

Planning & Building Department	MINOR SUBDIVISION REVIEW Application Form
A complete application must be received 30 days prior to the Planning Com	mission meeting.
Applicant	Date Filed
Address	
Phone Fax	File Number
Date of First Pre-Application Conference	Fee Paid
Date of Second Pre-Application Conference	Fee Paid
<ol> <li>Required information to be submitted with this form: (refer to I 1. Vicinity map I" to 500' extending at least 500' beyond the prope 2. Legal description.</li> <li>Preliminary plan including the following information (10 copies a. Proposed name of subdivision.</li> <li>Location and dimensions of existing section lines, streets, alleginformation applicable to this property requested by the Plannic. Location and dimensions of all proposed streets (including propublic lands.</li> <li>Subdivision boundaries, survey control points, bearings, cente e. Date prepared, scale (multiple of 10) north arrow.</li> <li>Contours at 2' intervals using City datum (10' intervals for slogg. Verification of areas subject to flooding or geologic subsidench. Location of all existing structures on the property and adjacent i. Proposed land uses and if applicable, proposed zoning. j. Notarized statement of ownership.</li> <li>k. Surveyor's certificate.</li> <li>l. City Engineer/Director of Public Works' certificate of approval m. Planning Commission certificate of approval.</li> <li>n. City Council certificate.</li> <li>o. Clerk and Recorder's certificate.</li> <li>Submission shall include a JPEG image, an optimized PDF, and 5. Two reproducible 24" x 36" mylar of the approved subdivision w.</li> <li>A public hearing fee shall be included with all applications require publishing public notices or postage.</li> <li>Mailing labels and funds for first class postage for all property over those owners.</li> <li>Certification of Mineral Interest Notice completed. (See page 2 of Complete the following information (if more space is needed, use</li> </ol>	Development and Zoning Code for complete listing) brity boundaries.  of proposed plan, folded):  ys, easements, water courses, public utilities, and other ing Department.  posed names), alleys, easements, lot lines and areas reserved for rline of angles, radius length, cord length and arc length.  pes of less than 10 percent).  e. t properties.  I.  an 11" x 17" copy of each drawing.  will be required prior to recording.  ring a public hearing. This fee does not include the cost of experts within 750' of the boundaries of the property and a list and map of this application.)  back of this sheet).
Location of proposed subdivision	·····
2. I otal area of property to be subdivided	
A Zoning on adjacent lands	
Name of engineer/surveyor firm completing documents  Address	
Address	Phone
an application. Fees associated with the pre-application conference.  The Planning staff reviews minor subdivisions or the direct the Planning staff may be appealed by the owner, neighboring prope	etor may refer the application to the Planning Commission. The action of erty, or Planning Commission within (14) fourteen days of the decision. e property being considered for preliminary plan review and that the

Date

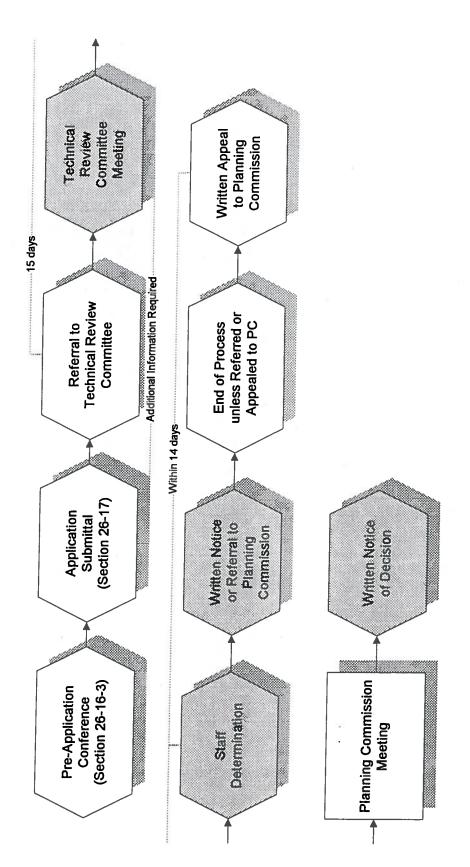
Owner/Applicant Signature(s)

## **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 a	applicable box and fill in the information)		
	Thereafter, on		
	Listing of Mineral Right Owner(s): Name(s):	Address:	
	Such records do not identify any mine	eral right owners.	
De	velopment Applicant's Signature	Surface Owner's Signature	
Pri	nt Name	Print Name	
State of County of The fore, me thisas Applie	ledgment Colorado )  of) ** going instrument was acknowledged before, 201, A.D. by, cant of the property described hereon. my hand and official seal.	Acknowledgment State of Colorado) County of) *s The foregoing instrument was acknowledged before me this day of, 201_, A.D. by, as Owner of the property described hereon. Witness my hand and official seal.	
My com	my hand and official seal. mission expires	My commission expires	
Notary P	ublic	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.



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