

ADMINISTRATIVE PLAT TECH FORM

Project Name: _____

(From Fee Agreement)

Project Name: _____

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

Contact information: *(please attach any additional contacts)*

Owner: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____
Applicant: _____	Telephone: _____
Address: _____	Fax: _____
_____	E-mail: _____

Property Description:

Address or Location: _____

Existing Zoning: _____ Existing Use: _____

Proposed Zoning: _____ Proposed Use: _____

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

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 \$250* *Plus applicable Scope Fees (Refer to PFA Fee Schedule) Due within 72 hours of submittal by a separate check from the Application Fee or with the submittal online, under PFA Development Fee 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	



Planning Department
970-224-3211

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General Instructions

Must be prepared by or under direct supervision of a registered land surveyor and meet State requirements. Show lengths to nearest 100th 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.

Plat must include the following information

- _ Title of project including explanation, i.e. "Resubdivision", "Correction Plat", etc
- _ North arrow, scale (not greater than 1"=100') and preparation date
- _ Vicinity map
- _ Legal description
- _ Basis for establishing bearing
- _ Names and addresses of owners, applicant, designers, engineers and surveyors.....
- _ Total acreage
- _ 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
- _ Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements
- _ Lot and block numbers and square footage of each lot or tract
- _ Parcels excepted from inclusion noted as "not included in this plat" and the boundary completely indicated by bearings and distances
- _ Existing rights-of-way in and adjacent to property (labeled and dimensioned).....
- _ Existing and proposed street names for all streets on and adjacent to the property
- _ Existing easements and their type in and adjacent to property (labeled and dimensioned)
- _ Location and description of monuments.....
- _ Floodplain boundary & source of information (if one does not exist on the property, state on plat)
- _ 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.

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: _____