



MAJOR SUBDIVISION CHECKLIST

Two hard copies and one electronic version of all of the following information shall be submitted with an application for a major subdivision, unless one or more items are specifically waived in writing by the Town Manager:

- The Land Use Application form provided by the Town Manager.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application and a brief description of the proposed major subdivision.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A preliminary plat prepared by a licensed land surveyor in accordance with the Preliminary Plat Checklist (attach). Note: This step is not required if a preliminary plat for the subject property has been previously approved by the Town and has not expired.
- A final plat prepared by a licensed land surveyor in accordance with the Final Plat Checklist (attach).
- A copy of the Colorado State land survey monument record forms for any survey corners as required to be filed by Colorado law.
- Phase 3 utility, drainage and traffic impact studies in accordance with the Town's engineering standards.
- Written confirmation, from all utility providers that service is available or will be available upon completion of utility construction as approved by the utility service provider.
- A development improvements agreement – see template in Appendix Four: Development Improvements Agreement.
- Public improvement construction documents in accordance with the Town's construction standards.
- A copy of any applicable subdivision protective covenants.
- An application fee per the Fee Schedule in Appendix Three.
- The appropriate fees in lieu of land dedications as prescribed in PMC 15.07.250.