SECTION 1
PUBLIC IMPROVEMENT PROCEDURES AND POLICIES

1.1 GENERAL

1.1.1 THE PURPOSE OF THIS SECTION IS TO:

1. Outline the procedures for the processing of public improvement plans required for the development of properties within the Town limit; and
2. Provide a statement of policies governing the extension of public improvements to serve new developments or subdivisions and the oversizing of public improvements beyond the capacity require4d to serve the needs of the new development or subdivision.

1.1.2 DEFINITION OF PUBLIC IMPROVEMENTS: For the purpose of this manual public improvements are defined as those capital investments made to serve subdivisions with streets, curb and gutters, sidewalks, storm drainage facilities, street name signs, traffic control devices such as signs, signals and lane striping water distribution system, wastewater collection system, electrical distribution system and street lighting.

1.1.3 PREPARATION OF PUBLIC IMPROVEMENT PLANS AND REPORTS: The public improvement plans and the corresponding reports in support thereof shall bear the seal of a professional engineer registered in the State of Colorado certifying to the accuracy and completeness of the information contained in the plans and reports , and assuming full responsibility thereof.

1.2 PROCEDURES FOR PROCESSING PUBLIC IMPROVEMENT PLANS

The submittal, review and approval of public improvement plans shall coincide and be a part of the subdivision platting process as described in the Subdivision Regulations, Title 10 of the Lyons Municipal Code as follows:

1. **Sketch Plan Phase:** Public improvement inputs in this phase required only a listing of anticipated supplies of utilities (water, sewer, gas, electric, phone) and natural and man-made characteristics of the site that would affect public improvements such as flood plain, storm drainage, slope of the land and proposed connections to existing public improvement systems.
2. **Preliminary Plan Phase** : Public improvements at this stage of the subdivision process must be sufficiently planned to allow for the determination of location and size or capacity for each public improvement to include:
    a. Street Locations and planned cross-sections for right of way and street widths.
    b. Utility system layout and line sizes for water distribution, sewer collection and electric distribution.
    c. Storm drainage plan and report describing the existing flow patterns and historical runoff and how the developer proposes to mitigate potential

drainage, erosion and storage problems which could result from the development.

3. **Final Plat Phase:** Public improvement plans are to be filed with the final plat and shall include the details necessary for the subdivision. Reports providing the design data and calculations as required in the following sections of this manual must also be submitted with the final plat.

Upon final approval of the public improvement plans a complete set of mylar reproducibles will be furnished to the Town for approval signatures. The mylar reproducibles will be retained by the Town. No changes from the approved public improvement plan will be permitted during the construction of the public improvements unless such changes are approved by the Town and the final public improvement plans revised to reflect the changes.

1.2.1 PUBLIC IMPROVEMENT PLANS: The Public Improvement plans shall be organized as follows:

1. **Title Sheet:**
   a. Name of Subdivision
   b. Vicinity map
   c. Name, address, and seal of engineer
   d. Approval block for Town Administrator
   e. Index for each sheet contained in the plan

2. **Storm Drainage Sheet:**
   a. Existing and proposed contours.
   b. Finish grade for all lots and streets
   c. Existing and proposed storm drainage facilities.

3. **Street and Utility Layout Sheet:** Plan view for all street and utility lines indicating points of connection to existing facilities to include:
   a. Streets
      1. Right of way width
      2. Curb to curb width
      3. Sidewalk locations
      4. Type and location of traffic control devices
   b. Water
      1. Valve locations
      2. Fire hydrant locations
      3. Line sizes
      4. Pumping station location, if applicable
   c. Sewer
      1. Manhole locations
      2. Line sizes and direction of flow
      3. Lift station location, if applicable
   d. Electric
      1. Transformer locations and sizes
      2. Primary and secondary conductor sizes

3. Type and location of street lighting

4. **Street Plan-Profile-Sheet:** Plan and profile for each street segment with existing ground and finish street profiles shown. Both curb profiles are required when at different elevations.

5. **Sewer Plan-Profile Sheet:** Plan and profile for each sewer line segment with existing ground and finish street profiles shown. Manholes and water line crossings are to be shown on profile.

6. **Detail Sheet:** Cross sections and details for streets, curb/gutter, sidewalk, gutter pan, catch basins, fire hydrants, manholes, pumping stations, lift stations, transformer pads, handicapped curb ramps and other details as required. These details and cross sections may be shown on layout and plan profile sheets rather than separate detail sheet.

1.2.2 DESIGN AND CONSTRUCTION OF PUBLIC IMPROVEMENTS: The development of the public improvement plans will be guided by the design criteria contained in this manual for each of the public improvements. Deviations from these design criteria, specifications, and the construction methods require the approval of the Town Administrator.

The Plans and specifications used by the developer for the construction of all public improvements must conform with the public improvement plans approved by the Town and the specifications and construction methods contained in this manual. These specifications and construction methods serve to establish minimum standards acceptable by the Town of all materials, equipment and construction methods employed in the construction of the public improvements.

All tests identified in this manual for the construction of public improvements shall be performed by the Contractor, or an independent testing laboratory as required at the expense of the Developer.

1.3 PUBLIC IMPROVEMENT EXTENSION POLICIES

1.3.1 PUBLIC IMPROVEMENTS INTERNAL TO SUBDIVISON: The planning, design and construction of all public improvements required for a subdivision will be provided by the developer. The design criteria and construction specifications and details for the public improvements are contained in this manual.

1.3.2 PUBLIC IMPROVEMENTS ON PERIMETER OF SUBDIVISON: Street and utility lines located along the subdivision perimeter will be considered as follows:

1. Those public improvements that serve only the subdivision being developed in which case they will be treated as public improvements internal to the subdivision.
2. Those public improvements that will benefit adjacent future subdivision as well as the subdivision being developed in which case the following may apply:

a. Streets: The developer will plan and design the full street width and construct only the half street width consisting of sidewalk, curb/gutter and a minimum street width from curb face to end of street construction of 21 feet.
b. Utility Lines: the additional construction cost resulting from the installation of utility lines with capacity exceeding that required for the subdivision will be considered as an oversized public improvement.

1.3.3 PUBLIC IMPROVEMENTS EXTERNAL TO THE SUBDIVISION: Streets and utility lines located external to the subdivision will be considered as follows:

1. Those undersized public improvements that pass through developed areas required to serve the proposed subdivision in which case the developer will bear the cost to upgrade the public improvement to accommodate the subdivision while the Town may participate in the cost to oversize the public improvement beyond that required by the subdivision.
2. The extension of public improvements through undeveloped areas to serve the subdivisions in which case the developer will bear the full cost to construct the public improvements including acquisition of right of way and easements. The Town will require the developer to size the public improvements to accommodate not only the developer's subdivision but also the undeveloped area through which the public improvements pass. To permit the developer to recover the investment the Town may enter into an agreement with the developer specifying that as the area develops provisions will be made to require reimbursement for those improvements that benefit new developments or subdivision.

1.4 PUBLIC IMPROVEMENT OVERSIZING POLICIES

The Town may participate in oversizing of public improvements by sharing the cost of construction of public improvements with capacity greater than that which is required to satisfy the subdivision needs. Under the extension policy the developer is required to provide all public improvements necessary to support the subdivision. The Town may require that certain of the public improvements be oversized to satisfy future growth or other Town needs. The cost for this oversizing may be paid for by the Town as follows:

1. Streets: The full costs for all local and collector streets will be paid for by the developer. Arterial streets, unless required to support the traffic volume generated by the subdivision, will be considered oversized streets. For arterial streets, identified as oversized streets by the Town, the developer will provide for oversized sidewalk, curb/gutter and a forty-two (42') width of street measured from curb face to curb face. The Town's share will be for all street construction exceeding the forty-two foot (42"0 width.
2. Water Distribution System: All lines over six inch (6"0 diameter and sized greater than required to meet subdivision needs and required by the Town will be considered oversized water lines. (Except for those covered under 1.3.3 par 2). The additional construction costs due to the oversizing may be provided by the Town. The oversizing cost will be determined by a method to be specified by the Town.

3. Sewer Collection System: All liens over eight inch (8") diameter and sized greater than required to meet subdivision needs and required by the Town will be considered oversized sewer lines. (Except for those covered under 1.3.3 par 2). The additional construction cost due to the oversizing may be provided by the Town. Since no change in the number or size of manholes will result with the oversizing they will not be considered in determining the oversizing costs. The oversizing costs will be determined by a method to be specified by the Town.
4. Electric Distribution System. All primary conductor over 1/0 and sized greater than required to meet subdivision needs and required by the Town will be considered oversized electric lines. (Except for those covered under 1.3.3 par 2). The additional construction costs due to the oversizing may be provided by the Town; Since no change in the number and size of transformers and in the secondary system will result with the oversizing they will not be considered in determining the oversizing costs. The oversizing costs will be determined by a method to be specified by the Town.
5. Other oversized facilities directed by the Town, such as pumping stations, lift stations and storm drainage systems may also be acceptable as oversized public improvements for Town participation. The oversizing costs in each case will be determined by a method to be specified by the Town.

1.5 EXCEPTIONS TO THE PUBLIC IMPROVEMENT EXTENSION AND OVERSIZING POLICIES

All exceptions to the public improvement extension and oversizing policies as stated in this section require the approval of the Town Board. The Town Board will act upon a recommendation frorm the Town Board will act upon a recommendation from the Town Planning Commission on the requested exception.

1.6 PHASED CONSTRUCTION OF PUBLIC IMPROVEMENTS

A developer may phase the construction of public improvements in an approved subdivision, subject to the following conditions:

1. The minimum size of the phased development for the subdivision must correspond to a cul-de-sac or a local street providing access to a minimum of ten lots.
2. Access is available to the phased area with paved street and sidewalk.
3. Reliable utility service is available as determined by the Town.
4. Potential storm drainage problems are resolved to the satisfaction of the Town.
5. Temporary turn around area is provided if the street through the phased area is temporarily dead-ended.

1.7 FUNDS FOR OVERSIZING COSTS

The source of funds to pay for Town participation in oversizing costs are as follows:

1. Streets; General Fund
2. Water and Sewer: Tap fees
3. Electric: Service charge
4. Storm Drainage: general fund

1.8 ISSUANCE OF BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY

1.8.1 PERMITS: No building permits will be issued by the Town for any lot within the Town limits until:

1. All final plat requirements (including public improvement plans) have been completed and approved by the Town.
2. The construction of the public improvements have progressed to at least fifty percent of completion for the subdivisions or phased area of a subdivision as described in 1.6.

1.8.2 CERTIFICATES OF OCCUPANCY: No certificates of occupancy will be issued by the Town until all the public improvements are completed for the subdivision or phased area of a subdivision as described in 1.6.