



MINOR SUBDIVISION CHECKLIST

All of the following information shall be submitted electronically with an application for a minor 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 minor subdivision.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- 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.
- 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).