



MAJOR SUBDIVISION CHECKLIST

All of the following information shall be submitted electronically with an application for a major subdivision, unless one or more items are specifically waived in writing by the Town Administrator:

- The Land Use Application form provided by the Town Administrator.
- 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).
- 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.
- The names and addresses of any owners and lessees of mineral rights for the property. All mineral rights owners and lessees must be notified thirty (30) days in advance of application review.
- The names and addresses of any property owners within two hundred feet (200') of any portion of the property.
- 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; or
- 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.
- 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 Three: 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 'Development Processing Fees' document on page three (3) of the Land Use Application.
- A completed Reimbursement Agreement form.
- A completed South Beebe Draw Metro District 'Drainage Report Submittal Requirements' form (if applicable).