



42 Valley Crescent  
PO Box 208  
Palmer Lake, CO 80133  
719-481-2953 - Office

<b>Office Use Only</b>	
Date:	_____
Fees:	\$1,000 + consulting fees _____
Check #:	_____
Rec'd By:	_____
<i>*Allow up to 10 business days for review*</i>	

## Master Plan Application Form

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name of Proposal \_\_\_\_\_

Tax Schedule #: \_\_\_\_\_

Legal Description: \_\_\_\_\_

***This is a Master Plan – Section 16.16.010 - For subdivisions requiring multiple use and/or when development is phased or not subdivided at the same time.***

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

Current Zoning and Uses of Surrounding Property:

N:	_____	_____
E:	_____	_____
S:	_____	_____
W:	_____	_____

\_\_\_\_\_  
*Signature of Owner/Applicant*

\_\_\_\_\_  
*Date*

# PROCEDURAL CHECKLIST FOR MASTER PLAN

Planning Commission meetings are held the 3<sup>rd</sup> Wednesday of each month.  
Board of Trustees meetings are held the 2<sup>nd</sup> & 4<sup>th</sup> Thursday of each month.

*All submittals need to be in compliance with the corresponding Palmer Lake Municipal Code.  
Coordination is required with Roads and Water Department.*

## United Notification Call Center (UNCC) be Contacted Prior to Submittal – 811

<p><b><u>When a Master Plan is Required: 16.16.010</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When multiple land uses are proposed for an area</li> <li><input type="checkbox"/> When the developer does not plan to subdivide all of the property at the same time</li> <li><input type="checkbox"/> If development is to be phased</li> <li><input type="checkbox"/> If development is to be annexed</li> </ul> <p><b><u>Requirements of a Master Plan: 16.16.020</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the proposed master plan</li> <li><input type="checkbox"/> A specific legal description</li> <li><input type="checkbox"/> Name and address of owner or agent and of person preparing the plan</li> <li><input type="checkbox"/> Date of preparation, scale, and Northpoint</li> <li><input type="checkbox"/> A vicinity location map</li> <li><input type="checkbox"/> Proposed land uses together with densities</li> <li><input type="checkbox"/> Topographic mapping at 5 ft contour intervals is required</li> <li><input type="checkbox"/> Proposed sewage treatment systems</li> <li><input type="checkbox"/> Proposed water supply system with adequate evidence that sufficient water exists to supply the proposed development</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed drainage compliance (pre &amp; post development)</li> <li><input type="checkbox"/> Summary statement of the characteristics of the proposed area</li> <li><input type="checkbox"/> Any potential hazards (environmental issues.)</li> <li><input type="checkbox"/> Present land use</li> <li><input type="checkbox"/> Letter of commitment for the appropriate suppliers of energy</li> </ul> <p><b><u>Publication Procedures: 16.16.050</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Plans 3- 24”x36” + 1 electronic set</li> <li><input type="checkbox"/> Letter of Intent</li> <li><input type="checkbox"/> Complete application form and plans to the Town Clerk</li> <li><input type="checkbox"/> Pay an application fee to the Town Clerk</li> <li><input type="checkbox"/> Posting/publication of Public Hearing 15 days before the Planning Commission and Board of Trustees</li> </ul>
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Day of Submittal  The application is reviewed by the Town Office for its completeness.	The project will not be scheduled for the Planning Commission's review until all of the required information has been submitted and the necessary approvals have been obtained for supporting documentation.
After all the required application materials have been received by the Town Office	Plan will undergo the review process with Staff, Water, Roads, Fire, Engineering, Drainage, etc.
Public notification is sent out at least 15 days prior to the Planning Commission meeting	The Petitioner shall notify all appropriate property owners within 500-feet from the boundaries of the proposed property. **Provide Proof of Notification
By the second Wednesday of the month the Planning Commission will receive all the information for the project	The Planning Commission will have a week to review all the information.
On the 3rd Wednesday of the first month  On the 3rd Wednesday of the second month	The Planning Commission will meet for the first and second hearings (at least 2 Public Hearings will be held).  <b>APPLICANT MUST BE PRESENT</b>
On the 2 <sup>nd</sup> or 4 <sup>th</sup> Thursday of month (following the second Public Hearing at Planning Commission)	The Board of Trustees will meet for the final Public Hearing.  <b>APPLICANT MUST BE PRESENT</b>

Application filed: \_\_\_\_\_

Planning Commission 1<sup>st</sup> Meeting: \_\_\_\_\_

Planning Commission 2<sup>nd</sup> Meeting: \_\_\_\_\_

Board of Trustees 1<sup>st</sup> Meeting: \_\_\_\_\_

Final Approval: \_\_\_\_\_