

MINOR SUBDIVISION

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

APP.	TOWN
<input type="checkbox"/> Pre-Application Conference Discuss Town regulations and standards, application / review process, submittal requirements, and schedule.	<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 minor subdivision plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/> Minor Subdivision Plat (20 – 24" x 36" 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 100th 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. All plat signatures must be made in black drawing ink. <u>Plat must include the following information</u> _ 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)..... _ Blocks for approval signatures (owner, surveyor, utility providers, and Town office).....	<input type="checkbox"/>
<input type="checkbox"/> General Development Information (20 copies) Written description explaining how the proposed development conforms to design and development standards.	<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"/>

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

Date Submitted to Town: _____

MINOR SUBDIVISION

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 (Submit to Town Clerk) _ Letter explaining how all of the comments have been addressed..... _ Revised maps and other documents</p>	<input type="checkbox"/>
TOWN CERTIFICATION OF COMPLETED APPLICATION	
Signed: _____ Date: _____	
<p><input type="checkbox"/> Letters of Support and Commitment to Serve Within 30 days from the date the application is certified complete, provide letters of support and commitment to serve from all agencies identified at the pre-application conference.</p>	<input type="checkbox"/>
<p>Schedule Public Hearing and Complete Public Notification Process Planning and Zoning Commission must schedule a public hearing to review the application based on the minor subdivision review criteria. Town Clerk must 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 Public Hearing: _____</p>	<input type="checkbox"/>
<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>Planning and Zoning Commission Recommendation The Commission must make a recommendation to the Town Council 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 minor subdivision plat based on any Planning and Zoning Commission conditions of approval and submit it to the Town.</p>	<input type="checkbox"/>
<p>Town Council Action The plat must be presented to the Council for its review and action. The Council may approve, conditionally approve or deny the minor subdivision based on the minor subdivision review criteria. If approved, the Applicant must provide 2 original mylars of the plat ready for the Mayor and Clerk to sign and record.</p> <p style="text-align: center;">Decision: _____ Date: _____</p>	<input type="checkbox"/>
<p><input type="checkbox"/> Post-approval process Applicant provides 2 original mylars of the plat ready for Mayor and Clerk to sign and record.</p>	<input type="checkbox"/>
<p>Town Records Minor Subdivision Plat 1 original mylar of the minor subdivision plat will be recorded by the Town Clerk in the Larimer County Clerk and Recorder office.</p>	<input type="checkbox"/>