



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

Office Use Only

Date: _____

Fee: \$ 750.00 _____

Check #: _____

Rec'd By: _____

Note: A minimum of 10 days are required to process this application.

Minor Subdivision/Replat Application Form

Name of Applicant/Property Owner: _____

Address: _____ Phone#: _____

Email: _____

Name of Proposal: _____

Legal Description or Address: _____

Minor Subdivision – A Minor Subdivision is a subdivision, in which all the following occurs:

- A. The proposed plat or subdivision contains less than five lots.
- B. All lots within the proposed plat abut a dedicated and accepted town thoroughfare or street.
- C. The proposed plat meets all the minimum requirements of Chapter 16.36.010, the zoning ordinance, and other applicable Town ordinances and resolutions.
- D. There are no requests for waivers of any of the requirements of the various Town Regulations and resolutions.

Criteria for approval of a Minor Subdivision - For approval of a Minor Subdivision, the Planning Commission must find, based upon evidence provided by the application, both factual and supportive, that:

- A. The proposed lots are not part of any other subdivision approved within one year;
- B. The proposed division would not constitute a subdivision of a large tract or parcel of land into five or more building sites, tracts, or lots within five years;
- C. The lots from the proposed subdivision will each be accessible from an existing public road.

Current Zoning and Uses of Surrounding Property: N: _____

E: _____

S: _____

W: _____

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.

If the applicant is someone other than the property owner, the applicant must provide a notarized letter from the property owner giving permission to be represented in this action).

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

Applicant – Print: _____

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:** _____

Applicants Name: _____ Address/Location: _____

PROCEDURAL CHECKLIST FOR MINOR SUBDIVISION

*Public Hearing and Recommendation by the Planning Commission on: _____

*Public Hearing and vote by Board of Trustees on: _____

The property posted on: _____

The Hearings published on: _____

**Dates are dependent upon all submittals being complete. Decisions will be delayed if the Planning Commission or the Board of Trustees request that the case be tabled or continued to a different meeting date.*

Applicant is required to attend all public meetings regarding this case.

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

Coordination is required with Roads Department and Water Department.

Submittal Requirements:

X	Required information
	Complete application form with fee
	Complete checklist (this form)
	Title Commitment, dated within 90 days, including any exceptions
	Certificate showing all due taxes paid in full
	Drainage Plan
	Traffic Study
	Letter of intent
	Copies of proposed restrictive covenants or deed restrictions to be recorded
	A map of the final plat prepared by a Colorado registered land surveyor. Each plan must include:
	<ul style="list-style-type: none"> • Name of the Subdivision • Legal description of the subdivision with acreage • Date of preparation, sale and northpoint • A vicinity map • Location of land intended to be for public use • All monuments • Certification by a registered land surveyor • Profiles of all roads • Certificates for execution by Planning Commission Chairman • Certificates for execution by Mayor or Mayor Pro Tem • Certificates for execution by County Clerk and Recorder • All areas which part of the subdivision are not are to be labeled "Not part of this subdivision" • All easements as required by public and quasi-public agencies • All lots shall be numbered, consecutively throughout the tract, with no omissions
	Required Copies:
	<ul style="list-style-type: none"> • One (1) copy of final plat on Mylar for recording • Three (3) paper copies (24X36) of final plat • One (1) Electronic copy of final plat

