

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 plus \$10 per acre

Preliminary Plat Application Form

Name of Applicant: _____

Address: _____ Phone#: _____

Name of Proposal: _____

Tax Schedule #: _____

Legal Description: _____

This is a Preliminary Plat – A map or drawing showing the preliminary design of a proposed subdivision, together with supplemental information as required by the Palmer Lake Subdivision Regulations.

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

Applicants Name: _____ Address/Location: _____

**PROCEDURAL CHECKLIST
FOR
PRELIMINARY PLAN/MAJOR SUBDIVISION
PRELIMINARY PLAN FOR MASTER SUBDIVISION**

All initial application will be submitted to the Town office 30 days before the regular Planning Commission workshop.

Planning Commission meetings are held the 2nd & 3rd Wednesday of each month.
Town Council meetings are held the 1st & 2nd Thursday of each month.

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

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

Requirements of a Preliminary Plan

- ✓ 1"-200' Scale
- ✓ Name of the Subdivision
- ✓ Legal description
- ✓ Name and addresses of:
owners, subdivider, designer,
surveyor, engineer, adjacent property
owner
- ✓ Date of preparation, scale, north
point
- ✓ Vicinity map
- ✓ Zoning boundary lines and zoning of
surrounding properties
- ✓ Location of public land use
- ✓ Layout, dimension, number of lots
- ✓ Layout of road systems
- ✓ Storm water drainage
- ✓ Proposed location of bridges and
culverts
- ✓ Show existing contours
- ✓ Outline of buildings and structures
which will not change form
- ✓ Show and provide vehicular access
- ✓ Leave space for commissioner's
stamp
- ✓ Delineation of area subject to
inundation

- ✓ Legal documents from any
Homeowners Association
- ✓ A summary statement prepared by a
qualified individual
- ✓ Summary of soil types
- ✓ A water resources report

Submittal Requirements

- ✓ Letter of intent (15 copies)
- ✓ Water Availability (15 copies)
- ✓ Site Plans (20 copies)
- ✓ Site Plans with Platted lots
(20 copies)

Publication Procedures

- ✓ Complete application form to the
town clerk (15 copies)
- ✓ Pay an application fee (\$500 fee +
\$10 per platted lot) to the town clerk
- ✓ Hearing before the Planning
Commission
- ✓ Hearing with the Board of Trustee
Public notice in at least one
form(newspaper or sign)
- ✓ The subdivider or his agent must be
present at the Planning
Commissioner's meeting where the
plat or plan will be presented

Accompanied by the following

The following is a general description of the steps involved in processing your **Preliminary Plan for a Subdivision** with an estimate of the time required.

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	It will then undergo the review process
Public notification is sent out 15 days prior to the Planning Commission meeting	The Town Office shall notify all appropriate property owners within 500-feet form 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. APPLICANT MUST BE PRESENT
On the third Wednesday of the month	The Planning Commission will have prepared its recommendations. APPLICANT MUST BE PRESENT
On the first Thursday following the Planning Commission final recommendation	Town Council will hear comments from the developer APPLICANT MUST BE PRESENT
By the second Thursday of the month	Town Council will have made a decision APPLICANT MUST BE PRESENT
Appeals	Appeals can be filed 15-days after the Town Councils decision

Application must be turned in by: _____

Planning Commission Workshop: _____

Planning Commission Meeting: _____

Town Council Workshop: _____

Town Council Meeting: _____