

# MINOR SUBDIVISION TECH FORM

**Project. Name:**

---



---

| APP.   | TOWN |
|--|------|
| <p><b>Pre-Application Conference</b><br/>Discuss Town regulations and standards, application / review process, submittal requirements, and schedule.</p>   |      |
| <p><b>Application Fee; Amount: \$100</b><br/>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; New Agreement Amount: \$_____ (Check with Planning Dept.) or Use Existing</b><br/>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><br/>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><br/>Dated less than 30 days from date of minor subdivision plat application submittal.</p>  |      |
| <p><b>Minor Subdivision Plat</b><br/><u>General Instructions</u><br/>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.</p> <p><u>Plat must include the following information</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title of project.....</li> <li><input type="checkbox"/> North arrow, scale (not greater than 1"=100') and preparation date .....</li> <li><input type="checkbox"/> Vicinity map .....</li> <li><input type="checkbox"/> Legal description .....</li> <li><input type="checkbox"/> Basis for establishing bearing.....</li> <li><input type="checkbox"/> Names and addresses of owners, applicant, designers, engineers and surveyors .....</li> <li><input type="checkbox"/> Total acreage of subdivision.....</li> <li><input type="checkbox"/> Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements .....</li> <li><input type="checkbox"/> Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract.....</li> <li><input type="checkbox"/> Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances .....</li> <li><input type="checkbox"/> Existing rights-of-way in and adjacent to property (labeled and dimensioned) .....</li> <li><input type="checkbox"/> Existing and proposed street names for all streets on and adjacent to the property .....</li> <li><input type="checkbox"/> Existing easements and their type in and adjacent to property (labeled and dimensioned).....</li> <li><input type="checkbox"/> Location and description of monuments .....</li> <li><input type="checkbox"/> Floodplain boundary &amp; source of information (if one does not exist on the property, state on plat) .....</li> <li><input type="checkbox"/> Blocks for approval signatures (owner, surveyor, utility providers, and Town office) .....</li> </ul> <p><b>Construction Plans and Profiles</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepared by a registered professional engineer licensed in the State of Colorado .....</li> <li><input type="checkbox"/> Horizontal to vertical scales chosen to best depict the aspects of the design (minimum horizontal scale: 1"=100', minimum vertical scale: 1"=10') .....</li> <li><input type="checkbox"/> Typical road geometric and structural cross-section shown on each plan sheet.....</li> <li><input type="checkbox"/> Plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic control devices, drive cuts, curb returns and radii, and all other features to enable construction in accordance with approved standards and standard engineering practice. Must include water, sewer, sanitary sewer and any other utilities.....</li> </ul> |      |



Planning Department  
970-224-3211

# MINOR SUBDIVISION TECH FORM

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>_ Profiles must include ground lines, grade lines of curb and gutter or centerline of street elevation at point of intersection of vertical curves, intersections and other critical points, structures, and all other features required to enable construction in accordance with approved standards .....</li> <li>_ Signature blocks for all utility providers unless otherwise provided in agreement form .....</li> <li>_ Structure Details .....</li> <li>_ Sewage Collection and Water Supply Distribution Plans, Profiles and Specifications .....</li> <li>_ Final Drainage Plans and Reports .....</li> <li>_ Final Grading Plan .....</li> <li>_ Soils Reports .....</li> <li>Final Street Lighting Plan .....</li> </ul> |  |
| <b>General Development Information</b>  |  |
| Written description explaining how the proposed development conforms to design and development standards.   |  |
| <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>Public Hearing Notification Envelopes (to be submitted to the Town within 7 days)</b>  |  |
| 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.   |  |