



TOWN OFFICE USE ONLY	
Date Received: _____	By: _____
Amount: \$ _____	Pmt Type: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date: _____
Expires: _____	By: _____

VACATION & REPLAT APPLICATION

Name of Applicant/Property Owner: _____

Name of Proposal: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Tax Schedule #: _____

This is a Vacation Plat – A map indicating a proposed elimination of a dedicated street, road easement or subdivision. It shall be prepared by a Colorado Registered Land Surveyor in accordance with a Subdivision Regulations. If approved, it shall be recorded with the County Clerk and Recorder’s Office.

This is a Replat – A map which indicates an alternation from an approved Subdivision Final Plat. Such a proposal shall abide by the same regulations which affect a Final Plat submittal.

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

Location of Property: _____

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
Vacation & Replat**

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

Please allow up to 10 business days for review and a minimum of 15 days for required publication.

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

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| <input type="checkbox"/> Name of the proposed Plan | <input type="checkbox"/> Site Plans (3 full size, 1 electronic) |
| <input type="checkbox"/> A specific legal description | <input type="checkbox"/> Letter of Intent |
| <input type="checkbox"/> Name and address of owner or agent and of person preparing the plan | <input type="checkbox"/> Complete application form and plans to the Town Clerk |
| <input type="checkbox"/> Date of preparation, scale, and Northpoint | <input type="checkbox"/> Pay an application fee (\$250 fee + \$10 per acre) to the Town Clerk |
| <input type="checkbox"/> A vicinity location map | <input type="checkbox"/> Posting/publication of Public Hearing 15 days before the Planning Commission |
| <input type="checkbox"/> Topography with a contour interval of no more than 20 feet from the appropriate USGS quadrangle | <input type="checkbox"/> Posting/publication of Public Hearing 15 days before the Board of Trustees |
| <input type="checkbox"/> Proposed sewage treatment systems | <input type="checkbox"/> Public notice for each set of hearings (newspaper and signage) |
| <input type="checkbox"/> Proposed water supply system with adequate evidence that sufficient water exists to supply the proposed development. | |
| <input type="checkbox"/> Proposed drainage compliance (pre & post development) | |
| <input type="checkbox"/> Summary statement of the characteristics of the proposed area | |
| <input type="checkbox"/> Any potential hazards (radiation, flood, other environmental issues.) | |