

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 24 - 2024

A RESOLUTION TO ADOPT THE TOWN LAND USE APPLICATION CHECKLISTS

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Town Board of Trustees desires to maintain application checklists for proper submittal of application material for review by Town Staff and Consultants, as needed for land use activity within the Town of Palmer Lake.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:

1. The Board of Trustees for the Town of Palmer Lake hereby adopts the application checklists, attached hereto.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11th DAY OF APRIL 2024.

ATTEST:

TOWN OF PALMER LAKE, COLORADO



Dawn A. Collins
Town Administrator/Clerk

BY: 

Grant Havenar
Mayor

Annexation Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- **See the Colorado Revised Statutes (CRS) section 31-12-102 and following sections for Colorado annexation statutes. The statutes are available online to the public.**
- On this checklist, check off items that are included with the application and the information that is included on the annexation map.

SUBMITTAL REQUIREMENTS	
<input type="checkbox"/>	One paper copy of all items
<input type="checkbox"/>	Digital (PDF) copy of all items
<input type="checkbox"/>	Land Use application form
<input type="checkbox"/>	This checklist – check off all submittal items and drawing information included in the application
<input type="checkbox"/>	Signed waiver of 30-day requirement
<input type="checkbox"/>	Application fee
<input type="checkbox"/>	Cost reimbursement agreement
<input type="checkbox"/>	Project narrative
<input type="checkbox"/>	Annexation map (see drawing requirements below)
<input type="checkbox"/>	Annexation petition
<input type="checkbox"/>	Annexation Impact Report
<input type="checkbox"/>	Water rights report
<input type="checkbox"/>	If simultaneous zoning is requested, a complete zoning application must be submitted

ANNEXATION MAP REQUIREMENTS	
<input type="checkbox"/>	Sheet title with short legal description
<input type="checkbox"/>	North point
<input type="checkbox"/>	Graphic and written scales
<input type="checkbox"/>	Vicinity map
<input type="checkbox"/>	Full boundary description
<input type="checkbox"/>	Property boundary
<input type="checkbox"/>	Adjacent parcels
<input type="checkbox"/>	Municipal boundary
<input type="checkbox"/>	Contiguous boundary between Town & property
<input type="checkbox"/>	Contiguity statement(s)
<input type="checkbox"/>	Surveyor's certification

ANNEXATION MAP REQUIREMENTS (continued)	
<input type="checkbox"/>	Approval certification

REVIEW PROCESS	
The following is a general description of the steps involved in processing your application for annexation with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.	
Step 1: Pre-application conference. Applicant meets with Town staff.	
Step 2: Application submittal. Applicant submits annexation and zoning applications.	
Step 3: Staff review. Town staff review application. An incomplete application will not be scheduled for a PC or BOT hearing.	
Step 4: Applicant notified. Town staff strives to notify Applicant within 10 days of submittal . If complete, application is scheduled for next regular BOT meeting . BOT meets on 2 nd and 4 th Thursdays.	
Step 4: Resolution & petition. Town Attorney prepares Resolution and reviews Petition.	
Step 5: BOT packet. Town Attorney and staff submit items for the BOT meeting packet.	
Step 6: BOT hearing. Applicant's surveyor testifies regarding compliance with State statutes. If BOT adopts resolution, BOT schedules 1 st reading and 2 nd reading for the hearing. Annexation hearing must occur between 30 and 60 days after resolution adopted.	
Step 7: Paper deadline. Town staff submits notice to newspaper by paper's next scheduled deadline. Notice to be published on 4 consecutive weeks.	

REVIEW PROCESS (continued)
Step 8: 1st paper notice. Notice appears 1 st time.
Step 9: Sign and letters. Town staff posts sign and mails notice to property owners within 300 feet of the property, at least 30 days prior to hearing.
Step 10: County & Districts. Town staff provides notice and documents to County and Districts no less than 25 days prior to hearing.
Step 11: Ordinances. Town Attorney prepares the annexation agreement and ordinances for annexation and rezoning.
Step 12: Submit ordinances. Town Clerk submits ordinances to newspaper for publishing.
Step 13: Publish ordinances. Newspaper publishes the ordinances at least 15 days before BOT 1 st reading.
Step 14: PC hearing. PC holds hearing and makes recommendations on annexation and zoning. PC hearing may occur before or after BOT 1 st reading.
Step 15: BOT 1st reading. BOT has 1 st reading of annexation and rezoning ordinances.
Step 16: BOT hearing. BOT has 2 nd reading of ordinances and public hearing on annexation and ordinances at a regular meeting. BOT may approve, approve with conditions, disapprove, or continue the hearing.
Step 17: Submit to paper. If approved, Town Clerk submits notice of approval of ordinances to the newspaper.
Step 18: Ordinance approval notice. Newspaper publishes notice of approval of ordinances.
Step 19: Effective date. Ordinances become effective 30 days after publication.

CRITERIA FOR APPROVAL (continued)
e. Annexation must not create any additional cost or burden on the then-existing residents to the Town to provide such public facilities in any newly annexed area.
f. The applicant for annexation shall not divide the property (creating a gap or strip) so as to prevent further annexation.
g. The property owner shall have complied with all requirements of the Act and this Chapter.
h. Town staff shall attest as to the elements required by statute to be present for annexation, proposed annexation agreement, and the annexation impact report.

Application received date: _____

Accepted as complete date: _____

BOT compliance hearing date: _____

PC hearing date: _____

BOT 1st reading date: _____

BOT hearing date: _____

Recording date: _____

SUMMARY OF CRITERIA FOR APPROVAL
a. Annexation is at the discretion of the BOT.
b. The land to be annexed and the uses proposed for the land shall conform to the goals and policies of the Comprehensive Plan.
c. Necessary public facilities and amenities must be constructed.
d. Public facilities may include but are not limited to streets, water and sewer facilities, drainage facilities, school sites, and fire and police station sites.

Sketch Plan Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.080(d) for more information.
- On this checklist, check submittal items and drawing content submitted with this application.

SUBMITTAL REQUIREMENTS	
One paper copy of all submittal items	
One digital (PDF) copy of all submittal items	
Land Use application form, completed & signed	
This checklist – with submitted items and completed drawing requirements checked	
30-day requirement signed waiver	
Application fee	
Cost reimbursement agreement, signed	
Sketch plan drawing (see Drawing Requirements below)	
Conceptual drainage plan	
Statement of sufficient water supply & sewer capacity	
Location of existing or nearest water and sewer utilities	
Project narrative	
Sketch plan narrative	

DRAWING REQUIREMENTS (continued)	
Existing topography	
Areas sloping 15% or greater	
Watercourses & water bodies	
Floodplain boundary	
Significant vegetation	
Proposed land uses, natural or open areas, land dedications	
Existing and proposed zoning	
Proposed phasing, if any	
Existing buildings, structures and site improvements	
Proposed buildings, structures and site improvements	
Access points to public ROW	
Roadway improvements	

DRAWING REQUIREMENTS	
Sheet size 24" x 36" unless other size approved	
Title of project	
North arrow	
Written & graphic scale	
Date of preparation	
Person who prepared the drawing	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
Short legal description	
Land use table	

REVIEW PROCESS	
<i>The following is a general description of the steps involved in processing your Sketch Plan with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.</i>	
Step 1: Pre-application	Pre-application meeting is required.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.

REVIEW PROCESS (continued)	
Step 4: Referral of application	Staff refers application to parties of interest.
Step 5: Staff review	Staff reviews the application then notifies and sends comments to the Applicant.
Step 6: Address comments	Applicant addresses Staff comments.
Step 7: Staff report	Staff reviews any revisions and prepares staff report.
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	Staff notifies all appropriate property owners within 300-feet from the boundary of the subject properties.
Step 9: PC public hearing and decision; PC may continue hearing to another meeting	By 2nd Wednesday of month, PC receives all information. On 3rd Wednesday , PC holds hearing and makes a decision. APPLICANT MUST BE PRESENT.
	Appeals to the BOT can be filed within 15 days of decision.
	Approval is valid for 2 years.
	PC may grant one extension.

Pre-application meeting date: _____

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

SUMMARY OF CRITERIA FOR APPROVAL
Subdivisions in Palmer Lake have the following purposes.
1. Conforms to master plan.
2. Harmonious development and lot pattern that is compatible with the neighborhood and community.
3. Lot and development pattern ensures adequate light and air.
4. Adequate parks, open space, and other spaces for public use for each phase of development.
5. Adequate access to all lots and tracts.
6. Adequate, safe, and efficient public improvements, utilities, community facilities, and public places are available or will be provided with sufficient capacity to serve the subdivision.

PUD Plan Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For items listed below, see code section 17.72.110 for more information.
- On this checklist, check off the items included in the application or shown on the drawing(s).

SUBMITTAL REQUIREMENTS	
	One paper copy of submittals
	Digital copy of all submittals
	Land Use application form, completed & signed
	This checklist, with items checked
	30-day requirement signed waiver
	Application fee
	Cost reimbursement agreement
	Title commitment
	Mineral rights
	Project narrative
	PUD plan drawing (see drawing requirements below)
	Soils report and map
	Preliminary grading and drainage plan and report
	Traffic impact analysis
	Water resources report
	Master utility plan
	Sewage or septic evidence
	Maintenance and access agreement
	Preliminary landscape plan
	Draft covenants & design guidelines, if applicable

DRAWING REQUIREMENTS	
	Title of project
	North arrow
	Written & graphic scale
	Adequate scale, sufficient to clearly show the information
	Date of preparation
	Person or firm preparing the plan

DRAWING REQUIREMENTS (continued)	
	Land use legend
	Vicinity map
	Name/address/phone for:
	- Owner(s)
	- Applicant (if not owner)
	- Designer(s)
	- Engineer(s)
	- Surveyor(s)
	Legal description
	Land use legend
	Project statistics table: area, acreage, uses, zoning, height, site coverages, density, parking
	Phasing schedule, if phased
	Type of residents expected
	Ownership configuration
	Abutting subdivisions or owners
	Layout of lots, blocks and streets
	Proposed parks, trails, open space, and recreation
	Design parameters
	Landforms and topographic character
	Contours extend 100' beyond property lines
	2' contour interval, 10' if slope is 30% or greater
	Natural features
	Provisions to protect or incorporate natural features
	Areas sloping 15% or greater
	Watercourses & floodplain
	Flood certification, if any
	100-year floodplain
	General drainage scheme

DRAWING REQUIREMENTS (continued)	
	Existing streets, within and adjacent to site
	Traffic circulation and access plans showing ROW or access easement, and pavement widths
	Parking: surface & enclosed
	Footprint of structures and buildings to remain
	Such other additional information BOT may require

REVIEW PROCESS	
<p>The following is a general description of the steps involved in processing your application with an estimate of the time required.</p> <p>NOTE: PC means Planning Commission, BOT means Board of Trustees.</p>	
Step 1: Pre-application conference	This meeting is required.
Step 2: Application submittal	<i>The Town Office reviews the application for completeness.</i>
Step 3. Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	The Town Office shall notify all appropriate property owners within 300-feet from the boundary of the subject properties.

Step 9: PC public hearing and recommendation	PC will have 1-week to review all the information. On 3rd Wednesday of the month, PC holds a hearing and makes a recommendation. APPLICANT MUST BE PRESENT.
Step 10: Applicant addresses PC conditions	
Step 11: Final Staff review and report to BOT	
Step 12: BOT public hearing – BOT may continue hearing	By the second Thursday of the month, BOT holds a hearing and makes a decision. APPLICANT MUST BE PRESENT.
	Final approval is for no more than 1 year after application accepted as complete
Appeal, if needed	Appeals can be filed 15 days after BOT decision

SUMMARY OF THE CRITERIA FOR APPROVAL	
a.	The proposed rezoning promotes the health, safety or welfare of the inhabitants of the Town.
b.	The proposed zoning is consistent with the goals of the Comprehensive Plan.
c.	There has been a material change in the character of the neighborhood or in the Town, so that the proposed zoning would be in the public interest and consistent with the change.
d.	The proposal, as evidenced by the Site Plan, is compatible with surrounding uses or in the case of redevelopment that the proposal is an improvement to the area (section 17.12.070).
e.	The proposal enhances significant natural characteristics of the site by preservation or incorporating the features into the development's open space plan if applicable.

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____

PUD Master Plan Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.16.020 for more information.
- On this checklist, check submittal items and drawing content submitted with this application.

SUBMITTAL REQUIREMENTS	
One paper copy of all submittal items	
One digital (PDF) copy of all submittal items	
Land Use application form, completed & signed	
This checklist – with submitted items and completed drawing requirements checked	
30-day requirement signed waiver	
Application fee	
Cost reimbursement agreement, signed	
Master Plan drawing (see Drawing Requirements below)	
Conceptual drainage plan	
Statement of sufficient water supply and sewer capacity	
Energy commitment letters	
Project narrative	
Master Plan statement	

DRAWING REQUIREMENTS (continued)	
Areas sloping 15% or greater	
Watercourses & water bodies	
Floodplain boundary	
Significant vegetation	
Proposed land uses, natural or open areas, land dedications	
Existing and proposed zoning	
Proposed phasing, if any	
Existing buildings, structures and site improvements	
Proposed buildings, structures and site improvements	
Access points to public ROW	
Roadway improvements	

DRAWING REQUIREMENTS	
Sheet size 24" x 36" unless other size approved	
Title of project	
North arrow	
Written & graphic scale	
Date of preparation	
Person who prepared the drawing	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
Short legal description	
Land use table	
Existing topography	

REVIEW PROCESS	
<i>The following is a general description of the steps involved in processing your Sketch Plan for a Subdivision with an estimate of the time required.</i> NOTE: PC means Planning Commission, BOT means Board of Trustees.	
Step 1: Pre-application conference	Pre-application meeting with PC is required.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3. Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.

REVIEW PROCESS (continued)	
Step 4: Referral of application	Staff refers the application to parties of interest.
Step 5: Staff review	Staff reviews the application then notifies and sends comments to the Applicant.
Step 6: Address comments	Applicant addresses Staff comments.
Step 7: Staff report	Staff reviews any revisions and prepared staff report.
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	Staff notifies all appropriate property owners within 300-feet from the boundary of the subject properties.
Step 9: PC public hearing and decision	By 2 nd Wednesday of month, PC receives all information. On 3 rd Wednesday PC holds hearing and makes recommendation. APPLICANT MUST BE PRESENT.
	Appeals to the BOT can be filed 15 days after PC decision
	Approval is valid for 2 years.
	PC may grant one extension.

Pre-application meeting date: _____

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing: _____

SUMMARY OF CRITERIA FOR APPROVAL
a. Compatibility with the surrounding area
b. Harmony with site and neighborhood
c. Effect upon the immediate area
d. Effect on future development in the area
e. Whether an exception to requirements is warranted
f. Whether surrounding land can be planned in coordination with the proposed plan
g. Conforms to the Town's comprehensive plan
h. Existing and proposed streets are adequate
i. Existing and proposed utilities are adequate
j. PUD creates a desirable and stable environment
k. PUD makes possible a creative, innovative and effective use of the property
l. Purposes of section 17.72.020 are met

Final PUD Plan Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For items listed below, see code section 17.72.110(3) for more information.
- On this checklist, check off items that are included with the application and shown on the map.

SUBMITTAL REQUIREMENTS	
1 paper copy of all submittals	
Digital copy of all submittals	
Land Use application form	
This checklist, with submitted items and drawing information checked	
30-day waiver limit signed	
Application fee	
Cost reimbursement agreement	
Title commitment	
PUD plan drawing (see following section)	
Project narrative	
Grading and drainage plan and report	
Traffic impact analysis	
Master utility plan	
Design guidelines	
Maintenance and access agreement	
Covenants, if applicable	
Development agreement	

DRAWING REQUIREMENTS	
Title of project	
North arrow	
Written & graphic scales	
Scale: sufficient to clearly show the information	
Date of preparation	
Person preparing drawing	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
- Engineer(s)	

DRAWING REQUIREMENTS (continued)	
Legal description	
Boundaries of the project	
Project statistics table: area, acreage, uses, zoning, height, site coverages, density, parking	
Phasing and schedule	
Ownership configuration	
Design parameters	
Flood certification, if any	
Proposed parks, trails, open space, recreation	
Public land dedication	
Existing and proposed 2' contour interval, 10' if slope is 30% or greater	
Areas sloping 15% or greater	
Provisions to protect or incorporate natural features	
Erosion control & reclamation	
100-year floodplain	
Lots, blocks & street layout, on site & adjacent to	
Roads ROW, driving surface, grades, both public & private	
Pedestrian facilities, including surface type(s)	
Offstreet parking plan	
Building footprints or envelopes	
Building setbacks	
Public facilities plan	
All major improvements within 100 feet	
Common trash & recycling, except detached residential	
Landscape plan	
Signs and lighting	
Certifications: ownership, Planning Commission, Mayor, and Clerk & Recorder	

REVIEW PROCESS

The following is a general description of the steps involved in processing your application with an estimate of the time required.

NOTE: PC means Planning Commission, BOT means Board of Trustees.

Step 1: Pre-application conference	This meeting is optional.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	The Town Office shall notify all appropriate property owners within 300-feet from the boundary of the subject properties.
Step 9: PC public hearing and recommendation	By 2nd Wednesday of month, PC receives all information. On 3rd Wednesday of the month, PC holds a hearing and makes recommendation. APPLICANT MUST BE PRESENT.
Step 10: Applicant addresses PC conditions	
	On the first Thursday following the PC recommendation, BOT

Step 11: Final Staff review and report to BOT	will hold a hearing and make a decision. APPLICANT MUST BE PRESENT. After PC review, BOT may waive or modify density, unit sizes, height, and sign requirements
Step 12: BOT public hearing - BOT may continue hearing	By the second Thursday of the month , BOT will have made a decision. APPLICANT MUST BE PRESENT.
	Approval for 1 year, PC and BOT may extend approval
	No building permits without approved subdivision or PUD
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL

- a. Compatibility with surrounding area
- b. Harmony with site and neighborhood
- c. Effect upon the immediate area
- d. Effect on future development of the area
- e. Whether an exception to requirements is warranted
- f. Whether surrounding land can be planned in coordination with the proposed plan
- g. Conforms to the Town's comprehensive plan
- h. Existing and proposed streets are adequate
- i. Existing and proposed utilities are adequate
- j. PUD creates a desirable and stable environment
- k. PUD makes possible a creative, innovative and effective use of the property
- l. Purposes of section 17.72.020 are met

Pre-application meeting date: _____

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____

Approval expiration date: _____

Minor Subdivision Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.110(a) for more information.
- On this checklist, check off items included in the application and shown on the drawings.

SUBMITTAL REQUIREMENTS	
One paper copy of all submittal items	
Digital copy (PDF) of all submittal items	
Land Use application form, completed & signed	
This checklist – check off all items submitted and drawing requirements that have been met	
Application fee	
Cost reimbursement agreement	
30-day requirement signed waiver	
Title commitment	
Mineral rights affidavit	
Minor subdivision plat (see Drawing Requirements below)	
Site development plan	
Project narrative	
“Clean” final plat for addressing (after approval)	

DRAWING REQUIREMENTS	
24" x 36" sheet, unless other size is approved	
Title of project	
North arrow	
Written & graphic scale	
Vicinity map	
Date of preparation	
Name of person or firm that prepared drawing	
Legal description	
Basis of bearing	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not the owner)	
- Designer(s)	
- Engineer(s)	
- Surveyor(s)	

DRAWING REQUIREMENTS (continued)	
Total acreage of subdivision	
Bearings, distances, and curve information for the perimeter and all lots, blocks, ROW's, and easements	
Excepted parcels note	
Lot and block numbers	
Existing and proposed ROW	
Existing and proposed street names	
Existing and proposed easements	
Location and description of monuments	
Floodplain boundary	
Signature blocks for:	
- Registered land surveyor	
- Owners and mortgagees	
- PC, BOT, Town Clerk, County Clerk & Recorder	
- Utility providers	
- Certification of ownership and dedications	

REVIEW PROCESS

The following is a general description of the steps involved in processing your Minor Subdivision with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.

Step 1: Pre-application conference	Applicant may request conference before submitting the application.
Step 2: Application submittal at least 45 days before PC hearing	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.
Step 4: Referral of application	Town Office refers application to parties of interest
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews revisions and prepares recommendations	Staff provides PC and BOT recommendations within 5 days. PC and BOT have 20 business days to object in writing to staff recommendation.
Step 8: If PC or BOT objects, the application follows the final plat process.	
Step 9: IF PC or BOT does not object, the applicant proceeds to recording.	Applicant provides the Town the original and one (1) reproducible mylar.
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL SUMMARY

A minor subdivision has the same criteria for approval as a final plat. For the full text of the criteria, see code section 16.20.100(c)

Final plat conforms to preliminary plat and conditions.
Substantially complies with Title 17 standards.
All technical standards have been met.

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing: _____

Recording date: _____

Preliminary Plat Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.090(2) for more information.
- **On this checklist, check off items included in the application submittal and shown on the drawing(s).**

SUBMITTAL REQUIREMENTS	
One paper copy of all submittal items	
One digital copy of all submittal items	
Land Use application form, complete & signed	
This checklist – with submitted items and completed drawing requirements checked	
Application fee	
30-day requirement waiver, signed	
Cost reimbursement agreement	
Title commitment	
Mineral rights	
Preliminary plat drawing (see following section for list of Drawing Requirements)	
Sewage or septic evidence	
Project narrative	
Soils report and map	
Preliminary grading & drainage - plan & report	
Master utility plan	
Water resources report	
Maintenance and access agreement	
Preliminary landscape plan	
Traffic impact analysis	
Draft covenants and design guidelines, if applicable	
Draft development agreement	

DRAWING REQUIREMENTS	
Sheet size 24" x 36" unless other size approved	
Title of project	
North arrow	
Written & graphic scale	
Date of preparation	
Vicinity map	

DRAWING REQUIREMENTS (continued)	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
- Engineer(s)	
- Surveyor(s)	
Legal description	
Table of information including breakdown and total for land uses, number of lots, acreages, types of dwelling units or floor area	
Existing & proposed contours	
Water features: Watercourses, water bodies, and 100-year floodplain boundary	
Areas sloping 15% or greater	
Abutting subdivisions or owners	
Existing and proposed zoning; zoning on adjoining properties	
Layout of Lots, blocks and street rights-of-way	
Existing, proposed and types of rights-of-way and easements	
Existing and proposed curb cuts or entries	
Proposed curb line or edge of paving	
Proposed road grades	
Existing and proposed street names	
Existing and proposed contours	
Existing and proposed sewer lines, water lines and hydrants	
Bridges, culverts & other drainage facilities	
Existing buildings and site improvements to remain	
Location and acreages for schools, parks, trails, open space, common areas, public land	
Maintenance for schools, parks, etc.	

REVIEW PROCESS

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

NOTE: PC means Planning Commission, BOT means Board of Trustees.

Step 1: Pre-application conference	This meeting is optional.
Step 2: Application submittal	<i>The Town Office reviews the application for completeness.</i>
Step 3: Certification of completeness	<i>The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.</i>
Step 4: Refer of the application	Staff refers the application to parties of interest
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	<i>The Town Office shall notify all appropriate property owners within 500-feet from the boundary of the subject properties.</i>
Step 9: PC public hearing and recommendation	<i>By 2nd Wednesday of month, PC receives all information. PC will then have 1-week to review all the information. Hearing on 3rd Wednesday of the month, PC will have prepared its recommendation. APPLICANT MUST BE PRESENT.</i>
Step 10: Applicant addresses PC conditions	

Step 11: Final Staff review and report to BOT, and BOT hearing.	<i>On the first Thursday following the PC final recommendation BOT will hear, comments from the developer. APPLICANT MUST BE PRESENT.</i>
Step 12: If BOT continued the public hearing in Step 11	<i>By the second Thursday of the month BOT will make a decision. APPLICANT MUST BE PRESENT.</i>
Appeal, if needed	<i>Appeals can be filed 15 days after BOT decision</i>

SUMMARY OF CRITERIA FOR APPROVAL

See Section 16.20.090(b) for complete text of the criteria of approval that are summarized below.

1. Consistent with Community Plan
2. Land use conforms to zoning district, and furthers goals and policies of all adopted plans
 - a. Promotes small town character and respects natural environment.
 - b. Respect historic size of lots
 - c. Commercial development benefits Town's economic base
 - d. Functional parks, trails, and open space
 - e. Protects environmental quality and natural environment
 - f. Enhances cultural, historical, and or educational opportunities
 - g. Utility and transportation are adequate
 - h. Negative impact on adjacent laned uses is satisfactorily mitigated
 - i. Help achieve a balance of land use and/or housing types within the Town

Date application received: _____

Date accepted as complete: _____

Date of PC hearing: _____

Date of BOT hearing: _____

Final Plat Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items listed below, see code section 16.20.100(b)(2) for more information.
- On this check list, check off items included in the application and shown on the drawings.

SUBMITTAL REQUIREMENTS	
One paper copy of all submittal items	
Digital copy of all submittal items	
Land Use application form	
This checklist – check off all items submitted and drawing requirements that have been met	
Application fee	
Cost reimbursement agreement	
30 day requirement signed waiver	
Title commitment	
Mineral rights affidavit	
Final plat drawing (see Drawing Requirements below)	
Project narrative	
Engineering plans and specifications	
Final landscape plan	
Final open space plan	
Special documents (as needed)	
“Clean” final plat for addressing (after approval)	

DRAWING REQUIREMENTS	
24" x 36" sheet, unless other size is approved	
Title of project	
North arrow	
Written & graphic scale	
Vicinity map	
Date of preparation	
Name of person or firm that prepared the drawing	
Legal description	
Basis of bearing	

DRAWING REQUIREMENTS (continued)	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not the owner)	
- Designer(s)	
- Engineer(s)	
- Surveyor(s)	
Total acreage of subdivision	
Bearings, distances, and curve information for the perimeter and all lots, blocks, ROW's, and easements	
Excepted parcels note	
Lot and block numbers	
Existing and proposed ROW	
Existing and proposed street names	
Existing and proposed easements	
Location and description of monuments	
Floodplain boundary	
Signature blocks for:	
- Registered land surveyor	
- Owners and mortgagees	
- PC, BOT, Town Clerk, County Clerk & Recorder	
- Utility providers	
- Certification of ownership and dedications	

REVIEW PROCESS

The following is a general description of the steps involved in processing your Final Plat for a Subdivision with an estimate of the time required.
 NOTE: PC means Planning Commission, BOT means Board of Trustees.

Step 1: Pre-application conference	Applicant may request conference before submitting an application.
Step 2: Application submittal at least 45 days before PC hearing	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	Staff either certifies the application as complete or notifies the application has been rejected and what needs to be addressed.
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application, then prepares and sends comments to the applicant.
Step 6: Applicant addresses Staff comments.	
Step 7: Staff review	Staff reviews revisions and prepares staff report.
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting.	The Town Office shall notify all appropriate property owners within 300 feet from the boundary of the subject properties.
Step 9: PC public hearing and recommendation	The Town Office provides all the information to the PC. PC will then have 1-week to review all the information. On 3rd Wednesday of the month, PC will make a recommendation. APPLICANT MUST BE PRESENT FOR THE HEARING.
Step 10: Applicant addresses PC conditions.	

Step 11 Final Staff review and report to BOT	The Town Office prepares a report to the BOT.
Step 12: BOT public hearing and action.	BOT make a decision or continues the hearing to a specific date. APPLICANT MUST BE PRESENT.
Step 13: Record final plat	Applicant provides the Town the original and one (1) reproducible mylar.
Step 14: Post-approval actions.	Before the plat is recorded, the following are required: open space deed restriction, other certifications, evidence of all conditions met, and require documents are submitted.
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL SUMMARY

For full text, see section 16.20.100(c).

16.20.100(c)(1)	Final plat conforms to preliminary plat and conditions of approval.
16.20.100(c)(2)	Substantially complies with Municipal Code Title 17 standards.
16.20.100(c)(3)	All technical standards have been met.

Application received date: _____

Date accepted as complete: _____

PC hearing date: _____

BOT hearing date: _____

Recording date: _____

Vacation Plat Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- For submittal and drawing items below, see code section 16.20.120 for more information.
- On this checklist, check off items included in the application and shown on the drawings.

SUBMITTAL REQUIREMENTS	
	One paper copy of all submittal items
	Digital (PDF) copy of all submittal items
	Land Use application form
	This checklist – check off all items submitted and drawing requirements that have been met
	Application fee
	Cost reimbursement agreement
	30-day requirement signed waiver
	Petition for vacation of right-of-way, easement, or plat
	Title commitment
	Vacation plat map (see Drawing Requirements below)
	Criteria statement
	Letters of support from Utility Providers and Other Affected Agencies
	Project narrative
	Application to replace right-of-way, easement, or plat may be required

DRAWING REQUIREMENTS (continued)	
	Acknowledgment of vacation of dedicated lands
	Statement of ownership
	Attorney's title opinion or evidence of satisfactory title insurance showing record ownership
	Graphic representation of property to be vacated
	Acreage of property to be vacated
	Name and boundaries of adjacent subdivisions and streets
	Lot and block numbers of adjacent lots and blocks
	Existing and proposed rights-of-way
	Existing and proposed easements

DRAWING REQUIREMENTS	
	24" x 36" sheet, unless other size is approved
	Name of subdivision / vacation
	North arrow
	Written & graphic scale
	Vicinity map
	Date of preparation
	Name of person or firm that prepared the drawing
	Legal description
	Clerk and recorder certification

REVIEW PROCESS

The following is a general description of the steps involved in processing Vacation Plat, with an estimate of the time required. NOTE: PC means Planning Commission, BOT means Board of Trustees.

Step 1: Pre-application conference	Required prior to submitting an application.
Step 2: Application submittal	
Step 3: Certification of completeness	
Step 4: Letters of Support	From Utility Providers and Other Affected Agencies within 30 days of the application being deemed to be complete
Step 5: Staff review and preparation of comments	Staff reviews the application then prepares and sends comments to the applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Final staff review and report to BOT	
Step 8: Public hearing and decision by BOT	
Appeal, if needed	Appeals can be filed 15 days after BOT decision

CRITERIA FOR APPROVAL SUMMARY

For complete text of the criteria, see code section 16.20.120(d).

	The right-of-way, easement or plat being vacated is not needed in the short- or long-term.
	The right-of-way, easement, or plat will be replaced.
	The applicant is relocating all public facilities or utilities within the right-of-way or easement.
	The public and surrounding properties will not be negatively impacted by the vacation.

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____

Recording date: _____

Zone Change Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- On this checklist, check off the items included in the application or shown on the drawing(s).

SUBMITTAL REQUIREMENTS	
One paper copy of submittals	
Digital copy of all submittals	
Land Use application form, completed & signed	
This checklist, with items checked	
30-day requirement signed waiver	
Application fee	
Cost reimbursement agreement	
Letter of Intent	
Title commitment	
Mineral rights	
Site plan drawing (see drawing requirements below)	

DRAWING REQUIREMENTS (continued)	
Project statistics table: area, acreage, uses, zoning, height, site coverages, density, parking	
Phasing schedule, if phased	
Landforms and topographic character	
2' contour interval, 10' if slope is 30% or greater	
Natural features	
Provisions to protect or incorporate natural features	
Areas sloping 15% or greater	
Watercourse and waterbodies	
100-year floodplain, if any	
Existing streets, within and adjacent to the site	
Footprint of structures and buildings to remain	
Such other additional information BOT may require	

DRAWING REQUIREMENTS	
24" x 36" sheet, unless other size approved	
Title of project	
North arrow	
Written & graphic scale	
Adequate scale, sufficient to clearly show the information	
Date of preparation	
Person or firm preparing the plan	
Land use legend	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
- Engineer(s)	
- Surveyor(s)	
Legal description	
Land use legend	

REVIEW PROCESS	
<p>The following is a general description of the steps involved in processing your application with an estimate of the time required.</p> <p>NOTE: PC means Planning Commission, BOT means Board of Trustees.</p>	
Step 1: Pre-application conference	This meeting is required.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.

REVIEW PROCESS (continued)	
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the Applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	The Applicant shall notify by certified mail all appropriate property owners within 300-feet from the boundary of the subject properties.
Step 9: PC public hearing and recommendation	PC will have 1-week to review all the information. On 3 rd Wednesday of the month, PC holds a hearing and makes a recommendation. APPLICANT MUST BE PRESENT.
Step 10: Applicant addresses PC conditions	
Step 11: Final Staff review and report to BOT	
Step 12: BOT public hearing – BOT may continue hearing	By the second Thursday of the month, BOT will hold hearing and make a decision. APPLICANT MUST BE PRESENT.
	Final approval is for no more than 12 months after application accepted as complete
Appeal, if needed	Appeals can be filed 15 days after BOT decision

SUIMMARY OF THE CRITERIA FOR APPROVAL
a. The proposed rezoning promotes the health, safety or welfare of the inhabitants of the Town.
b. The proposed zoning is consistent with the goals of the Comprehensive Plan.
c. There has been a material change in the character of the neighborhood or in the Town, so that the proposed zoning would be in the public interest and consistent with the change.
d. The proposal, as evidenced by the Site Plan, is compatible with surrounding uses or in the case of redevelopment that the proposal is an improvement to the area (section 17.12.070).
e. The proposal enhances significant natural characteristics of the site by preservation or incorporating the features into the development's open space plan if applicable.

Pre-application meeting date: _____

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____