

**AN ORDINANCE AMENDING PORTIONS OF CHAPTER 16 "DEVELOPMENT REVIEW PROCESS" OF THE TOWN OF BERTHOUD DEVELOPMENT CODE**

Be it ordained by the Board of Trustees of the Town of Berthoud, Larimer and Weld Counties, Colorado, that Chapter 16 "Development Review Process" of the Town of Berthoud Development Code is hereby amended as follows:

Section 1.

**30-16-200 GENERAL REVIEW PROCESS**

The meeting will be held in accordance with the regulations contained in Section 30-16-201 of this code.

- B. Neighborhood Meeting.** In the event that a development proposal is identified by the Town Administrator as having a potential impact upon the neighborhood in or near its location, the applicant will be required to present the project proposal to the neighborhood prior to submission of a formal application. Written notification of the neighborhood meeting will be sent to surrounding neighbors in advance of the meeting and a sign will be required to be posted on the property. The meeting will be held in accordance with the regulations contained in Section 30-16-201 of this code.

**30-16-201 NEIGHBORHOOD MEETING REQUIREMENTS**

- C.** At least five days prior to a scheduled neighborhood meeting, the Town staff will notify property owners within a minimum of 500 feet (exclusive of right-of-way) of the property lines of the property which is proposed for development, utilizing the list of property owners provided by the applicant. The Town will publish the meeting notice in a newspaper of general circulation prior to the neighborhood meeting.
- D.** A meeting is held with the neighborhood prior to development application submittal. The applicant and/or representative is required to attend this meeting. The meeting will typically be held at the Berthoud Town Hall. Town staff will be responsible for facilitating the meeting, and will keep a written record of comments made at the meeting.

**30-16-300 ANNEXATION SUBMITTAL REQUIREMENTS**

- C. Application form (original plus 4 copies) and application fee.**

**30-16-500 MASTER PLAN SUBMITTAL REQUIREMENTS**

- A. Master Plan.** An overall plan of the property at an appropriate scale. 20 copies on a dimension of 24" x 36", 10 copies of a format of 11" x 17" and one (1) copy of 8 ½" x 11" to contain the following information:

### **30-16-601 MINOR SUBDIVISION SUBMITTAL REQUIREMENTS**

The minor subdivision process provides for the review and processing of subdivisions of 3 lots or less in an expedited fashion. The following information is required for a minor subdivision application:

- B. Subdivision plat.** Plat to be at a scale of 1"=50' or 1"=100'. 20 copies on a dimension of 24" x 36", 10 copies of a format of 11" x 17" and one (1) copy of 8 1/2" x 11" to contain the following information:
- C. Final utility and drainage reports (4 copies).** For further information on utility plan requirements, refer to chapter 30-11 of this Code.
- E. Final Public Improvement Construction Documents (4 copies).** Plans must be prepared by a registered engineer. For more information, refer to the chapter 30-11 of this Code.
- G. Signed reproducible mylar of final subdivision plat (2 copies).** To be submitted to the Town at least 3 days prior to the Public Hearing.

### **30-16-602 PRELIMINARY SUBDIVISION PLAT SUBMITTAL REQUIREMENTS**

- B. Preliminary subdivision plat .** Plat to be at a scale of 1"=50' or 1"=100'. 20 copies on a dimension of 24" x 36", 10 copies of a format of 11" x 17" and one (1) copy of 8 1/2" x 11" to contain the following information:
- C. Preliminary utility report and plans (4 copies).** Plans to include sanitary sewers, storm sewers, water, electric, gas, fire hydrant locations. Plans must be prepared by a registered engineer. For further information on utility plan requirements, refer to chapter 30-11 of this Code.
- D. Street cross-section schematics (4 copies).** Provided for each category of street, including the proposed width, treatment of curb and gutter, and sidewalk location.
- E. Preliminary drainage report (4 copies).** Plans must be prepared by a registered engineer. For more information, refer to Chapter 30-11 of this code.

### **30-16-603 FINAL SUBDIVISION PLAT SUBMITTAL REQUIREMENTS**

- B. Final subdivision plat (20 copies folded).** Plan to be at a scale of 1"=50' or 1"=100'. 20 copies on a dimension of 24" x 36", 10 copies of a format of 11" x 17" and one (1) copy of 8 1/2" x 11" to contain the following information:
- C. Final utility report and plans (4 copies).** Plans must be prepared by a registered engineer. For further information on utility plan requirements, refer to Chapter 30-11 of this Code.
- D. Final drainage report (4 copies).** Report must be prepared by a registered engineer. For more information, refer to the chapter 30-11 of this Code.



- E. Final Public Improvement Construction Documents (6 copies).** Plans must be prepared by a registered engineer. For more information, refer to the chapter 30-11 of this Code.
- J. Signed reproducible mylar of final subdivision plat (2 copies).** Plat to be submitted to the Town at least 3 days prior to the Town Board hearing.

### **30-16-701 PRELIMINARY SITE PLAN REQUIREMENTS**

- C. Preliminary utility and drainage reports (4 copies).** For further information on utility plan requirements, refer to chapter 30-11 of this Code.

### **30-16-702 FINAL SITE PLAN REQUIREMENTS**

(19) Signature block for Town Administrator, Public Works Director and Town Planner certification of approval of the site plan.

### **30-16-801 OVERALL DEVELOPMENT PLAN**

- B. Overall Development Plan.** Plan to be at an appropriate scale. 20 copies on a dimension of 24" x 36", 10 copies of a format of 11" x 17" and one (1) copy of 8 ½" x 11" to contain the following information:

### **30-16-802 PRELIMINARY DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS**

- D. Preliminary Development Plan.** Plan to be at an appropriate scale. 20 copies on a dimension of 24" x 36", 10 copies of a format of 11" x 17" and one (1) copy of 8 ½" x 11" to contain the following information:
- E. Preliminary Subdivision Plat (20 copies),** unless otherwise combined with this preliminary development plan.
- G. Preliminary utility report and plans (4 copies).** Plans to include sanitary sewers, storm sewers, water, electric, gas, fire hydrant locations. Plans must be prepared by a registered engineer. For further information on utility plan requirements, refer to chapter 30-11 of this Code.
- H. Street cross-section schematics (4 copies).** Provided for each category of street, including the proposed width, treatment of curb and gutter, and sidewalk location.
- I. Preliminary drainage report (4 copies).** Plans must be prepared by a registered engineer. For more information, refer to Chapter 30-11 of this code.

### **30-16-803 FINAL DEVELOPMENT PLAN**

- D. Final Development Plan.** Plan to be at an appropriate scale. 20 copies on a dimension of 24" x 36", 10 copies of a format of 11" x 17" and one (1) copy of 8 ½" x 11" to contain the following information:

- E. Final utility and drainage reports (4 copies).** For further information on utility plan requirements, refer to chapter 30-11 of this Code.
- G. Final Public Improvement Construction Documents (6 copies).** Plans must be prepared by a registered engineer. For more information, refer to the chapter 30-11 of this Code.
- J. Final Subdivision Plat (20 copies).**

Section 2.

At its meeting March 13, 2001, a public hearing was set by the Board of Trustees of the Town of Berthoud for its meeting held on March 27, 2001. After the public hearing, the Ordinance was read, passed and ordered published by the Board of Trustees. This ordinance shall take effect thirty days after publication.

Mary K Cowdin  
Town Clerk

Milan Karspeck  
Mayor

PUBLISH: 3-29-01