



MINOR SUBDIVISION REVIEW Application Form

Community Development Department

A complete application must be received 30 days prior to the Planning Commission meeting.

Applicant _____	Date Filed _____
Address _____	Amount Paid _____
Phone _____ Fax _____	File Number _____

Date of First Pre-Application Conference _____	Fee Paid _____
Date of Second Pre-Application Conference _____	Fee Paid _____

Required information to be submitted with this form: (refer to Development and Zoning Code for complete listing)

1. Vicinity map 1" to 500' extending at least 500' beyond the property boundaries.
2. Legal description.
3. Preliminary plan including the following information (10 copies of proposed plan, folded):
 - a. Proposed name of subdivision.
 - b. Location and dimensions of existing section lines, streets, alleys, easements, water courses, public utilities, and other information applicable to this property requested by the Planning Department.
 - c. Location and dimensions of all proposed streets (including proposed names), alleys, easements, lot lines and areas reserved for public lands.
 - d. Subdivision boundaries, survey control points, bearings, centerline of angles, radius length, cord length and arc length.
 - e. Date prepared, scale (multiple of 10) north arrow.
 - f. Contours at 2' intervals using City datum (10' intervals for slopes of less than 10 percent).
 - g. Verification of areas subject to flooding or geologic subsidence.
 - h. Location of all existing structures on the property and adjacent properties.
 - i. Proposed land uses and if applicable, proposed zoning.
 - j. Notarized statement of ownership.
 - k. Surveyor's certificate.
 - l. City Engineer/Director of Public Works' certificate of approval.
 - m. Planning Commission certificate of approval.
 - n. City Council certificate.
 - o. Clerk and Recorder's certificate.
 - p. City Administrator's certificate.
4. Submission shall include a JPEG image, an optimized PDF, and an 11" x 17" copy of each drawing.
5. Two reproducible 24" x 36" mylar of the approved subdivision will be required prior to recording.
6. A public hearing fee shall be included with all applications requiring a public hearing. This fee does not include the cost of publishing public notices or postage.
7. Mailing labels and funds for first class postage for all property owners within 750' of the boundaries of the property and a list and map of those owners.
8. Certification of Mineral Interest Notice completed. (See page 2 of this application.)

Complete the following information (if more space is needed, use back of this sheet).

1. Location of proposed subdivision _____
2. Total area of property to be subdivided _____
3. Current zoning: _____
4. Zoning on adjacent lands _____
5. Name of engineer/surveyor firm completing documents _____
 Address _____ Phone _____

Pre-application conference(s) with the community development director or director's representative is required prior to submitting an application. Fees associated with the pre-application conference must be paid at the time of the conference.

The Planning staff reviews minor subdivisions or the director may refer the application to the Planning Commission. The action of the Planning staff may be appealed by the owner, neighboring property, or Planning Commission within (14) fourteen days of the decision.

I hereby certify that I am the legal owner(s) of record of the property being considered for preliminary plan review and that the information contained herein is true and accurate to the best of my knowledge.

_____ Owner/Applicant Signature(s)	_____ Date
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Cost of Legal Notice in the Newspaper are paid by the Applicant.

CERTIFICATION OF NOTICE PURSUANT TO C.R.S. 24-65.5-103

The undersigned do(es) hereby certify that an examination of the records in the office of the County Clerk and Recorder was made in accordance with C.R.S. 24-65.5-103 *et seq.* and

(check applicable box and fill in the information)

- Thereafter, on _____, 201__, which is not less than thirty (30) days before the date scheduled for the initial public hearing, or, which is not less than thirty (30) days before the date of submittal of an application for staff action, on the application for the development known as _____, notice was sent, by first class mail, to the below-named mineral right owner(s) as listed in the records of the County Clerk and Recorder, containing the time and place of the initial public hearing, or the date of submittal of an application for staff action and contact information of the Community Development Department, the nature of the hearing or staff action, the location and legal description of the property that is the subject of the hearing or staff action, and the name of the applicant(s).

Listing of Mineral Right Owner(s):

Name(s):

Address:

- Such records do not identify any mineral right owners.

Development Applicant's Signature

Surface Owner's Signature

Print Name

Print Name

Acknowledgment

State of Colorado)

County of _____)^{ss}

The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by

_____ of _____,

as Applicant of the property described hereon.

Witness my hand and official seal.

My commission expires _____.

Acknowledgment

State of Colorado)

County of _____)^{ss}

The foregoing instrument was acknowledged before me this ___ day of _____, 201_, A.D. by

_____ of _____,

as Owner of the property described hereon.

Witness my hand and official seal.

My commission expires _____.

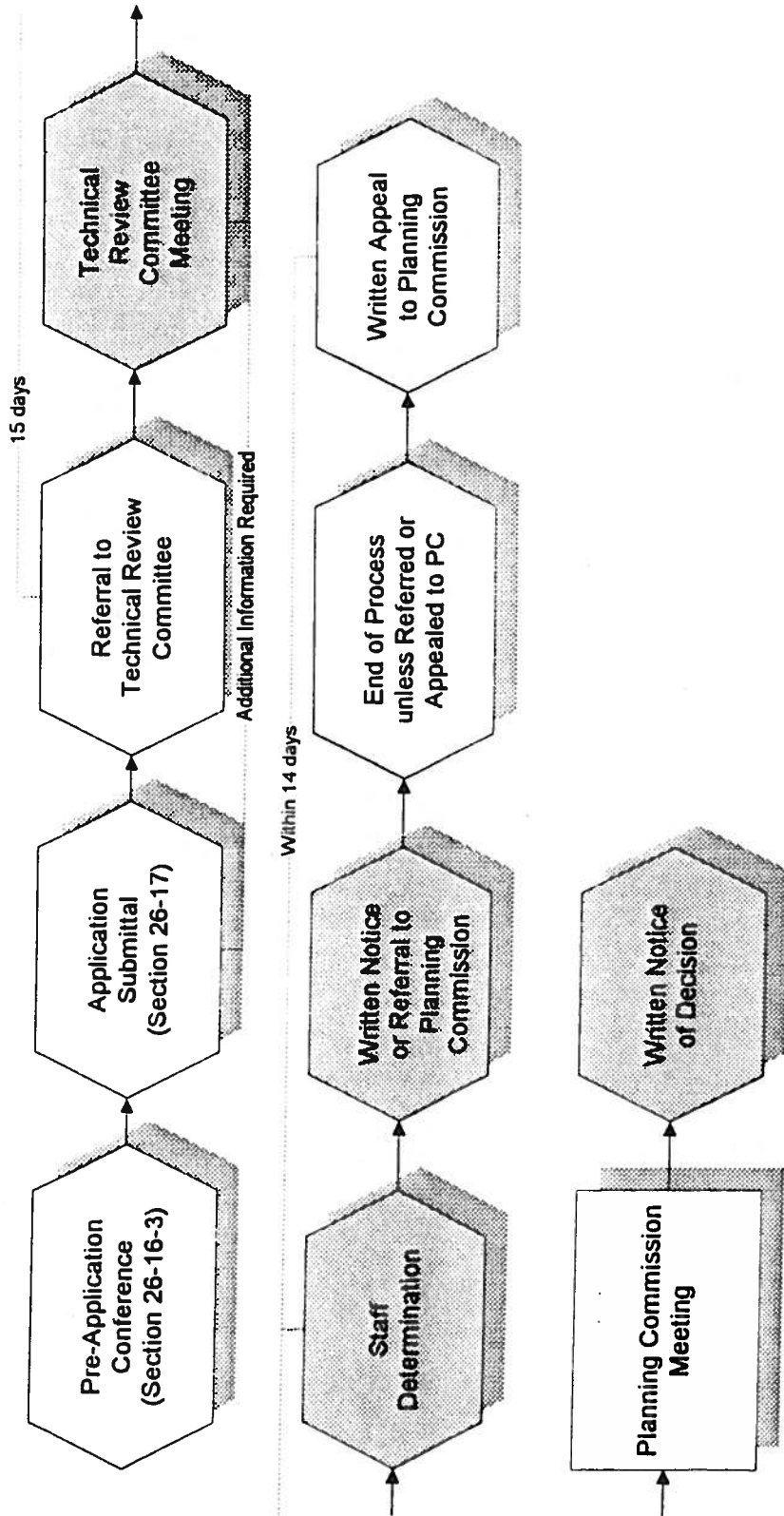
Notary Public

Notary Public

FAILURE TO PROVIDE THIS CERTIFICATION, INDICATING COMPLIANCE WITH C.R.S. 24-65.5-103 ET SEQ., IS LIKELY TO RESULT IN A CONTINUANCE OF THE HEARING OR STAFF ACTION.

**STAFF DECISIONS and
MINOR REVIEWS**

(Section 26-16-6)



Notes: Shaded boxes represent tasks completed by City staff.
Squares represent public meetings or hearings.
This is same process for minor subdivisions and special uses.

Estimated process time application submittal to Planning Commission - 30 to 45 days