



**2026 PRELIMINARY PLAT – SUBMITTAL REQUIREMENTS**  
**City of Woodland Park**  
**Chapter 17.20 of the Municipal Code**  
 (Revised 1/1/2026)

The Preliminary Plat and application shall include the following information (please check completed boxes). This completed form **MUST** be submitted with the General Application.

Applicant	City	Submittal Requirement
		<b>Complete Application.</b> A completed application for preliminary plat review using forms supplied by the Planning Department.
		<b>Application Fee.</b> See fee sheet available in City Planning or on City website ( <a href="http://www.city-woodlandpark.org">www.city-woodlandpark.org</a> ) under Planning/Development Fees.
		<b>Adjoiners List.</b> One (1) copy of the names and mailing addresses of the owners of all adjoining land within 150' of the subject property. Their names can be found on the tax records of Teller County.
		<b>Warranty Deed or Title Policy.</b> Documents proving ownership of subject property.
		<b>Plans:</b>
		<ul style="list-style-type: none"> <li>• One (1) set of 24" x 36" sheet(s).</li> <li>• One (1) Set of 11" x 17" sheet(s).</li> </ul>
		<ul style="list-style-type: none"> <li>• Adobe Portable Document Format (.pdf) formatted for printing on 24"x36" sheet(s). May be submitted on compact flash drive.</li> </ul>
		<b>Geologic Hazard.</b> If evidence of a geologic hazard is presented by the City at the sketch plan stage, the subdivider shall present geologic hazard information.
<b>Preliminary Plat.</b> The Preliminary Plat shall contain the following information:		
		A. Proposed subdivision name.
		B. Vicinity map showing location and boundary of subdivision in relation to a larger tract of land. Scale no smaller than 1" = 2000'.
		C. Names, mailing addresses and phone numbers of subdivider and owner, designer of subdivision, and surveyor (registered in Colorado). The Preliminary Plat may be prepared by a surveyor, architect, professional planner or professional engineer.
		D. Date of plat preparation, scale and North sign (designated as true North).
		E. The words "Preliminary Plat" in letters approximately ½" in height.
		F. Location and principal dimensions for all existing streets (including their names), alleys, easements of record (including book and page), watercourses, parks, trails and open space, and other important features within and adjacent to tract to be subdivided.
		G. Location and principal dimensions for all proposed streets (including their names and proposed grades), alleys, easements, lot lines (including lot areas), and areas to be reserved or dedicated for parks, schools, or other public or private uses.

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		H. Proposed changes to existing zoning boundaries.
		I. Proposed location of bicycle rights-of-way trails, trails, or trail connections where required by the Parks, Trails, and Open Space Master Plan or ordinance or other plans adopted by the City.
		J. Topography at two-foot (2') contour intervals referenced to USGS datum.
		K. Designation of areas subject to inundation and perpetual drainage easements and specific designation of areas subject to five (5) and one-hundred (100) year floods.
		L. The names of abutting subdivisions or the names of owners of abutting unplatted property.
		M. Preliminary landscaping sketch plans including location/design of neighborhood box units when requested by the City.
		N. Location of all existing buildings to be retained on the plat.
		O. A minimum of a 4" x 4" space for comments and suggestions from Planning staff, reviewing agencies and Planning Commission.
		P. The location of all portions of lots with slopes between 30 - 40% and the location of all portions of lots with slopes in excess of 40% to be shown by appropriate shading and cross-hatching and the area thereof in square feet.
		Q. Identification of all hillside lots.
<b>Supplemental Material.</b> The Preliminary Plat shall be accompanied by the following supplemental material:		
		A. A letter of intent addressed to the City Council and Planning Commission containing the following:
		1. A brief description of the tract, i.e., general location, physical features of the land, total acreage.
		2. Existing and proposed zoning.
		3. Proposed number of building sites and typical lot size.
		4. Proposed structures.
		5. A statement detailing how and when the subdivider proposes to provide and install all required sewers, water mains, pavement, sidewalks, drainage ways, and other utilities, i.e., electric, gas, telephone, as required.
		6. Any proposed variances from the subdivision regulations.
		7. Any additional information deemed necessary by City Staff.
		8. Signature of subdivider.
		9. A written proposal explaining the subdividers intent with regards to the dedication of parks, recreation areas, and open spaces or fees-in-lieu of land, the location within the tract or the amount of fees requested for approval. (This proposal, along with Planning Commission's recommendations, will normally be sent to City Council for acceptance or rejection of land or fees at the second City Council meeting the month following the Planning Commission meeting).

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		B. <b>Master Plan.</b> When the Preliminary Plat covers only a part of the developer's contiguous holdings, the following copies of a proposed Master Plan shall be furnished.
		<ul style="list-style-type: none"> <li>• One (1) set of 24" x 36" sheet(s).</li> </ul>
		<ul style="list-style-type: none"> <li>• One (1) Set of 11" x 17" sheet(s).</li> </ul>
		<ul style="list-style-type: none"> <li>• Adobe Portable Document Format (.pdf) formatted for printing on 24" x 36" sheet(s). May be submitted on compact flash drive.</li> </ul>
		The <b>Master Plan</b> need only be submitted with the first Preliminary Plat and shall contain the following:
		1. Date of preparation, scale and North sign.
		2. The words "Master Plan" in letters ½" in height with the proposed name of Master Plan.
		3. Scale no less than 1" = 300'. Plat size of 24" x 36" (if more than one page is required then an index page shall be provided).
		4. Approximate locations of proposed streets, lots, bikeways, sidewalks, trails, trail connections, open spaces, parks, or other features adjacent to this property shall be shown.
		5. Proposed changes to existing zoning boundaries (application for zoning change should be submitted with Master Plan).
		6. Topography at two (2)- or ten (10)-foot contour intervals referenced to USGS datum.
		7. Location and principal dimensions of all existing streets (including their names), alleys, easements of record (including book and page), water courses, designated flood plain, geologic hazards, or other special planning areas, and any other important features within and adjacent to the tract subdivided.
		<p>8. Statements of approval by the Planning Commission and City Council as follows:</p> <p>This master plan has been approved with respect to concept by the Woodland Park City Council this _____day of _____, 20_____.</p>
		<p>9. The following statement shall also be included in the Master Plan document:</p> <p>"Approval of this Master Plan with respect to concept does not presuppose the approval of any Preliminary or Final Plats for this parcel. City approval constitutes an acknowledgement that generally this plan conforms to the City's Comprehensive Plan for this area. City Council Master Plan approval shall expire five (5) years from the date of approval. Approval may be reviewed and amendments to this Master Plan shall be accomplished by re-application to the City Planning Commission and Council".</p>

Applicant	City	Submittal Requirement
		<b>C. Mailing Addresses.</b>
		1. One (1) copy of the names and mailing addresses of the owners of all immediately adjoining land as their names appear on the tax records of the municipality of county.
		2. One (1) copy of the names, mailing addresses and phone numbers of individuals or firms to whom notice of public hearings and billings for required fees (recording plats, public notices sign postings, etc.) are to be sent.
		D. If evidence of a geologic hazard is presented by the City at the sketch plan stage, the subdivider shall present geologic hazard information.
		<b>E. Utility Plan.</b> <ul style="list-style-type: none"> <li>• One (1) set of 24" x 36" plans and</li> <li>• One (1) Adobe Portable Document Format (.pdf) formatted for printing on 24" x 36" sheet(s). May be submitted on compact flash drive</li> </ul> <p>showing the following:</p>
		1. The location and size of existing water and sewer lines within or adjacent to the tract.
		2. Proposed layout of the water and sewer mains with the proposed size of all mains and all proposed valves, hydrants, and manholes. Complete engineering plans and specification are not required until submission of final plat.
		3. One (1) physical and one (1) electronic (.pdf) copy of the Drainage Plan as described in the City Engineering Specifications. The electronic copy may be submitted on a compact flash drive or emailed to the addresses above.
		4. Proposed street grades including approximate horizontal and vertical curve data. Approximate grades may be taken from topographic surveys maps.
		F. Applications for proposed variances from subdivision ordinance, petition for annexation, or PUD or other zoning change (where applicable).
		G. One (1) physical and one (1) electronic copy of Preliminary Utilities Report as described in City Engineering Specifications (if required). The electronic copy may be submitted on a compact flash drive or emailed to the addresses above.
		H. A plat note from the surveyor of the plat stating the total area of lots by zone, the area of streets and alleys, and the area of proposed park sites and other lands to be dedicated to the City.
		I. Completed checklist of Woodland Park School District RE-2.
		J. Building envelope and driveway plan shall be submitted for all hillside lots showing the lot area from the street to the minimum building setback line at a scale of at least 1" = 100 feet and showing a driveway location which conforms to city engineering specifications.