



FINAL PLAT SUBMITTAL CHECKLIST

PURPOSE

In accordance with The Canyons Subdivision Regulations, Appendix F of The Canyons Annexation and Development Agreement, the submittal of following items are required to process a Final Plat. Please check off each item, put documents in order, place this form in front and submit to the Castle Pines Community Development Department. To ensure that the submittal is complete, these items, at a minimum, must be submitted. If additional items are determined to be necessary, the applicant is responsible for filing additional materials as specified by the Director.

REQUIRED ITEMS	NUMBER OF COPIES	CHECK <input type="checkbox"/>
Copy of Presubmittal Meeting Form	• One (1) Copy	
Completed Land Use Application	• One (1) Copy	
Application Fee Payable to the City of Castle Pines	• One (1) Copy	
Updated or Current Title Insurance Policy, Subdivision Guarantee, Title Policy/ Commitment Effective Date of ≤ 30 Days. <i>Warranty Deeds, O&E Reports and Title Policies > 30 Days will not be accepted</i>	• One (1) Copy	
Notarized Letter of Authorization from the Landowner to allow a Representative to process the application. <i>Not Applicable if Landowner has no Representative</i>	• One (1) Copy	
Copy of recorded Declaration of Covenants, Conditions and Restrictions, or final draft, which contains design guidelines, establishment of Design Review Committee and rules for residential development	• One (1) Copy	
Written Narrative which contains at a minimum: <ul style="list-style-type: none"> • The total land area to be subdivided; • The total number of lots; • The density; • The total land area to be preserved as open space; • Phasing of the proposed subdivision; and • Changes to Preliminary Plan (if applicable). 	• One (1) Copy	
Copy of approved Preliminary Plan	• One (1) Copy	
Final Plat Exhibit (per Section 4.6)	• One (1) Copy	
Subdivision Improvement Agreement	• One (1) Copy	
Final Development Reports (per Section 4.7) <ul style="list-style-type: none"> • Phase III Drainage Report • Road Construction Plans • Stormwater Construction Plans • Survey Closure Calculations • Evidence of Water Supply 	• One (1) Copy	

Please also provide an electronic copy of all required submittal items



PRESUBMITTAL APPLICATION

PURPOSE

A Presubmittal Meeting provides you the opportunity to present a conceptual plan to a representative of the Community Development Department. This meeting benefits you, the applicant, by receiving general comments on the feasibility of the plan, the process(es)/procedure(s) and fees required to process and review the application(s).

PROCESS

Completed Presubmittal forms and packet materials may be transmitted to the City’s office by 4:30 PM on Friday of any week. At that point, you are eligible for a Presubmittal Meeting the following week of your submittal. Presubmittal meetings are generally held Thursday afternoons of each week. *Please note: Both the application and packet materials must be completed in full before a Presubmittal Meeting will be scheduled.*

PACKET MATERIALS

The following items are required in addition to this form being completed:

Item # 1: Description of Proposal / Letter of Intent

Item # 2: Conceptual Site Plan (showing property lines, adjacent properties, easements, all current and proposed structures, proposed parking, nearby roads, and driveway access)

SECTION 1—PROPERTY OWNER/APPLICANT INFORMATION

Property Owner/Applicant: Shea Canyons, LLC
Contact Person: Skyler Hager
Address: 9380 Station Street, Suite 600. Lone Tree, CO 80124
Phone: 720-737-5221 Fax: _____ Email: skyler.hager@sheahomes.com

SECTION 2—PROPERTY INFORMATION—Property Information required below can be found on the Douglas County Assessor website at www.douglas.co.us/assessor/. Please print a copy of the Assessor’s page and submit it with your presubmittal review request.

State Parcel Number (SPN): 2351-111-14-002 Parcel Size: 12.947 Acres
Legal Description: LOT 1 BLOCK 14 THE CANYONS Filing No. 1
Site Address: Not Currently addressed

SECTION 3—ZONING AND LAND USE

Existing Zoning: Residential - SFD Proposed Zoning: Residential - SFD
Zoning of Surrounding Properties: (N) Res (S) Res (E) Res (W) Open Space - Lmtd
Existing Land Use: Residential
Proposed Land Use: Residential

SECTION 4—CERTIFICATION

To the best of my knowledge, this Presubmittal form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Castle Pines Community Development Department.

Applicant: Skyler Hager Date: 6/12/19

City Council City of Castle Pines Vision Statement (2018)

- An inclusive Colorado community that embraces our unique neighborhood character.
 - A community that creates outdoor and active lifestyle living amenities.
- A community that supports conscientious development where we live, work, play, and shop.



June 12, 2019

Mr. Sam Bishop
City of Castle Pines
360 Village Square Lane, Suite B
Castle Pines, CO 80108

Dear Mr. Bishop,

As a requirement of the City of Castle Pines Community Development Presubmittal Application, Shea Canyons, LLC is pleased to present the proposed site plan for the Canyons Filing No. 1, Amendment 5. This parcel is expected to have 24 single family detached lots developed. It is expected it will be developed in one phase. No major changes are proposed from The Canyons Preliminary Plan No. 1, in which this parcel was included. Core Consultants is the proposed engineer for the project, and Aztec Consultants will be the surveyor for the platting documents.

We are available at any time to answer any questions, or provide any additional information, if needed. Please contact me at Skyler.hager@sheahomes.com, or 720-737-5221. We look forward to scheduling the presubmittal meeting.

Sincerely,

A handwritten signature in black ink that reads "Skyler Hager". The signature is written in a cursive, flowing style.

Skyler Hager
Community Development Manager
Shea Canyons, LLC