



ADMINISTRATIVE PLAT TECH FORM

Project Name: _____
(From Fee Agreement)

APP.	TOWN
Pre-Application Conference & Site Visit 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.	
Application Fee; Amount: \$50 Due within 72 hours of submittal by check or with the submittal online at https://www.colorado.gov/payment/townoftimnath	
Signed Fee Agreement: New Agreement Amount: \$_____ (Check with Planning Dept.) or Use Existing Due within 72 hours of submittal by check or with the submittal online at https://www.colorado.gov/payment/townoftimnath	
Poudre Fire Authority Development Review Fee of \$100 Due within 72 hours of submittal by check separate from the Application Fee or with the submittal online at https://www.colorado.gov/payment/townoftimnath	
Current Title Commitment Dated less than 30 days from date of administrative plat application submittal.	
Improvement Location Survey Showing location of all improvements, easements and lot lines for all lots affected.	
Administrative Plat <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 th 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 & 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).....	
General Development Information Written description explaining how the proposal conforms to Administrative Plat standards and provisions.	



Planning Department
970-224-3211

LAND USE APPLICATION

Project Name:

I. Application is made for:

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

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)*



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LAND USE APPLICATION

Project Name: _____

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

OWNER CERTIFICATION OF COMPLETED APPLICATION

Signed: _____ Date: _____

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: _____
