

Date Received \_\_\_\_\_  
Initials \_\_\_\_\_



## City of Montrose

# FINAL 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**

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

- \$300 NON-REFUNDABLE APPLICATION FEE
- WRITTEN STATEMENT EXPLAINING THE PROPOSAL AND PLAT
- 2 COPIES OF TITLE POLICY DATED WITHIN 90 DAYS OF APPLICATION
- 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
- 1 COPY OF APPROVED AND SIGNED PRELIMINARY PLAT
- 1 COPY OF STATEMENT OF AUTHORITY
- 2 COPIES OF FULL-SIZED AS-BUILT DRAWINGS
- PDF COPY OF AS-BUILT DRAWINGS
- DECLARATION OF COVENANTS OR CCR FOR CONDOMINIUM SUBDIVISIONS
- FLOODPLAIN DEVELOPMENT PERMIT (IF NECESSARY)
- DETAILED PARKS PLAN (IF APPLICABLE)

### 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 PLANNING SERVICES MANAGER
  - APPROVAL OF CITY ATTORNEY

AFTER STAFF GIVES APPROVAL APPLICANT MUST ALSO SUBMIT

- 2 MYLAR COPIES OF PLAT WITH SIGNATURES
- 1 DWG FILE OF PLAT
- 15% WARRANTY SECURITY
- PUBLIC WORKS INSPECTION OF INFRASTRUCTURE WITH PRELIMINARY LETTER OF INFRASTRUCTURE COMPLETION OR LETTER OF SUBSTANTIAL COMPLETION
- LANDSCAPING SECURITY (IF NECESSARY)

## IMPORTANT NOTES

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- Applications will be scheduled for review by Planning Commission and City Council after City staff has reviewed for all applicable criteria and approved the proposal.
- Approval of this application DOES NOT constitute approval of any other City of Montrose permits or application reviews.
- By signing, you certify that you have read and understood the submittal requirements, and that you understand omission of any listed items may cause delay in processing the application. The undersigned acknowledges that the information supplied in this application is as complete and accurate as possible.

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Owner's Signature

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Date

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Applicant's or Representative's Signature

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Date