

PRELIMINARY PLAN APPLICATION AND CHECKLIST

Checklist

Preliminary Plan-Document No: _____

Information to be included on Preliminary Plan

1. Name of Subdivision _____
2. Required scale 1" = 100' (or appropriate to scope of project) _____
3. Total acres to be subdivided _____
4. Name and address of land owner _____
5. Name and address of subdivider(s) _____
6. Name and address of designer _____
7. Name and address of surveyor (licensed in Colorado) _____
8. Location of subdivision as part of some larger subdivision or tract of land and by reference to permanent survey monuments with a tie to a section corner or a quarter section corner _____
9. Names and locations of abutting subdivisions and the names and addresses of all abutting land owners. _____
10. Location of section lines, and approximate location and principal dimensions for all existing and proposed streets, alleys, easements, rights-of-way, lot lines, areas to be reserved for public use, and other important features within and adjacent to the tract to be subdivided _____
11. Date of preparation and north sign _____
12. Topography at two-foot contour intervals _____
13. Location by preliminary survey of streams, washes, canals, irrigation laterals, private ditches, culverts, lakes or other water features, including direction of flow; water level elevations; and typical depths, locations and extent of areas subject to inundation, and whether such inundation be frequent, periodic or occasional _____
14. Proposed sites for any multiple-family residential use, business areas, industrial areas, churches and other nonpublic uses _____
15. Total number of proposed dwelling units _____
16. Total number of square feet of proposed nonresidential floor area _____
17. Total number of proposed off-street parking spaces for all uses except single-family residential development _____
18. Approximate boundary lines and dimensions of subdivision _____
19. Location of existing and/or proposed water and sewer utilities _____
20. Estimated total number of gallons/day of water system requirements _____
21. Estimated total number of gallons/day sewage to be treated _____
22. Location map drawn to scale _____

Supplementary Information:

Checklist

1. Preliminary Plan Application _____
2. Property Survey (Document No. _____) _____
3. Legal proof of ownership: (attached, Document No. _____) _____
4. Relevant site characteristics and analyses: _____
 - a. Reports:
 - (1) Streams (Document No. _____) _____
 - (2) Lakes (Document No. _____) _____
 - (3) Topography (Document No. _____) _____
 - (4) Water Table (Document No. _____) _____
 - (5) Vegetation (Document No. _____) _____
 - (6) Geologic characteristics affecting land use and impact of such on the subdivision (Document No. _____) _____
 - b. Potential radiation hazard (Document No. _____) _____
 - c. Suitability of types of soil in accordance with National Cooperative Soil Survey (Document No. _____) _____
- Vegetation (Document No. _____) _____

FINAL PLAT CHECKLIST

Date: _____

Name of Subdivision: _____

Information to be included on the final plat:

Checklist

- 1. Required scale 1" = 100' (or appropriate to scope of project) _____
- 2. Linen or Mylar drafting media with outer dimensions of 24" x 36" _____
- 3. Titles, scale, north sign and date _____
- 4. Primary control points or descriptions and "ties" to such control points _____
- 5. Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearing or angles, and radii, arcs or chords, and central angles of all curves _____
- 6. Name of each street and right-of-way width of each street or other right-of way _____
- 7. Any easements granted to public utility companies or required by the County Planning Commission shall be included, and the location, dimensions, and purpose of all easements shall be given _____
- 1. Number to identify each lot or site and each block, and the area of each lot _____
- 9. Location and description of monuments _____
- 10. Certificate of Acceptance as shown in Paragraph 16-2-70 (c)(9) _____
- 11. Certificate of Dedication as shown in Paragraph 16-2-70(c)(10) _____
- 12. Surveyor's Certificate _____
- 13. Planning Commission's Certificate _____
- 14. Town Board's Certificate _____
- 15. Clerk and Recorder's Certificate _____

FINAL PLAT CHECKLIST
Supplementary Information

Checklist

1. Submit plan and centerline profiles for all streets and roads. _____
2. Submit plan and profiles for sanitary and storm sewers and for water distribution systems. _____
3. Show stationing on plan and profile (100' intervals). _____
4. Define and locate horizontal and vertical curves both on plan and profile (Length, PC, P1, PT, Radius, Tangent, Delta). _____
5. Show existing grade by a dashed line on profile. _____
6. Show new or proposed grade by a heavy solid line on profile. _____
7. Show percent of grade from P1 to P1 on profile. _____
8. Draw typical cross-section. _____
9. Show and dimension roads, curbs and gutters, sidewalks, water and sewer utility lines, and structures within rights-of-way on plan. _____
10. Locate and size culverts, including CSP, RCP, Box, etc., on both plan and profile. _____
11. Show direction of water flow on plans. _____
12. Show street names on profile plans. _____
13. Show minimum 20' radius at shoulder or curb line at all intersections on plan. _____
14. Show design bench marks data on plans. _____
15. Submit one set of traverse closure computations and solar or Polaris computations of the exterior boundary of the subdivision. _____
16. Submit final construction plans for all structures (e.g., box culverts, bridges, etc.) bearing the seal of a registered professional engineer. _____
17. Submit drainage plans as required by Section 16-5-50c. _____
18. Submit sidewalk, bike path, pedestrian and wildlife corridors as required by Section 16-5-40. _____
19. Certification that a computer check on the final plat has been done to ensure that all exterior and interior lines of the subdivision join or close. _____

SUPPLEMENT TO SUBDIVISION IMPROVEMENTS AGREEMENT

Prior to the Town Board's approval of the Final Plat of any subdivision, a duplicate original of a Subdivision Improvement Agreement (SIA) (including a performance guarantee in a form satisfactory to the Town Board and Town Attorney equal to the amount of the total estimated improvements) shall be approved by the Town Board. This supplement shall be completed by subdivider and attached to said SIA.

In re: _____

Name of Subdivision

Intending to be legally bound, the undersigned subdivider hereby agrees to provide through this subdivision and as shown on the subdivision plat of _____ dated _____, the following public improvements:

<i>Improvements</i>	<i>No. of Units</i>	<i>Construction Completion Date</i>	<i>Estimated Construction Cost</i>
Street Grading			
Street Paving			
Curbs			
Sidewalks			
Storm Sewer Facilities			
Sanitary Sewers			
Trunk Lines			
Mains			
Materials or House Connections			
Water Mains			
Fire Hydrants			
Street Lights			
Street Name Signs			
Survey Monuments			
Electrical Service			
TOTAL			
TOTAL ESTIMATED COST OF IMPROVEMENTS AND SUPERVISION:		\$	

The above improvements shall be constructed in accordance with all Town and/or State requirements and specifications, and conformance with this provision shall be determined solely by the Town Board of Trustees or their duly authorized representative.

The improvements shall be constructed in accordance with the time schedule shown above.

(SEAL)

Signature of Subdivider

(If corporation, to be signed by President and attested to by Secretary, together with corporate seal.)

ATTEST:

Secretary of Corporation

DATED: _____

APPROVAL

Approved by resolution of the Crestone Board of Trustees at the meeting of _____ 20 _____

/s/ _____

Mayor

ATTEST:

/s/ _____

Town Clerk

SHORT PROCEDURE SUBDIVISION APPLICATION

TO: Crestone Town Board of Trustees
Crestone Planning Commission
Crestone, Colorado 81132

Date _____

FRIENDS:

Application in duplicate is hereby made for a Short Procedure Subdivision pursuant to Section 16-6-10 of the Crestone Municipal Code.

A. Application Conditions:

1. This is a resubdivision of any already existing lot within a previously recorded subdivision which has already fulfilled standard submission requirements. Resubdivided parcel contains (square feet) _____.
2. The subdivided lots will conform to the existing zoning: _____
_____.
3. The subject lots are not a portion of a parcel previously divided under Section 16-6-10.
4. All lots have access to a public road. _____
 1. Adequate water can and will be provided.
 2. Adequate sewage disposal facilities can and will be provided: _____
_____.
7. Restrictions to Section 16-6-10 will be recorded with the titles to all resubdivided lots:

_____.

B. Application Requirements:

1. This Application is accompanied by a sketch plan of the property showing how the property would be divided, the location of existing structures (if any) and the location of existing and proposed roads. All dimensions will be shown on the sketch plan. If insufficient space is provided, supply on a separate sheet of paper.
2. Upon request by the Planning Commission, a survey of the property (plat) for which the subdivision is sought showing the corners and boundaries of the land to be divided, and the subdivided parcels, easements and rights-of-way (if any) and access roads, certified to by a licensed or registered land surveyor, is provided.

PRINTED NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____

ADDRESS AND PHONE NUMBER OF APPLICANT: _____

*All information requested is attached to this application form. _____

*Application fee is enclosed. _____

Received: _____ By: _____
Date Agent (Town)

*Upon final approval, the approved Mylar plat and four (4) copies are included: _____

APPROVED:

Mayor

ATTEST:

Town Clerk

BOUNDARY LINE ADJUSTMENT APPLICATION

TRACT #1 GENERAL INFORMATION

Name of Applicant or Owner:

Signature of Owner: _____ Date: _____

Authorized Representative of Owner

Mailing Address:

Telephone: _____ Fax: _____ Email: _____

Location of Parcel:

Acreage Before Adjustment: _____ Acreage After Adjustment: _____

Existing Use of Property:

Existing Zoning: _____ Assessor Parcel #: _____

Legal Description:

TRACT #2 GENERAL INFORMATION

Name of Applicant or Owner:

Signature of Owner: _____ Date: _____

Authorized Representative of Owner

Mailing Address:

Telephone: _____ Fax: _____ Email: _____

Location of Parcel:

Acreage Before Adjustment: _____ Acreage After Adjustment: _____

Existing Use of Property:

Existing Zoning: _____ Assessor Parcel #: _____

Legal Description:

TOWN STAFF USE ONLY

Application received by:

Application Fee:

Fee: Check No.

BOUNDARY LINE ADJUSTMENT REGULATIONS

A Boundary Line Adjustment is an adjustment of property boundaries between two or more pre-existing legal parcels of land that results in the same number of parcels as the pre-boundary line adjustment condition.

The Boundary Line Adjustment application must be submitted complete and in compliance with Section 16-5-30 of the Town of Crestone Municipal Code. The applicant shall submit three printed sets of all required materials, along with a completed application form and fee, to the Town of Crestone Planning and Zoning Department. Applications must be packaged in a bound or file form with each set containing all required information. Applications must be submitted ten days prior to the regularly scheduled Planning and Zoning Meeting. Applications will be reviewed for completeness by Town Staff for compliance to the submittal requirements. Incomplete applications will be returned to the applicants with a staff report and will not be included on the Planning Commission agenda.

Summary of Specific Regulations for Boundary Line Adjustments.

- Boundary Line Adjustments must conform to the Town’s Master Street Plan, any area defined as proposed street right-of-way must be dedicated as a condition of approval of the adjustment.

- Boundary Line Adjustments must conform to any approved Town Plan or create a condition closer to conformance than the pre-existing condition.

- If any parcels being adjusted that are non-conforming in area or shape as set forth in the Town of Crestone Land Use Code or Zoning, the adjustment shall not increase the non-conformity. No new non-conformity shall be created through the Boundary Line Adjustment.

- If any of the parcels being adjusted are non-conforming in use as set forth in the Town of Crestone Land Use Code or Zoning, the application will not be considered until such non-conforming uses are abandoned, removed or resolved.

- Boundary Line Adjustments within an existing subdivision may require the consent of the subdivision homeowners association or each subdivision lot owner if plat adjustments are restricted by the subdivision covenants or Plat notes. The application shall include a copy of the original subdivision plat and covenants if it is within a subdivision.

- If the original plat has building envelopes defined for the lots or parcels being adjusted, proposed new building envelopes must be shown. If the area of the parcels is in or near a flood plain, the flood plain must be shown on the proposed boundary line plat.

Pre-Application Conference with Town Staff to review application prior to submittal.

Date Completed:

Digital Copy of the Plat in AutoCad format compatible with the Town’s CAD or GIS system.

The Plat Shall Include the Following Items: Each item shall be included on the plat or plat notes:

1. The plat shall be drawn at a size of 24” x 36”.

2. The plat shall have a title block along the bottom right-hand side of each plat sheet and shall indicate the project name, preparer, revision dates, purpose, surveyor of record with contact information, and other pertinent information.

3. The name of the Boundary Line Adjustment (BLA). If the BLA includes a lot that is part of a platted subdivision or town site, the subtitle shall include the term "A Re-plat of a portion of (name of subdivision or town site)" and shall specify the lots being affected.
4. Name and address of all owners of each parcel.
5. General location of the parcels and vicinity map.
6. Property boundaries of the parcels before and after adjustment.
7. The complete legal description of the existing parcels and the parcels following the adjustment shall be listed on the plat.
8. The True North arrow and procedure used in obtaining bearings in the survey. North arrow and procedure used in obtaining bearings in the survey.
9. The scale shall be clearly legible, but in no case greater than 1"=200'.
10. The acreage or square feet of each parcel prior to and after the adjustment.
11. All lines of lots and other parcels of land with accurate dimensions in feet and hundredths, bearing to the nearest second and area to the nearest one-tenth of an acre or to the nearest square feet. Any parcel less than one acre shall be in square feet.
12. All curved boundaries are to be defined by arc length, radius, central angle, chord length and chord bearing.
13. Existing lot numbers, street names and street addresses shall be indicated on the plat.
14. Adjacent land ownership.
15. Zoning of entire property with zoning boundaries where applicable.
16. Existing street/road layouts with widths and curves clearly shown. If a Town street or a future street as shown on the Town's major street plan is adjacent to the parcels or within the parcels the street right-of-way width shown on the major street plan must be dedicated to the plan. If it is an existing street and not on the major street plan the dedication must be 30 feet from the existing centerline on any side adjacent to the subject property.
17. The Existing water and sewer easement or mains as well as ditches and other easements of record. The location of any well or septic system.
18. The location of existing structures, driveways and fence lines.
19. All existing and proposed easements shall be designated as such and bearings and dimensions given along their locations and purpose.
20. Minimum building setbacks for each lot in accordance with the Town's Land Use Code.
21. Per Section 38-51-505, C.R.S., Certification of Ownership and Dedication with a signature line for each owner.
22. Saguache County Clerk and Recorder's Certificate.

23. Certificated, acceptance of dedication and approval by the Town Board for any dedication of street right-of-way.

24. A statement on the plat showing any Ditch Agreements recorded, if applicable.

REPORTS TO BE INCLUDED WITH ANY SUBMITIAL:

1. Title opinion and other documentation sustaining proof of ownership.
2. List of the names of persons and/or companies who hold an interest in the described property. The application will not be accepted without the required signatures, or a letter of authorization from each.
3. Letters of consent to alter, move or vacate any utility easements from all public utilities on the site affected by the adjustment. If easements are not changed by the boundary line adjustment no approval is required.
4. Letter from the homeowners' association if required.
5. Current year's tax receipt showing property taxes are paid to the current year.

SUBMITTALS AFTER APPROVAL:

1. Mylar with signatures for recording with the Saguache County Clerk and Recorder.
2. Clerk recording and filing fees.

SURVEYOR'S CERTIFICATE

I, _____ (*surveyor's name*), a duly registered land surveyor
in the State of Colorado, do hereby certify that this plat of
_____ (*subdivision's name*) truly and correctly represents the
results of a survey made by me or under my direct supervision.

/s/ _____
(*Surveyor's Name*)

(*Surveyor's stamp shall appear with this Certificate.*)

PLANNING COMMISSION'S CERTIFICATE

Approved this _____ day of _____, Town Planning Commission, Town of Crestone, Colorado.

/s/ _____
Mayor

ATTEST:

/s/ _____
Town Clerk

TOWN'S CERTIFICATE

Approved this _____ day of _____, Board of Trustees, Crestone, Colorado. This approval does not guarantee that the size or soil conditions of any lot hereon are such that a building permit may be issued. This approval is with the understanding that all expenses involving necessary improvements for all utility services, paving, grading, landscaping, curbs, gutters, street lights, street signs and sidewalks shall be financed by others and not the Town of Crestone.

/s/ _____
Mayor

ATTEST:

/s/ _____
Town Clerk

