

# PRELIMINARY PLAT TECH FORM

Project Name:	

*Within 12 months after the Town Council's approval or conditional approval of the sketch plan, the applicant must submit the complete preliminary plat application to the Planning Department. 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"/>	<b>Pre-Application Conference</b> Discuss provisions of the Land Use Code and the applicable requirements, application / review process, submittal requirements, and schedule.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Application Fee: \$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> (please note that the above website does not open in Google Chrome)	<input type="checkbox"/>
<input type="checkbox"/>	<b>Signed Fee Agreement: New Agreement Amount: \$_____ (Check with Planning Dept.) or Use Existing <input type="checkbox"/></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> (please note that the above website does not open in Google Chrome)	<input type="checkbox"/>
<input type="checkbox"/>	<b>Poudre Fire Authority Development Review Fee: \$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> (please note that the above website does not open in Google Chrome)	<input type="checkbox"/>
<input type="checkbox"/>	<b>Current Title Commitment</b> Dated less than 30 days from date of preliminary plat application submittal.	<input type="checkbox"/>
<input type="checkbox"/>	<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 feet 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"/>	<b>Preliminary Plat</b> <ul style="list-style-type: none"> <li>▪ Title of project.....</li> <li>▪ North arrow, scale (not greater than 1"=100'), and preparation date.....</li> <li>▪ Vicinity map.....</li> <li>▪ Names and addresses of owners, applicant, designers, engineers, and surveyors.....</li> <li>▪ Legal description.....</li> <li>▪ Total acreage of property.....</li> <li>▪ Existing contours at 2-foot intervals (based on USGS datum).....</li> <li>▪ Name and location of abutting subdivisions or owners of abutting property (if land is not platted).....</li> <li>▪ Lots, blocks, and street layout with approximate dimensions and square footage for each lot.....</li> <li>▪ Consecutive numbering of all lots and blocks.....</li> <li>▪ Existing and proposed rights-of-way and easements on and adjacent to the property.....</li> <li>▪ Existing and proposed street names for all streets on and adjacent to the property.....</li> <li>▪ Existing and proposed zoning on and adjacent to property.....</li> <li>▪ Location and size of existing and proposed sewer lines, water lines, and fire hydrants.....</li> <li>▪ Existing and proposed curb cuts on and adjacent to property.....</li> <li>▪ Location by field survey or aerial photography of all existing and proposed water courses and bodies of water. Include direction of water flow.....</li> <li>▪ Floodplain boundary and source of information (if one does not exist on the property, state on plat).....</li> <li>▪ Boundaries of proposed phases of the subdivision if final plat will be multiple phases.....</li> <li>▪ General location of existing surface improvements such as buildings, fences, or other structures which will remain on the property.....</li> <li>▪ Location and acreage of proposed parks, trails, playgrounds, schools, or other public uses.....</li> <li>▪ Location, function, ownership, and manner of maintenance of any private open space.....</li> <li>▪ Land use table that includes 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).....</li> <li>▪ Total number of lots.....</li> <li>▪ Number of each type of dwelling unit proposed.....</li> </ul>	<input type="checkbox"/>

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APP.		TOWN
<input type="checkbox"/>	<b>General Development Information (Narrative)</b> Written description of existing conditions on the proposed site, including explanations of how: ❖ 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"/>
<input type="checkbox"/>	<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. Must also discuss any FEMA applications required.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Master Utility Plan</b> Prepared by a Colorado-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"/>	<b>Preliminary Landscape Plan</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Digital Copy of Preliminary Drawings</b> Upload PDF and DWF/DWG drawing files of Preliminary Plat, Preliminary Landscape, and Utility Plan and any other reports to the Accela site. Please note, any type of application that uses AutoCAD® to prepare any of the drawings for this plat should <b>set the system variable EPDFSHX to 0.</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Traffic Study</b> Prepared by a professional traffic engineer.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Draft of Proposed Covenants, if any, &amp; Architectural Design Guidelines</b>	<input type="checkbox"/>
<input type="checkbox"/>	<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 current contact person's name, phone number, and mailing address.	<input type="checkbox"/>
<input type="checkbox"/>	<b>Geologic/Soils Report</b> Any geologic report prepared at the time of sketch plan must be provided to review agencies.	<input type="checkbox"/>
<input type="checkbox"/>	<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 search for any historically or archaeologically significant findings on the property.	<input type="checkbox"/>
<input type="checkbox"/>	<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: <ul style="list-style-type: none"> <li>▪ State of Colorado site number .....</li> <li>▪ Site address/location/access.....</li> <li>▪ Type and description of finding .....</li> <li>▪ Owner's name and address.....</li> <li>▪ Eligibility assessment for historic designation .....</li> <li>▪ Statement of significance .....</li> <li>▪ Management and administrative data.....</li> <li>▪ References .....</li> <li>▪ Photographs of the site .....</li> <li>▪ Maps of the site .....</li> <li>▪ Name, address, phone number and qualifications of person completing survey.....</li> <li>▪ Date of completion of survey .....</li> <li>▪ Protection plan (if the Town Board decides to protect the historic resource).....</li> </ul>	<input type="checkbox"/>

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<u>APP.</u>	<u>TOWN</u>
<input type="checkbox"/> Public Hearing Notification Envelopes (to be submitted to the Town within 7 days) <input type="checkbox"/> 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 feet of the property, mineral interest owners of record, mineral and oil and gas lessees, and appropriate referral agencies.	<input type="checkbox"/>



Planning Department  
970-224-3211

# LAND USE APPLICATION

Project Name: \_\_\_\_\_

(From Final Plat)

## I. Application is made for:

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Plat \$50           | <input type="checkbox"/> Annexation Petition \$500 + \$300 per acre         |
| <input type="checkbox"/> Conditional Use \$100              | <input type="checkbox"/> Annexation Application \$500 + 150 per acre        |
| <input type="checkbox"/> Comprehensive Plan Amendment \$250 | <input type="checkbox"/> Modification to Prior Approval \$250               |
| <input type="checkbox"/> Minor Subdivision \$100            | <input type="checkbox"/> Preliminary Plat \$500 + \$10 per lot over 25 lots |
| <input type="checkbox"/> Rezoning \$500                     | <input type="checkbox"/> Site Plan \$500                                    |
| <input type="checkbox"/> Sketch Plan \$250                  | <input type="checkbox"/> Variance \$25                                      |
| <input type="checkbox"/> Planned Development Overlay \$500  | <input type="checkbox"/> Final Plat \$500                                   |
| <input type="checkbox"/> Wireless Telecom Facility \$250    | <input type="checkbox"/> Time Extension \$0                                 |
| <input type="checkbox"/> Design Review \$0                  | <input type="checkbox"/> Administrative Waiver \$100                        |

## II. Project Name: \_\_\_\_\_

- Signed Fee Agreement; New Agreement Amount: \$ \_\_\_\_\_ or Use Existing

## III. Contact information: *(please attach any additional contacts)*

Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## IV. Property Description:

Address or Location: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

## V. Purpose of Application: *(please attach any additional information)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Planning Department  
970-224-3211

# LAND USE APPLICATION

Project Name:

(From Final Plat)

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**VI. Certification:** *Must be signed with **BLUE INK**.*

**OWNER CERTIFICATION OF COMPLETED APPLICATION**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**APPLICANT CERTIFICATION OF COMPLETED APPLICATION**

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owners. I understand that all materials and fees required by the Town of Timnath must be submitted prior to having this application processed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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