

Town of Palmer Lake

42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719-481-2953 – office
719-488-9305 - fax

Office Use Only

Date: _____

Fees: _____

Check #: _____

Rec'd By: _____

Fee: \$500 + \$10 per acre

Final Plat Application Form

Name of Applicant: _____

Address: _____ Phone#: _____

Name of Proposal: _____

Tax Schedule #: _____

Legal Description: _____

This is a Final Plat – A map indicating the final design of a proposed subdivision supported by the necessary engineering data and legal documentation. It shall be prepared by a Colorado Registered Land Surveyor in accordance with the provisions of the Subdivision Regulations. The approved map shall be recorded in the County Clerk and Recorder's Office.

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

Location of Property: Section: _____ Township: _____

Range: _____ Quarter section: _____

Nearest Street Intersection: _____ Existing Subdivision: _____

Current Zoning and Uses of Surrounding Property: N: _____

E: _____

S: _____

W: _____

Signature of Owner

Date

Applicant(s) Name: _____

**PROCEDURAL CHECKLIST
FOR
FINAL PLAT (SUBDIVISION)**
Chapter 16.28

PRELIMINARY

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

Recommend United Notification Cost Center (UNCC) be Contacted Prior to Submittal 1-800-922-1987

Definition of a Final Plat

- ✓ A map indicating the final design of the proposed subdivision
- ✓ The map shall be prepared by a Colorado registered land surveyor

- ✓ All areas which are not part of the subdivision need to be labeled "Not part of this subdivision"
- ✓ Distances to the nearest established street lines or official monuments, accurately tied to the lines of the subdivision by distances and bearings.

Requirements of a Final Plat

- ✓ Copies: 4 full size copies
(1 copy to be on Mylar to be submitted after final approval)

17 copies 11" x 17"
- ✓ Site Plan that includes the following:
 - ✓ Name of the Subdivision
 - ✓ Legal description of the subdivision with the acreage
 - ✓ Date of preparation, scale, and northpoint
 - ✓ A vicinity map
 - ✓ Location of land intended to be for public use or reserved for use by property owners
 - ✓ All monuments
 - ✓ Certification by a registered land surveyor
 - ✓ Profiles of all roads
 - ✓ Certificates for execution by
 - a: Planning Commission
 - b: Mayor & (1) Board of Trustee
 - c: County Clerk
 - ✓ Statement of ownership
 - ✓ Certificate waiving access right-of-ways

Layout needs to include

- ✓ Boundary lines
- ✓ All easements
- ✓ Accurate lot dimensions
- ✓ Lots and blocks in the subdivision shall be numbered
- ✓ The names of all existing and proposed street(s)

Additional Material to be Submitted

- ✓ Letter of Credit
- ✓ Copies of all closures
- ✓ Deed restrictions and/or covenants
- ✓ A current title opinion by an attorney
- ✓ A drainage plan
- ✓ Certificate showing all due taxes paid in full

The following is a general description of the steps involved in processing your **Final Plat** Request with an estimate of the item required.

Day of Submittal ** Preliminary Plat must be approved by Planning Commission before the Final Plat may be submitted.	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 the required information has been submitted and the necessary approvals have been obtained for supporting documentation.
After all required application materials have been received by the Town Office.	It will then undergo the review process.
Public notification is sent out 15 days prior to the Planning Commission meeting.	Public notice published in newspaper and property is posted. Notification of all appropriate property owners within 500 feet from the boundary of the subject properties.
The second Wednesday of the month the Planning Commission will have received all the information for the project.	The Planning Commission will then have 1 week to review all the information. Any additional request for information will be given to the applicant. Applicant or Legal Representative must be present.
The second Wednesday of the month the Planning Commission will have received all additional information for the project.	The Planning Commission will have prepared its recommendation. Applicant or Legal Representative must be present.
On the first Thursday the following the Planning Commission's final recommendation.	Town Council will hear comments from the applicant. Any additional request for information will be given to the applicant Applicant or Legal Representative must be present.
By the second Thursday of the month.	Town Council will have made a decision. Applicant or Legal Representative must be present.
Appeals	Appeals can be filed 15 days after the Town Council's decision.

Application must be turned in by: _____

Planning Commission Workshop: _____

Planning Commission Meeting: _____

Town Council Workshop: _____

Town Council Meeting: _____

**All meeting dates are subject to change, based upon Planning Commission or Town Council's request, or at the request of the applicant, without the need to republish, repost or re-mail notifications. Withdrawal by the applicant will necessitate re-submittal with all criteria to be met.