.

16-5-4 DIRECTOR'S ACTIONS

The Director shall take one of the following two actions regarding the proposed lot line adjustment plat:

- (1) APPROVAL: In the event the lot line adjustment plat is approved, the Director will sign a Record of Decision regarding the lot line adjustment plat indicating approval.
- (2) DENIAL: In case of denial of the lot line adjustment plat, the Director will sign a Record of Decision setting forth the reason(s) for such denial. Proposals which do not meet all of the conditions established for a lot line adjustment plat in 16-5-2 above shall be denied by the Director. If the Director

denies a lot line adjustment plat, the proposed change to the lots may only be pursued through the final plat process as described in Article 4 of this Subdivision Ordinance.

16-5-5 NOTIFICATION OF DECISION

All Lot Line Adjustment applications shall comply with the Notice of Decision posting requirements outlined in Section 16-8-4(2).

16-5-6 APPEALS

Any appeal of the Director's decision shall be to Jefferson County District Court.

16-5-7 RECORDATION

It is the responsibility of the applicant to provide to the Department a fully executed mylar of the approved lot line adjustment plat, along with the appropriate accompanying documents and recording fees.

Article 6: ERROR CORRECTIONS

- 16-6-1 Purpose
- 16-6-2 Minor Errors
- 16-6-3 Minor Errors Submittal Requirements
- 16-6-4 Minor Errors Approval Authority
- 16-6-5 Minor Error Correction Procedure
- 16-6-6 Major Errors
- 16-6-7 Major Errors Submittal Requirements
- 16-6-8 Major Errors Approval Authority
- 16-6-9 Major Errors Director's Actions
- 16-6-10 Major Errors Appeals

16-6-1 PURPOSE

The purpose of error corrections is to provide for an administrative procedure by which either minor or major errors found on recorded plats can be corrected in order to protect the interests of affected property owners and the City of Lakewood.

16-6-2 MINOR ERRORS

Minor errors include, but are not limited to, the following:

- (1) Typographical and spelling errors or transpositions;
- (2) Missing or incorrect Reception Number references;
- (3) Missing or incorrect date(s);
- (4) Survey monumentation incorrectly noted or drawn;
- (5) Incorrect or missing interior bearing(s) and/or dimension(s);
- (6) Missing or incorrectly displayed arrows or symbols;
- (7) Misnumbered or mislabeled Block, Lot, or Tract designation;
- (8) Incorrect street names;
- (9) Title of plat already in use or too similar to that of another subdivision;
- (10) Other items of a similar nature, as determined by the Director.

16-6-3 MINOR ERROR SUBMITTAL REQUIREMENTS

Formal submittal requirements for minor error corrections shall consist of an 8" by 11" Affidavit of Correction prepared by the Property Management Division on a form approved by the City Attorney which has been signed and sealed by a Professional Land Surveyor.

16-6-4 MINOR ERROR APPROVAL AUTHORITY

The Director shall have the authority to approve or deny minor error corrections.

16-6-5 MINOR ERROR CORRECTION PROCEDURE

In the event the minor error correction is approved, the Director will sign a Record of Decision regarding the minor error correction indicating approval. However, the error correction will not be binding for any purpose until all applicable items, including the Affidavit of Correction, have been recorded with the Jefferson County Clerk and Recorder. The applicant shall pay all recording fees.

16-6-6 MAJOR ERRORS

Major errors may include, but are not limited to, the following:

- (1) Additions to or deletions from the legal description or dedication language that are not typographical in nature;
- (2) Incorrect or missing Notary seals, certificates, signature blocks or proper forms of the signature (e.g., Power of Attorney);
- (3) Missing or incorrect subdivision boundary line dimension(s) and/or bearing(s);
- (4) Discrepancies between the legal description and the drawing;
- (5) Missing signatures of one or more property owners;
- (6) Survey monumentation evidence missing;
- (7) Excessive minor errors as determined by the Director that would be better clarified with a corrective plat;
- (8) Other items of a similar nature, as determined by the Director.

16-6-7 MAJOR ERRORS SUBMITTAL REQUIREMENTS

Formal submittal requirements for a major error correction consists of an error correction plat, prepared to the specifications and satisfaction of the City's Property Management Division.

16-6-8 MAJOR ERRORS APPROVAL AUTHORITY

The Director shall have the authority to approve or deny major error corrections plats.

16-6-9 MAJOR ERRORS DIRECTOR'S ACTIONS

The Director shall have discretion in accordance with the criteria and standards in the Subdivision Ordinance in determining whether to approve or deny any proposed major error correction plat. The Director may take either of the following two actions regarding the proposed major error correction:

(1) APPROVAL: In the event the major error correction plat is approved, the Director will sign a Record of Decision regarding the Major Error Correction Plat indicating approval.

(2) DENIAL: If the major error correction plat is denied by the Director, the Director will sign a Record of Decision setting forth the reason(s) for such denial. If a proposed major error correction plat is denied by the Director, the errors in the subdivision must be corrected through the applicable preliminary plat and final plat processes described in Article 4 of this Subdivision Ordinance.

16-6-10 MAJOR ERRORS APPEALS

Any appeal of the Director's decision on the Major Error Correction Plat shall be to Jefferson County District Court.

Article 7: VACATION AND DEDICATION

- 16-7-1 Vacation by Plat
- 16-7-2 Vacation by Ordinance
- 16-7-3 Vacation by Director's Review
- 16-7-4 Dedication and Acceptance of Land

16-7-1 VACATION BY PLAT

- (1) The duly approved and recorded replat of a previously platted subdivision or portion thereof shall vacate those certain easements which were reflected on the previous plat, but are shown on the vacation of easements sheets of the replat, under the following conditions:
 - A. Public easements held by the City of Lakewood for public use which were reflected on the previous plat because the City of Lakewood has made a finding that such public easements are no longer used or required shall be deemed vacated upon the recording of the replat.
 - B. Public easements held by the City of Lakewood for public purposes for use by a service provider such as water, sewer, telephone, gas, power and cable television utility providers, which were reflected on the previous plat, shall be deemed vacated upon the recording of the replat if the service provider(s) have agreed in writing to relinquish all rights in the easement.
 - C. Recorded private easements originally granted to a grantee by the property owner which were reflected on the previous plat shall be acknowledged as vacated upon the recording of the replat, if the property owner provides evidence the grantee has reconveyed its easement interest to the property owner by a duly executed, acknowledged instrument of conveyance.
- (2) Property owned by, or which was conveyed or dedicated to, the City of Lakewood for public right-of-way shall be vacated pursuant to the provisions of C.R.S. 43-2-301, et seq.

16-7-2 VACATION BY ORDINANCE

Vacations of easements or rights-of-way by ordinance shall be as follows:

- (1) The vacation of an easement or right-of-way may be granted by ordinance of the City Council after notification in accordance with Section 16-8-3, except that mineral rights owners of the subject property are not required to receive notification of Vacations by Ordinance.
- (2) At the discretion of the Director, a vacation of an easement may be processed by an applicant without notification if the rights of property owners other than the applicant are not affected.
- (3) Criteria for vacation:
 - A. Whether the easement or right-of-way has been abandoned or is no longer needed; and
 - B. Whether the vacation meets the requirements of the provisions of C.R.S. 43-2-301, et seq., if appropriate; and
 - C. Whether the vacation meets the purposes of the Lakewood Zoning Ordinance and Subdivision Ordinance; and

- D. Whether the vacation promotes the health, safety and welfare of the City.
- (4) The City Council shall approve or deny the Ordinance.
- (5) Any decision by City Council may be appealed to Jefferson County District Court.

16-7-3 VACATION BY DIRECTOR'S REVIEW

- (1) A vacation of an easement may be processed and approved by the Director when it meets all the criteria in 16-7-2 (3). The Director has the discretion to require the easement vacation to be completed by ordinance and follow the procedures listed in Section 16-7-2.
- (2) Public easements held by the City of Lakewood for public purposes for use by a service provider such as water, sewer, telephone, gas, power and cable television utility providers, shall require dully executed abandonment letters from the service providers.
- (3) Notification is required as set forth in Section 16-8-2 for the Director's review, except that mineral rights owners of the subject property are not required to receive notification of Vacations by Director's Review.
- (4) At the discretion of the Director, the vacation of an easement may be processed without notification if it is determined that surrounding property owners are not adversely affected.
- (5) The Director may approve or deny the request or require the request to be completed by Ordinance or Plat.
- (6) All Vacation by Director's Review applications shall comply with the Notice of Decision posting and publishing requirements outlined in Sections 16-8-4(2) and 16-8-4(3).
- (7) When an easement vacation is approved, a quit claim deed shall be prepared by Property Management, signed by the City Manager and recorded with the Jefferson County Clerk and Recorder at the applicant's expense.
- (8) Any appeal of the Director's decision shall be to Jefferson County District Court.

16-7-4 DEDICATION AND ACCEPTANCE OF LAND

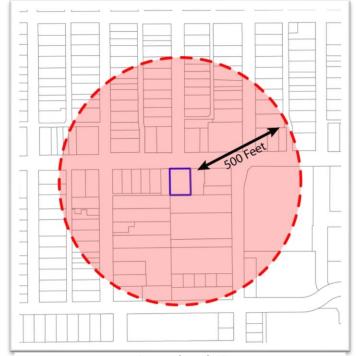
- (1) Dedications of rights-of-way, easements, access rights, and all other interests in real property conveyed to the City by an applicant shall be submitted to the City's Property Management Division and be approved by the City Manager or his or her designee. Approval by the City Manager or his or her designee shall constitute acceptance by the City.
- (2) Dedications of land for Park and Open Space, Public Schools, Rights-of-Way and Easements may be required by the City of Lakewood in accordance with Chapter 14 of the Lakewood Municipal Code.

ARTICLE 8: NOTIFICATION PROCEDURES

16-8-1 Mailed Notification Procedures16-8-2 Posting and Publication Notification Procedures

16-8-1 MAILED NOTIFICATION PROCEDURES

- (1) When required, written notice shall be provided to the following people or entities:
 - A. The fee owners of the subject property (or properties). In the case of multiple properties or ownership by more than one person or entity, at least one owner of each property must be notified.
 - B. The fee owners of property within 500 feet from the boundary of the subject property (or properties). In the case of ownership by more than one person or entity, at least one owner of each property must be notified.
 - C. The registered representative of neighborhood organizations, as shown on the map registered with the Department, within 1,000 feet of the subject property (properties).
 - D. Mineral Rights Owner(s) of the subject property, as required per state statutes.
- (2) Lists of the correct names and addresses of the people and entities to be notified in accordance with Section 16-8-1 above shall be



Properties within 500 feet of subject property

obtained from the county assessor or clerk and recorder of the appropriate jurisdiction not more than 90 days prior to the mailing of the notice.

16-8-2 NOTICE OF SUBDIVISION APPLICATION

This Section applies to all applications that require a Notice of Subdivision Application.

- (1) A mailed notice shall be prepared in accordance with procedures in Section 16-8-1. Such notice shall be postmarked no more than 14 days after the formal application submittal.
- (2) Within 7 days of the formal application submittal, the Secretary to the Planning Commission shall post a copy of such notice in the Lakewood Civic Center for at least 14 days.

16-8-3 NOTICE OF SUBDIVISION PUBLIC HEARING

This Section applies to all applications that require a Notice of Public Hearing.

- (1) A mailed notice shall be prepared in accordance with procedures in Section 16-8-1. Such notice shall be postmarked at least 14 days, but no more than 30 days, prior to the public hearing.
- (2) The Secretary to the Planning Commission shall post a copy of such notice in the Lakewood Civic Center per applicable state requirements.
- (3) Posting of sign(s) on the property shall be provided as described below:
 - A. At least one sign shall be provided for each street frontage on the property. Along each street frontage, the applicant shall provide one sign for every 300 feet of frontage, or portion thereof.
 - B. The sign shall be in a format approved by the Director.
 - C. The applicant shall post the sign(s) on the property 14 days prior to a public hearing and replace any signs lost or damaged prior to the hearing.
- (4) The City shall provide notice for a public hearing in the publication of record at least 10 days prior to the public hearing.

16-8-4 NOTICE OF DIRECTOR'S DECISION

This Section applies to applications as indicated in Articles 4, 5 and 7.

- (1) When required, a mailed notice shall be prepared in accordance with procedures in Section 16-8-1. Such notice shall be postmarked no more than 7 days after the Director's decision.
- (2) When required, within 7 days after the Director's decision, the Secretary to the Planning Commission shall post a copy of the Record of Decision in the Lakewood Civic Center for at least 14 days.
- (3) When required, publication of the Director's decision shall be made in a newspaper of general circulation in the City at the earliest possible date after the decision is rendered.

APPENDIX

SUBDIVISION PROCESS SUMMARY

Application Type	Approval Authority	Immediate Appeal Authority	Recordation at County Required?	
Preliminary Plat, Minor Subdivision	Director	Planning Commission	No	
Final Plat, Minor Subdivision	Director	Planning Commission	Yes. Plat recorded.	
Preliminary Plat, Major Subdivision	Planning Commission	City Council	No	
Final Plat, Major Subdivision	Director or Planning Commission	Planning Commission or City Council	Yes. Plat recorded.	
Lot Line Adjustment	Director	Jefferson County District Court	Yes. Plat recorded.	
Minor Error Correction	Director	None	Yes. Affidavit of correction recorded.	
Major Error Correction	Director	Jefferson County District Court	Yes. Plat recorded.	
Vacation by Plat	Director	Planning Commission	Yes. Plat recorded.	
Vacation by Ordinance	City Council	Jefferson County District Court	Yes. Affidavit of correction recorded.	
Vacation by Director's Review	Director	Jefferson County District Court	Yes. Quit claim deed recorded.	

SUBDIVISION NOTICE REQUIREMENTS

	Notice o	of Application		Notice	of Public Hearing			Notice of Decision	n
Case Type	Mailed	Post @ City Center	Mailed	Posted @ Site	Posted @ City Center	Published	Mailed	Posted @ City Center	Published
Preliminary Plat, Minor Subdivision	✓	✓	N/A	N/A	N/A	N/A	✓	√	√
Final Plat, Minor Subdivision	✓	✓	N/A	N/A	N/A	N/A	√	✓	✓
Preliminary Plat, Major Subdivision	√	✓	✓	✓	✓	√			
Final Plat, Major Subdivision	√	~	✓	✓	✓	√			
Lot Line Adjustment			N/A	N/A	N/A	N/A		✓	
Minor Error Correction			N/A	N/A	N/A	N/A			
Major Error Correction			N/A	N/A	N/A	N/A			
Vacation by Plat	See requirements for Subdivision Plat.								
Vacation by Ordinance			✓	✓	✓	✓			
Vacation by Director's Review	✓ May be waived.	✓ May be waived.	N/A	N/A	N/A	N/A		√	✓