



FINAL PLAT

Case#: FP-____-____

Proj. Name: _____
(Fee Agreement)

This plat application must conform to the approved preliminary plat and meet any conditions of approval. Each phase of development must be submitted separately and meet all requirements below. Use separate copies of this form for each phase. Application for the first phase of development must be submitted within 12 months from approval of the preliminary plat. The application must be submitted a minimum of 60 days prior to the Town Board meeting at which the application will be reviewed.

PHASE # OF DEVELOPMENT: _____ OF _____

APP.	TOWN
<input type="checkbox"/> Application Fee; CK#: _____; Amt: \$ _____, (paid at Phase 1 only)	<input type="checkbox"/>
<input type="checkbox"/> Signed Fee Agreement (§16-1-12); CK#: _____; Amt: \$ _____	<input type="checkbox"/>
<input type="checkbox"/> Poudre Fire Authority Development Review Fee of \$ _____.	<input type="checkbox"/>
<input type="checkbox"/> Updated Title Commitment Dated less than 30 days from date of preliminary plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners within 500 ft. of the property, mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	<input type="checkbox"/>
<input type="checkbox"/> Final Plat (Copies _____) <u>General Instructions</u> Must be prepared by or under direct supervision of a registered land surveyor and meet State requirements. Non-contiguous parcels cannot be in 1 plat and only 1 plat shown per sheet. Contiguous parcels owned by different parties may be on 1 plat, provided all owners join in dedication and acknowledgment. Show lengths to nearest 100 th of a ft. and bearings in degrees, minutes and seconds. Perimeter survey description of proposed subdivision 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. Names and signatures of all owners of equitable interest in the property must be on the plat in black drawing ink. <u>Plat must include the following information</u>	<input type="checkbox"/>
<ul style="list-style-type: none"> _ Title of project..... _ 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 of subdivision _ 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, numbered in consecutive order, and square footage of each lot or tract..... _ Parcels excepted from inclusion noted as "not included in this subdivision" 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)..... _ Signature block for registered land surveyor certifying to accuracy of boundary survey and plat _ Signature block for certification of approval by the Town Board with a signature for the Mayor and Town Clerk ... _ Signature block for utility providers _ Certification of ownership _ Dedication of streets, rights-of-way, easements and public sites to the Town of Timnath..... 	

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<input type="checkbox"/> General Development Information (Copies _____) Written description confirming that the final plat conforms to the preliminary plat. Must address how the proposed development conforms to the Land Use Code.	<input type="checkbox"/>
<input type="checkbox"/> Plan and/or Report Updates, <i>if applicable</i> List and include updates/changes to preliminary plat plans or reports. _____ _____ _____	<input type="checkbox"/>
<input type="checkbox"/> Special Documents, <i>as needed</i> <ul style="list-style-type: none"> – Special agreements (as may be required)..... – Floodplain Use Permit – State Highway Utility Permit..... – State Highway Access Permit – Construction Dewatering Permit..... – 404 Permit..... – Air Pollution Emission Notice (APEN) – Work in Ditch Right-of-Way Permit..... – Rare Species Occurrence Survey – Subdivision Improvement Agreement (SIA) – Improvements Guarantee – Approved Adjudication of Water Rights and a Plan of Augmentation..... – The following documents finalized and in a form for recording: Protective Covenants, Homeowners Association (HOA) Documents, Articles of Incorporation for HOA, and Architectural Design Guidelines – FEMA approved applications – Documentation showing who will own and maintain the open space..... – Documentation for dedication of public sites for open space or other civic purposes 	<input type="checkbox"/>
<input type="checkbox"/> Public Hearing Notification Envelopes 2 sets of stamped, addressed No. 10 envelopes with the Town’s address as the return address. Address envelopes to surrounding property owners within 500 ft. of the property, mineral interest owners of record, mineral and oil and gas lessees, and appropriate referral agencies.	<input type="checkbox"/>

Submit all documents above with this form to complete the Final Plat.

Date Submitted to Town: _____

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 the application is 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 .	<input type="checkbox"/>
<input type="checkbox"/> Address Staff Comments (Submit to Town Clerk) <ul style="list-style-type: none"> – Letter explaining how all of the comments have been addressed – Revised maps and other documents 	<input type="checkbox"/>
Final Staff Review and Report to Planning and Zoning Commission Staff will complete a final review of any resubmitted materials and then prepare a report to the Planning and Zoning Commission explaining how the application is or is not consistent with the final plat review criteria (§16-4-7.C).	<input type="checkbox"/>

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TOWN CERTIFICATION OF COMPLETED FINAL PLAT APPLICATION

Signed: _____ Date: _____

APP.	TOWN
<p>Refer Application To Parties of Interest Not less than 45 days before the date scheduled for public hearing or Staff decision, Staff must send information about the application by certified mail to: adjacent municipalities, Larimer County, surrounding property owners within 500 ft., mineral interest owners of record, mineral and oil and gas lessees for the property, and other parties of interest. The referral information must include the time and place of the public hearing, the nature of the hearing, the location of the subject property, and the Applicant's name.</p>	<input type="checkbox"/>
<p>Schedule Final Plat Public Hearing and Complete Public Notification Process Town must schedule a public hearing before the Planning and Zoning Commission to review the application based on final plat review criteria. The Town Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.</p> <p style="text-align: center;">Date of Planning and Zoning Commission Public Hearing: _____</p>	<input type="checkbox"/>
<p>Planning and Zoning Commission Recommendation The Commission must make a recommendation to the Town Board after the conclusion of the scheduled Public Hearing to approve, conditionally approve, or deny the application.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>
<p><input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions Applicant will revise the final plat based on any Planning and Zoning Commission's conditions of approval and submit it to the Town Council.</p>	<input type="checkbox"/>
<p>Notify Parties of Interest Not less than 30 days before the date scheduled for the initial Town Council public hearing, Staff must notify: surrounding property owners within 500 ft., mineral interest owners of record, mineral and oil and gas lessees for the property, and other parties of interest. The referral information must include the time and place of the public hearing, the nature of the hearing, the location of the property, and the applicant's name.</p>	<input type="checkbox"/>
<p>Schedule Final Plat Public Hearing and Complete Public Notification Process Town Council must schedule a public hearing for review and action on the application based on final plat review criteria. The Town Clerk shall publish notice in a newspaper of general circulation. The hearing may be held no less than 30 days from the date of advertising.</p>	<input type="checkbox"/>
<p>Town Board Public Hearing and Action The final plat will be presented to the Council for its review and action at a public hearing. Approval shall be by resolution.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>
<p><input type="checkbox"/> Plat Recording Applicant must provide 2 original, signed mylars of the final plat ready for the Mayor and Clerk to sign and record, and final executed copies of all agreements.</p>	<input type="checkbox"/>

