



Subdivision Naming Conventions Guide - Planning Applications

Use this document to help name subdivisions reviewed as Preliminary Plat and Final Plat application types.

New Subdivisions

Applicable Process: Major Subdivision (714.2.a)

Circumstance: Property is not part of an existing approved, recorded subdivision; or
New lots are being created

Naming Convention: Shall not be similar to another existing subdivision

Shall be a reflection of:

- Physical qualities of the site
- Improvements to be made on the site such as “village green” or “square”
- History of the site or area
- Natural history, wildlife, plant life, geology of the site or area
- Character of the City and the Yampa River Valley

New Subdivisions & Replats – Filing Style

Applicable Process: Major Subdivision (714.2.a), Minor Subdivision (714.2.b)

Circumstance: New lots are being created; or
Property is part of an existing, approved, recorded subdivision

Naming Convention: Shall not begin with the word “Replat”

Shall incorporate the name of the most recent approved plat that includes the property to be subdivided

The first numbered filing shall be “Filing 2”, subsequent filings shall be Filing 3 and so on

Subtitle shall include the previous legal description

Example: Lot(s) are added to ABC Subdivision, it shall be named ABC Subdivision Filing 2; or

Property known as ABC Subdivision Lot 5 is to be replatted, it shall be named ABC Subdivision Filing 2 Lot 1, A Replat of Lot 5 ABC Subdivision

Replats - Block and Lot Style

Applicable Process: Replat (714.2.c)

Circumstance: Property is part of an existing, approved, recorded subdivision; and
No new lots are created

Naming Convention: Shall not begin with the word "Replat"
Shall incorporate the name of the most recent approved plat that includes the property to be subdivided
Subtitle shall include the previous legal description

Example: Property known as Original Town of Steamboat Springs Block 1 Lot 1 is to be replatted, it shall be named Original Town of Steamboat Springs Block 1 Replat of Lot 1, A Replat of Lot 1 Block 1 Original Town of Steamboat Springs

Airspace & Townhome Plats

Applicable Process: Condominium/Townhome Plat (714.2.d)

Circumstance: Property is part of an existing, approved, recorded subdivision; and
No new lots are created; and
Creating units in or around existing structures

Naming Convention: Shall incorporate the words "Condominiums" or "Townhomes"
May be a supplement to the original subdivision for airspace plats

Example: Property known as ABC Subdivision Lot 1 Filing 2 is to be townhome platted, it shall be named Townhomes at the Creek, A Replat of Lot 1 ABC Subdivision Filing 2

Dedications

Applicable Process: Minor Subdivision (714.2.b)

Circumstance: Property is being dedicated to the City; or
An existing easement is being expanded; and
Property is part of an existing, approved, recorded subdivision; and

No new lots are created

Naming Convention: Shall not begin with the word "Replat"

Shall incorporate the name of the most recent approved plat that includes the property to be subdivided

Subtitle shall include the previous legal description

Example: Property known as ABC Subdivision Lot 1 is dedicating land, it shall be named ABC Subdivision Replat of Lot 1

Property known as Original Town of Steamboat Springs Block 1 Lot 1 is dedicating land, it shall be named Original Town of Steamboat Springs Block 1 Replat of Lot 1

Easement Adjustments

Applicable Process: Minor Subdivision (714.2.b)

Circumstance: The location of an existing easement is to be moved; and

Property is part of an existing, approved, recorded subdivision; and

No new lots are created

Naming Convention: Shall not begin with the word "Replat"

Shall incorporate the name of the most recent approved plat that includes the property to be subdivided

Subtitle shall include the previous legal description

Example: Property known as ABC Subdivision Lot 1 is adjusting an easement, it shall be named ABC Subdivision Replat of Lot 1

Property known as Original Town of Steamboat Springs Block 1 Lot 1 is adjusting an easement, it shall be named Original Town of Steamboat Springs Block 1 Replat of Lot 1