

# PRELIMINARY PLAT TECH FORM

Project Name:

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*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
	<b>Pre-Application Conference</b> Discuss provisions of the Land Use Code and the applicable requirements, application / review process, submittal requirements, and schedule.	
	<b>Application Fee; Aounmt: \$500 + \$10 per lot over 25 lots</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>	
	<b>Signed Fee Agreement; New Agreement Amount: \$_____ (Check with Planning Dept.) or Use Existing</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>	
	<b>Poudre Fire Authority Development Review Fee of \$250</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>	
	<b>Current Title Commitment</b> Dated less than 30 days from date of preliminary plat application submittal.	
	<b>Surrounding and Interested Property Ownership Report</b> 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.	
	<b>Preliminary Plat</b> _ 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.....	



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	<b>General Development Information</b> Written description of existing conditions on the proposed site, including explanations of how: <input type="checkbox"/> Items of concern expressed in sketch plan review have been addressed ..... <input type="checkbox"/> The plan is consistent with the Land Use Code and Comprehensive Plan ..... <input type="checkbox"/> This plat is consistent with or differs from the sketch plan and how the plan is still consistent with the community's vision .....	
	<b>Preliminary Grading and Drainage Plan and Report</b> 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.	
	<b>Master Utility Plan</b> Prepared by a registered professional engineer who consulted with the appropriate utility service providers regarding the design of all utilities through the subdivision.	
	<b>Preliminary Landscape Plan</b>	
	<b>Digital Copy of Preliminary Drawings</b> - PDF and DWF drawing files of Preliminary Plat, Landscape, and Utility Plan and any other reports have been uploaded to the Accela site	
	<b>Traffic Study</b> Prepared by a professional traffic engineer.	
	<b>Draft of Proposed Covenants, <i>if any</i>, &amp; Architectural Design Guidelines</b>	
	<b>Mineral, Oil and Gas Rights Documentation</b> 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.	
	<b>Geologic/Soils Report, <i>if applicable</i></b> Any geologic report prepared at the time of sketch plan must be provided to review agencies.	
	<b>Colorado Historical Society Records Search, <i>if applicable</i></b> 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.	
	<b>Site-Specific Historic Survey, <i>if applicable</i></b> If the Colorado Historical Society Records Search shows a significant finding, a site-specific historic survey providing the following is required: <input type="checkbox"/> State of Colorado site number ..... <input type="checkbox"/> Site address ..... <input type="checkbox"/> Site location/access ..... <input type="checkbox"/> Type and description of finding ..... <input type="checkbox"/> Owner's name and address ..... <input type="checkbox"/> Eligibility assessment for historic designation ..... <input type="checkbox"/> Statement of significance ..... <input type="checkbox"/> Management and administrative data ..... <input type="checkbox"/> References ..... <input type="checkbox"/> Photographs of the site ..... <input type="checkbox"/> Maps of the site ..... <input type="checkbox"/> Name, address, phone number and qualifications of person completing survey ..... <input type="checkbox"/> Date of completion of survey ..... <input type="checkbox"/> Protection plan, if the Town Board decides to protect the historic resource .....	



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**APP.**

**TOWN**

Public Hearing Notification Envelopes (to be submitted to the Town within 7 days)

1 set 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.

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