



# ADMINISTRATIVE PLAT TECH FORM

Project Name:
(From Fee Agreement)

APP.	TOWN
<p><b>Pre-Application Conference &amp; Site Visit</b>            Discuss Town regulations and standards, application / review process, submittal requirements, and schedule.            Full provisions of the Administrative Plat are in the Code at §2.9.11.</p>	
<p><b>Application Fee; Amount: \$50</b>            Due within 72 hours of submittal by check or with the submittal online at <a href="https://www.colorado.gov/payment/townoftimnath">https://www.colorado.gov/payment/townoftimnath</a></p>	
<p><b>Signed Fee Agreement: Use Existing Amount: \$_____ (Check with Planning Dept.)</b>            Due within 72 hours of submittal by check or with the submittal online at <a href="https://www.colorado.gov/payment/townoftimnath">https://www.colorado.gov/payment/townoftimnath</a></p>	
<p><b>Poudre Fire Authority Development Review Fee of \$100</b>            Due within 72 hours of submittal by check separate from the Application Fee or with the submittal online at <a href="https://www.colorado.gov/payment/townoftimnath">https://www.colorado.gov/payment/townoftimnath</a></p>	
<p><b>Current Title Commitment</b>            Dated less than 30 days from date of administrative plat application submittal.</p>	
<p><b>Improvement Location Survey</b>            Showing location of all improvements, easements and lot lines for all lots affected.</p>	
<p><b>Administrative Plat</b>  <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<sup>th</sup> 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>  <input type="checkbox"/> Title of project including explanation, i.e. “Resubdivision”, “Correction Plat”, etc .....  <input type="checkbox"/> North arrow, scale (not greater than 1"=100') and preparation date.....  <input type="checkbox"/> Vicinity map.....  <input type="checkbox"/> Legal description.....  <input type="checkbox"/> Basis for establishing bearing .....  <input type="checkbox"/> Names and addresses of owners, applicant, designers, engineers and surveyors .....  <input type="checkbox"/> Total acreage  <input type="checkbox"/> 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.....  <input type="checkbox"/> Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements .....  <input type="checkbox"/> Lot and block numbers and square footage of each lot or tract.....  <input type="checkbox"/> Parcels excepted from inclusion noted as “not included in this plat” and the boundary completely indicated by bearings and distances.....  <input type="checkbox"/> Existing rights-of-way in and adjacent to property (labeled and dimensioned) .....  <input type="checkbox"/> Existing and proposed street names for all streets on and adjacent to the property .....  <input type="checkbox"/> Existing easements and their type in and adjacent to property (labeled and dimensioned).....  <input type="checkbox"/> Location and description of monuments .....  <input type="checkbox"/> Floodplain boundary &amp; source of information (if one does not exist on the property, state on plat) .....  <input type="checkbox"/> Blocks for approval signatures (owner, surveyor, utility providers, and Town office).....</p>	
<p><b>General Development Information</b>            Written description explaining how the proposal conforms to Administrative Plat standards and provisions.</p>	