

PRELIMINARY PLAT

Case#: PP-_____-____

Proj. Name: _____
(Fee Agreement)

Within 12 months after the Town Council's approval or conditional approval of the sketch plan, the applicant must submit 1 copy of the complete preliminary plat application to the Town Clerk. The application is due a minimum of 60 days prior to the Planning and Zoning Commission meeting at which the application will be reviewed.

APP.		TOWN
<input type="checkbox"/>	Pre-Application Conference Discuss provisions of the Land Use Code and the applicable requirements, 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 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"/>	Preliminary Plat (Copies _____) <ul style="list-style-type: none"> _ Title of project..... _ North arrow, scale (not greater than 1"=100') and preparation date..... _ Vicinity map..... _ Names and addresses of owners, applicant, designers, engineers and surveyors..... _ Legal description..... _ Total acreage of property..... _ Existing contours at 2 ft. intervals (based on USGS datum)..... _ Name and location of abutting subdivisions or owners of abutting property (if land is not platted)..... _ Lots, blocks, and street layout with approximate dimensions and square footage for each lot..... _ Consecutive numbering of all lots and blocks..... _ Existing and proposed rights-of-way and easements on and adjacent to the property..... _ Existing and proposed street names for all streets on and adjacent to the property..... _ Existing and proposed zoning on and adjacent to property..... _ Location and size of existing and proposed sewer lines, water lines and fire hydrants..... _ Existing and proposed curb cuts on and adjacent to property..... _ Location by field survey or aerial photography of all existing and proposed water courses and bodies of water. Include direction of water flow..... _ Floodplain boundary & source of information (if one does not exist on the property, state on plat)..... _ Boundaries of proposed phases of the subdivision if final plat will be multiple phases..... _ General location of existing surface improvements such as buildings, fences or other structures which will remain on the property..... _ Location and acreage of proposed parks, trails, playgrounds, schools or other public uses..... _ Location, function, ownership and manner of maintenance of any private open space..... _ Land use table including: land uses, approximate acreage of each land use type, and percentage of each land use type, including how 12% public dedication requirement will be met..... _ Total number of lots..... _ Number of each type of dwelling unit proposed..... 	<input type="checkbox"/>
<input type="checkbox"/>	General Development Information (Copies _____) Written description of existing conditions on the proposed site, including explanations of how: <ul style="list-style-type: none"> _ Items of concern expressed in sketch plan review have been addressed..... _ The plan is consistent with the Land Use Code and Comprehensive Plan..... _ This plat is consistent with or differs from the sketch plan and how the plan is still consistent with the community's vision..... 	<input type="checkbox"/>

PRELIMINARY PLAT

APP.	TOWN
<input type="checkbox"/> Preliminary Grading and Drainage Plan and Report (Copies _____) Certified by a Colorado registered professional engineer, including storm drainage concepts such as locations for on-site detention or downstream structural improvements, soil erosion and sedimentation control plans and any specifications. Must also discuss impacts on any existing floodways and/or floodplains on and adjacent to the site, and any FEMA applications required.	<input type="checkbox"/>
<input type="checkbox"/> Master Utility Plan (Copies _____) Prepared by a registered professional engineer who consulted with the appropriate utility service providers regarding the design of all utilities through the subdivision.	<input type="checkbox"/>
<input type="checkbox"/> Preliminary Landscape Plan (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/> Preliminary Open Space Plan (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/> Traffic Study (Copies _____) Prepared by a professional traffic engineer.	<input type="checkbox"/>
<input type="checkbox"/> Draft of Proposed Covenants, <i>if any</i> , & Architectural Design Guidelines (20 copies)	<input type="checkbox"/>
<input type="checkbox"/> Mineral, Oil and Gas Rights Documentation Evidence that the surface owner has contacted all lessees of mineral, oil and gas rights associated with the site and is working towards resolution. Included in the evidence must be the name of the current contact person, their phone number, and mailing address.	<input type="checkbox"/>
<input type="checkbox"/> Soils Report and Map (Copies _____)	<input type="checkbox"/>
<input type="checkbox"/> Geologic Report, <i>if applicable</i> (Copies _____) Any geologic report prepared at the time of sketch plan must be provided to review agencies.	<input type="checkbox"/>
<input type="checkbox"/> Colorado Historical Society Records Search, <i>if applicable</i> At the discretion of the Town Staff or the Town Council, an applicant may be required to provide the Town with a Colorado Historical Society records listing historically or archaeologically significant findings on the property.	<input type="checkbox"/>
<input type="checkbox"/> Site-Specific Historic Survey, <i>if applicable</i> (Copies _____) If the Colorado Historical Society Records Search shows a significant finding, a site-specific historic survey providing the following is required: <ul style="list-style-type: none"> _ State of Colorado site number _ Site address _ Site location/access _ Type and description of finding _ Owner's name and address _ Eligibility assessment for historic designation _ Statement of significance _ Management and administrative data _ References _ Photographs of the site _ Maps of the site _ Name, address, phone number and qualifications of person completing survey _ Date of completion of survey _ Protection plan, if the Town Board decides to protect the historic resource 	<input type="checkbox"/>

PRELIMINARY PLAT

APP.

TOWN

Public Hearing Notification Envelopes

1 set of stamped, addressed envelopes. 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.

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

Date Submitted to 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 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.</p>	<p><input type="checkbox"/></p>
<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>	<p><input type="checkbox"/> - -</p>
<p>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 Commission explaining how the application is or is not consistent with the preliminary plat review criteria (§16-4-6.C.).</p>	<p><input type="checkbox"/></p>

TOWN CERTIFICATION OF COMPLETED PRELIMINARY PLAT 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>	<p><input type="checkbox"/></p>
<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>	<p><input type="checkbox"/></p>
<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 preliminary plat review criteria at least 60 days after application is certified complete. Town Clerk must publish notice in a newspaper of general circulation. The hearing may be held no less than 7 days from the date of advertising. Date of Public Hearing: _____</p>	<p><input type="checkbox"/></p>
<p>Planning and Zoning Commission Public Hearing and 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. Decision: _____ Date: _____</p>	<p><input type="checkbox"/></p>
<p><input type="checkbox"/> Applicant Addresses Planning and Zoning Commission Conditions Applicant will revise the plat based on any conditions of approval and submit it to Town Council.</p>	<p><input type="checkbox"/></p>

PRELIMINARY PLAT

APP.

TOWN

Town Council Action

The plat will be presented to the Council for review and action. Town Council may approve, conditionally approve or deny. Approval and conditional approval will be effective for 1 year. If denied, the plat or a substantially similar plat may not be considered by Planning and Zoning Commission for a period of 1 year from the date of denial. If a final plat is not submitted within 1 year, a new preliminary plat must be submitted and processed before Town may act on a final plat.

Decision: _____ Date: _____