

MINOR SUBDIVISION 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.

Pre-Application Conference or Concept Review, if applicable.

Discuss Town regulations and standards, application / review process, submittal requirements, and schedule.

Application Fee: \$100

Due within 72 hours of submittal by check or with the submittal online at <https://www.colorado.gov/payment/townoftimnath>
(please note that the above website does not open in Google Chrome)

Signed Fee Agreement:

Poudre Fire Authority Development Review Fee: \$250

*Plus applicable Scope Fees, Refer to PFA Fee Schedule

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> (please note that the above website does not open in Google Chrome)

Current Title Commitment or O&E Report

Dated less than 90 days from date of minor subdivision plat application submittal.

MINOR SUBDIVISION TECH FORM

Project Name:

Minor Subdivision Plat

General Instructions

Must be prepared by or under direct supervision of a registered land surveyor and meet State of Colorado requirements. Non-contiguous parcels cannot be in one (1) plat and only one (1) plat shown per sheet. Contiguous parcels owned by different parties may be on one (1) plat, provided all owners join in dedication and acknowledgment. Show lengths to nearest 100th of a foot and bearings in degrees, minutes and seconds. Perimeter survey description of proposed subdivision must include at least one (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.....
- 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 of subdivision.....
- 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, numbered in consecutive order, and square footage of each lot or tract
- Parcels excepted from inclusion noted as "not included in this subdivision" 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.....

MINOR SUBDIVISION TECH FORM

Project Name:

- Existing easements (including type) in and adjacent to property (labeled and dimensioned)
- Location and description of monuments
- Floodplain boundary and 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)

Construction Plans and Profiles

- Prepared by a registered professional engineer licensed in the State of Colorado
- Horizontal to vertical scales chosen to best depict the aspects of the design (minimum horizontal scale: 1"=100', minimum vertical scale: 1"=10').....
- Typical road geometric and structural cross-section shown on each plan sheet
- 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.....
- 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.....
- Signature blocks for all utility providers unless otherwise provided in agreement form
- Structure Details.....
- Sewage Collection and Water Supply Distribution Plans, Profiles and Specifications.....
- Final Drainage Plans and Reports
- Final Grading Plan
- Soils Reports
- Final Street Lighting Plan

Landscape Plans, if applicable

- Prepared by a registered professional landscape architect licensed in the State of Colorado
- Plan must show right-of-way lines and widths, road names, lot lines, grading intersections, structures, curb lines, cross pans, drive cuts, curb returns, and must include water, sewer, sanitary sewer and any other utilities.....
- Landscape Schedule.....
- Landscape Legend.....
- Landscape, Irrigation, and General Notes
- Planting Details.....
- Park Furnishings and detail.....

Fencing detail

Upload the PDF drawing files of the Minor Subdivision Plat, Landscape, and Utility Plan and Drainage and Soils reports to the Accela site. Please note, any type of application that uses AutoCAD® to prepare any of the drawings for this plat should **set the system variable EPDFSHX to 0.**

General Development Information (Narrative)

Written description explaining how the proposed development conforms to design and development standards.