

Date Received _____
Initials _____



City of Montrose

AMENDED PRELIMINARY PLAT APPLICATION

It is the applicant's responsibility to submit the required materials. Failure to provide such information may delay the review process. No application will be accepted until all required materials are submitted and the application fee is paid in full. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable and is no guarantee that the proposed action will be approved.

Please contact Planning Services at (970) 240-1407 for assistance.

NAME OF PLAT _____

ADDRESS OF PROPERTY _____

CURRENT LAND USE _____

PROPERTY OWNER	APPLICANT OR REPRESENTATIVE
NAME:	NAME:
MAILING ADDRESS:	MAILING ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PHONE:	PHONE:
EMAIL:	EMAIL:

REQUIRED APPLICATION MATERIALS

This list is intended to be a guide and may not be a complete list of all the requirements that may be necessary.

- \$200 NON-REFUNDABLE APPLICATION FEE
- WRITTEN STATEMENT EXPLAINING THE PROPOSAL AND PLAT
- RECORDED WARRANTY DEEDS WITH LEGAL DESCRIPTIONS OF ALL LAND TO BE TRANSFERRED
- 2 COPIES OF TITLE POLICY DATED WITHIN 90 DAYS OF APPLICATION
- 8 COPIES OF ENGINEERING PLANS INDICATING ANY CHANGES TO ORIGINAL PLANS, STAMPED BY LICENSED PROFESSIONAL ENGINEER
- 8 COPIES OF THE FULL-SIZED PLAT (24" X 36")
- 2 COPIES OF THE REDUCED PLAT (8 ½" X 11" OR 11" X 17")
- PDF COPY OF THE PLAT

PLATS MUST INCLUDE:

- NAME OF SUBDIVISION
- DATE, A NORTH ARROW, AND A SCALE (NO LESS THAN 1" = 100') IN TITLE BOX AT LOWER RIGHT-HAND CORNER
- 4" X 4" VICINITY MAP SHOWING GENERAL LOCATION OF THE PROJECT
- CURRENT ZONING DESIGNATION
- LOCATION OF ALL MONUMENTS
- LAYOUT OF ALL LOTS, BUILDING LINES, DIMENSIONS, LOT AREAS, LOT NUMBERS/LETTERS
- 2 REFERENCES TO CITY GPS COORDINATES
- LOCATION AND OWNERSHIP OF EXISTING AND PROPOSED WATERCOURSES
- BOUNDARIES OF 100-YEAR FLOOD, FLOODWAY, AND BASE FLOOD ELEVATION DATA
- LAYOUT AND LOCATION OF ALL PARKS AND OPEN SPACE
- LOCATION OF ALL LAND TO BE RESERVED OR DEDICATED FOR PUBLIC USE
- LABEL STREET NAMES FOR ALL EXISTING AND PROPOSED STREETS
- BEARING OF EVERY STREET LINE, BOUNDARY LINE, BLOCK LINE (INCLUDING RADIUS, CENTRAL ANGLE, AND TANGENT DISTANCE TO THE NEAREST HUNDREDTH OF A FOOT OR NEAREST SECOND)
- PLAT NOTES AS NECESSARY
- CERTIFICATES AS NECESSARY (INCLUDING BUT NOT LIMITED TO THE FOLLOWING)
 - CERTIFICATE OF DEDICATION AND OWNERSHIP
 - SURVEYORS CERTIFICATE
 - ATTORNEY CERTIFICATE
 - CERTIFICATE OF RECORDING
 - APPROVAL OF CITY MANAGER
 - APPROVAL OF CITY ATTORNEY

AFTER STAFF GIVES APPROVAL APPLICANT MUST ALSO SUBMIT

- 1 MYLAR COPY OF PLAT WITH SIGNATURES
- 1 DWG FILE OF PLAT

IMPORTANT NOTES

By signing, the undersigned certifies that he/she has read and understood the submittal requirements, and that he/she understands that omission of any listed items may cause delay in processing the application. I, (We), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

Owner's Signature

Date

Applicant's or Representative's Signature

Date