Minor Subdivision Application Form

When a Minor Subdivision is Required:

- The proposed subdivision contains less than five lots
- The all lots in proposed subdivision abut a town thoroughfare or street
- The proposed subdivision meets all other Town ordinances
- There are no requests for waiver of any of the Town regulations

Fees:  Minor Subdivision fee is $400 + $25 per acre

Please fill out the appropriate submission checklist to complete the application.

Name of Applicant: ________________________________

Applicant’s Address: _____________________________ Phone#: _____________________________

Applicant’s Email Address: ________________________________

Name of Proposal: ________________________________

Tax Schedule #: ________________________________

Nearest Street Intersection: __________________ Existing Subdivision: ___________

Current Zoning and Uses of Surrounding Property:  
N: ______  __________________
E: ______  __________________
S: ______  __________________
W: ______  __________________

Each submittal will be presented to the Planning Commission for a recommendation and then followed by a public hearing and APPROVAL/DISAPPROVAL vote at the Board of Trustee meeting.
On the third Wednesday of the month The Planning Commission will meet and make its recommendations to the Board of Trustees. **APPLICANT MUST BE PRESENT**

On the second Thursday of the following month the Board of Trustees will hear comments from the applicant and public and make a decision to APPROVE OR DENY. **APPLICANT MUST BE PRESENT**

*All submittals will need to be in compliance with the corresponding Palmer Lake Municipal Code.*

By signing this application, all parties agree to the following:

• Town of Palmer Lake staff or its consultants may enter the property to inspect the property and evaluate the proposal.
• The applicant/petitioner is liable for all fees and costs associated with the Town’s review of this application. These may include, but are not limited, to engineering and consultant fees, public notice costs, recordation fees, and any other fees paid by the Town in connection with or related to review of this application.
• Payment of fees as described above will be due within 10 days of the date of invoice, and if not received within 30 days will be considered past due. Payment of the above fees shall not relieve the payment of any other fees imposed by the Town.

**As owner/applicant, I affirm the information contained in this application is accurate, and I agree to the above conditions.**

Applicant Signature:_____________________________________ Date: _________________

If the applicant is not the owner:
As owner of the above property, I agree to the application.

Owner – Print :________________________________________________________

Owner – Signature:_____________________________________ Date: ____________________

**NOTES:**
REQUIREMENTS FOR MINOR SUBDIVISION
All initial applications will be submitted to the Town office 30 days before the next regular Planning Commission meeting. An application is not considered a submittal until signed off as “complete” by staff.

☑️ Checklist for Initial Submittal for Minor Subdivision
- Application form (1 copy)
- Letter of intent, signed by applicant (1 copy)
- Paper Site Plans (eight 24”x36” copies), and (one 11X17 copy)
- Electronic Site Plan (1 pdf file, can be emailed to cathy@palmer-lake.org)
- Application fee ($400 fee + $25 per acre) to the town clerk

☑️ Checklist for Public Notice (due within 5 business days of submittal)
- List of all property owner names and addresses (PO box if in Palmer Lake), of adjacent property owners
- Receipts from post office of all certified letters sent to adjacent property owners