



CITY OF CORTEZ
PUBLIC WORKS DEPARTMENT
CITY SERVICE CENTER
110 WEST PROGRESS CIRCLE
CORTEZ, CO 81321

MINIMUM REQUIREMENTS FOR REPLATS AND PLAT AMENDMENTS

This pamphlet is for general information only. Replats and plat amendments are covered in Section 6.09 of the Land Use Code and should be consulted for detailed information concerning this subject.

Replats and plat amendments can be approved by the City Council without notice or hearing when the replat or plat amendment is for one or more of the reasons listed below. Covenants or restrictions cannot be removed and there cannot be an increase in the number of lots.

Allowable purposes for a replat or plat amendment to include:

- a) Correct an error in any course or distance shown on the prior plat.
- b) Add any course or distance that was omitted on the prior plat.
- c) Correct an error in the description of the real property shown on the prior plat.
- d) Indicate monuments set after death, disability, or retirement from practice of the engineer responsible for setting the monuments.
- e) Show the proper location or character of any monument that has been changed in location or character or that originally was shown at the wrong location or incorrectly as to its character on the prior plat.
- f) Correct any other type of clerical error or omission in the previously approved plat.
- g) Correct an error in courses and distances of lot lines between two (2) adjacent lots where both lot owners join in the application for plat amendment and neither lot is abolished, provided that such amendment does not have a material adverse effect on the property rights of the owners in the plat.
- h) Relocate a lot line in order to cure an inadvertent encroachment of a building or improvement on a lot line or on an easement.
- i) Relocate or vacate one or more lot lines between one or more adjacent lots and/or parcels or tracts where the owner or owners of all such property join in the application for the plat amendment.

Limitation. In no case shall a plat amendment result in the creation of a lot with less than the minimum lot area required in the underlying zone district. **The requirement for each zone is contained in the table listed below.**

1. Checklist for amended plats and replats:

- The first step for amending a plat is a Pre-application conference with the Zoning Administrator to become acquainted with the requirements of the City. At this meeting, the application contents, referral agencies, review procedures, density standards, use and area standards, street requirements, utility service and the general character of the development may be discussed. At the pre-application conference, the subdivider may be represented by a land planner, engineer or surveyor.
- Optional Pre-application Conference with Planning Commission. At the option of the zoning administrator or at the applicant's option, a pre-application conference may be held with the Planning Commission.

2. Submittal requirements. The subdivider or owner shall file a letter of petition requesting the replat or amendment. A title certificate from a licensed title company or attorney listing the name of the property owner(s) and all liens, easements and judgments of record affecting the property must be submitted with a survey plat. The plat shall be accompanied by or show the following information:

- a) Boundary lines, bearings, and distances sufficient to locate the exact area proposed for subdivision. At least one (1) subdivision corner shall be referenced to a survey (abstract) corner. The area, in acres, of the subdivision shall also be shown.
- b) The name and location of a portion of adjoining subdivisions shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for replat in sufficient detail to show the existing streets and alleys and other features. Where adjacent land is not subdivided, the name of the owner of the adjacent tract shall be shown.
- c) The names, location and widths of all streets, alleys and easements should appear on the amended plat as well as all parks and public lands.
- d) Topographic contours at five-foot (5') intervals and all easements or right-of-way necessary for drainage within or without the boundaries of the affected property.
- e) The title under which the plat is to be recorded, the name, address, and telephone number of the owner and the name of the engineer or land planner who prepared the plat must accompany the application.
- f) Scale, north point, date and other pertinent data. The scale of the plat may be at one inch (1") equals twenty feet (20').
- g) A layout of sanitary sewer, water lines and electric service to serve the property.
- h) A general drainage report or drainage statement shall accompany the plat.
- i) Vicinity map. A vicinity map on a smaller scale showing the property and its relationship to the surrounding area and City limits.

Application fee. A non-refundable filing fee of \$125.00 shall be submitted to cover the cost of review and processing in accordance with the fee schedule adopted by resolution of the City Council.

RESIDENTIAL AREA REGULATIONS								
Development Standard	Zoning Districts							
	RE	R-1	R-2	MH	CBD	C	NB	I
Single-family or One-family Dwelling								
Min. Lot Area/unit (sq. ft.)	43,560	7,000	6,000	6,000	--	6,000	6,000	--
Duplex or Two-family Dwelling								
Min. Lot Area/unit (sq. ft.)	--	--	3,500	3,500--	--	--	3,500	--
Three, Four, Five, or Six-family Dwelling								
Min. Lot Area/unit (sq. ft.)	--	--	3,000	3,000	--	--	3,000	--
Seven (7) or More Unit Multi-family Dwelling								
Min. Lot Area/unit (sq. ft.)	--	--	3,000	3,000	--	--	3,000	--
Mobile Home Dwelling								
Min. Lot Area/unit (sq. ft.)	--	--	--	6,000	--	--	--	--
NON-RESIDENTIAL AREA REGULATIONS								
Development Standard	Zoning Districts							
	CBD	C	NB	I	O			I
Min. Lot Area/unit (sq. ft.)	2,500	3,000	6,000	10,000	--			--