



# ADMINISTRATIVE PLAT TECH FORM

|               |
|---------------|
| Project Name: |
|               |
|               |

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

**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 |
|---|------|
| <b>Pre-Application Conference</b><br>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.   |      |
| <b>Application Fee; Amount: \$50</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>   |      |
| <b>Poudre Fire Authority Development Review Fee of \$250*</b><br>Due within 72 hours of submittal by a separate check from the Application Fee or with the submittal online, under PFA Development Fee at <a href="https://www.colorado.gov/payment/townoftimnath">https://www.colorado.gov/payment/townoftimnath</a> |      |
| <b>Signed Fee Agreement</b>   |      |
| <b>Current Title Commitment or O&amp;E Report</b><br>Dated less than 30 days from date of administrative plat application submittal.  |      |
| <b>Improvement Location Survey</b><br>Showing location of all improvements, easements and lot lines for all lots affected.  |      |



Planning Department  
970-224-3211

# ADMINISTRATIVE PLAT TECH FORM

## Administrative Plat

### General Instructions

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

### General Instructions

Must be prepared by or under direct supervision of a registered land surveyor and meet State requirements. Show lengths to nearest 100<sup>th</sup> 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 (Narrative)

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: \_\_\_\_\_