



ADMINISTRATIVE PLAT

Case#: AP-____ - ____
Proj. Name: _____ (Fee Agreement)

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference & Site Visit Discuss Town regulations and standards, application / review process, submittal requirements, and schedule. Full provisions of the Administrative Plat are in the Code at §16-4-13.	<input type="checkbox"/>
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement; CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.	<input type="checkbox"/>
<input type="checkbox"/> Current Title Commitment Dated less than 30 days from date of administrative plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Improvement Location Survey Showing location of all improvements, easements and lot lines for all lots affected.	<input type="checkbox"/>
<input type="checkbox"/> Administrative Plat (Copies: _____) <u>General Instructions</u> Must be prepared by or under direct supervision of a registered land surveyor and meet State requirements. Show lengths to nearest 100 th of a ft. and bearings in degrees, minutes and seconds. Perimeter survey description of proposed plat must include at least 1 tie to an existing section monument of record and a description of monuments. Survey error cannot be greater than 1/10,000. Bearings, distances and curve data of all perimeter boundary lines must be indicated outside boundary line with lot dimensions. All plat signatures must be made in black drawing ink. <u>Plat must include the following information</u> _ Title of project including explanation, i.e. "Resubdivision", "Correction Plat", etc..... _ North arrow, scale (not greater than 1"=100') and preparation date..... _ Vicinity map..... _ Legal description..... _ Basis for establishing bearing..... _ Names and addresses of owners, applicant, designers, engineers and surveyors..... _ Total acreage _ Old lot lines and lot numbers shown in a format to clearly depict which are old lines – and where the old lines are in relationship to the new lot lines..... _ Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements..... _ Lot and block numbers and square footage of each lot or tract..... _ Parcels excepted from inclusion noted as "not included in this plat" and the boundary completely indicated by bearings and distances..... _ Existing rights-of-way in and adjacent to property (labeled and dimensioned)..... _ Existing and proposed street names for all streets on and adjacent to the property..... _ Existing easements and their type in and adjacent to property (labeled and dimensioned)..... _ Location and description of monuments..... _ Floodplain boundary & source of information (if one does not exist on the property, state on plat)..... _ Blocks for approval signatures (owner, surveyor, utility providers, and Town office).....	<input type="checkbox"/>
<input type="checkbox"/> General Development Information (Copies: _____) Written description explaining how the proposal conforms to Administrative Plat standards and provisions.	<input type="checkbox"/>

Submit documents above with a copy of this form and a completed Land Use Application.

Date Submitted to Town: _____

ADMINISTRATIVE PLAT

APP.	TOWN
<p>Application Certification of Completion Town must certify application is complete and in compliance with all submittal requirements OR reject it as incomplete and notify Applicant of any deficiencies. If rejected, Staff must prepare a report identifying any issues of concern that must be addressed and forward it to the Applicant. All documents requiring a signature must be signed in BLUE INK.</p>	<input type="checkbox"/>
<p><input type="checkbox"/> Address Staff Comments if necessary (Submit to Town Clerk) _ Letter explaining how all of the comments have been addressed _ Revised map and other documents as appropriate.....</p>	<input type="checkbox"/> - -

TOWN CERTIFICATION OF COMPLETED APPLICATION

Signed: _____ Date: _____

TOWN CERTIFICATION OF APPROVED APPLICATION

Signed: _____ Date: _____

<p><input type="checkbox"/> Post Approval _ One mylar and three paper copies of fully executed Administrative Plat _ AutoCad drawing file of Plat on compact disc in format specified by Town Engineer _ Check payable to Larimer County for full amount of recording fee</p>	<input type="checkbox"/> - - -
<p>Town Records Administrative Plat 1 original mylar of the administrative plat will be recorded by the Town Clerk in the Larimer County Clerk and Recorder office.</p>	<input type="checkbox"/>