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

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
- 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.

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.

<table>
<thead>
<tr>
<th>Day of Submittal</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preliminary Plat must be approved by Planning Commission before the Final Plat may be submitted.</strong></td>
<td>After all required application materials have been received by the Town Office.</td>
</tr>
<tr>
<td>Public notification is sent out 15 days prior to the Planning Commission meeting.</td>
<td>The Planning Commission will have received all the additional information for the project.</td>
</tr>
<tr>
<td>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.</td>
<td>The Planning Commission will then have 1 week to review all the information. Any additional request for information will be given to the applicant. <strong>Applicant or Legal Representative must be present.</strong></td>
</tr>
<tr>
<td>The second Wednesday of the month the Planning Commission will have received all the information for the project.</td>
<td>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. <strong>Applicant or Legal Representative must be present.</strong></td>
</tr>
<tr>
<td>The second Wednesday of the month the Planning Commission will have received all additional information for the project.</td>
<td>By the second Thursday of the month. Town Council will have made a decision. <strong>Applicant or Legal Representative must be present.</strong></td>
</tr>
<tr>
<td>Appeals</td>
<td>Appeals can be filed 15 days after the Town Council’s decision.</td>
</tr>
</tbody>
</table>

**Application must be turned in by:**

<table>
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<tr>
<th>Planning Commission Workshop:</th>
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</tr>
</thead>
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<table>
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<th>Town Council Workshop:</th>
<th>Town Council Meeting:</th>
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**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.**