

Date Received _____
Initials _____



City of Montrose Community Development Department

- Minor Subdivision Application**
 Administrative Planned Development Application
(please check one)

Estimated time required: 30-45 days

Name of Minor Subdivision: _____

Location: _____

Applicant/Contact Person: _____ Owner's Signature: _____

Address: _____ City: _____ Zip: _____

Phone: _____ FAX: _____ e-mail: _____

This form is a guide for the development process and is not a complete list of all requirements. For further assistance, please contact the Community Development Department at 240-1407. All fees are non-refundable.

- | | | |
|--|--|--|
| <input type="checkbox"/> \$200 filing fee | <input type="checkbox"/> Digital copy of Plat (CD or email only) | <input type="checkbox"/> water & sewer service laterals installed to property line of each lot? (Required) |
| <input type="checkbox"/> 2 copies of plat | <input type="checkbox"/> 2 Mylar Copies (after approval of plat) | <input type="checkbox"/> Statement of Authority (see page 2) |
| <input type="checkbox"/> 11" x 17" plat (2 copies) | <input type="checkbox"/> Parks plan, or fee-in-lieu plat note | |
| <input type="checkbox"/> Signed Deeds for all land to be transferred | <input type="checkbox"/> Title Policy, dated within 90 days of application | |

↓ Office Use Only ↓

Action Checklist:

Application Deadline

(**All** required materials must be filed with the Community Development Department before review of the plat.)

Land Use Staff Review (within 30 days)

Submittal of 2 Mylar Copies of the approved plat
(After approval, the plat will be recorded by the City.)

<u>Due Date</u>	<u>Completion/ Approval Date</u>
_____	_____
_____	_____
_____	_____

Required Application Elements:

1. Minor Subdivision Plat (2 copies)

- Name of subdivision
- Title Box in lower right-hand corner, with the following information:
 - Name of subdivision
 - Name, address, phone number, e-mail/fax of subdivider or representative
 - Name of engineer or surveyor preparing the plat, with date
- Scale used (not less than 1"= 100'); and direction of true north
- Location sketch map (4"x 4", with appropriate references to significant roads or other reference points)
- Certificates:**
 - Certificate of approval for the City Attorney
 - Registered surveyor, attesting to accuracy of plat and placement of monuments
 - Dedication of streets, easements, parks, and other property (if required)
 - Attorney's certificate that title to the property is in the name of specified party(s)
 - County Clerk's certificate of recording
 - Special improvement district(s) certificates, (if applicable)
- Layout of all lots, showing:
 - Building lines, Dimensions, Lot areas, lot numbers or letters
- Zoning of subdivision
- Names of owners of record of adjacent property
- Location and ownership interest of existing and proposed watercourses
 - With information on jurisdictional authority of local, state, or federal regulatory agencies
- 2 References to City of Montrose GPS coordinates
- Layout and location of all parks and open space
- Location of all land to be reserved or dedicated for public use
- Boundaries of 100-year flood, floodway, and base flood elevation data
- Location of all monuments
- Bearing of every street line, boundary line, block line, including the radius, central angle, and tangent distance for the centerline of curved streets. Other lines shall show arc or chord distance and radius. All dimensions shall be to the nearest one-hundredth of a foot (.01)' and all angles to the nearest second.

Also Required:

- Water & sewer laterals shall be installed and available to each lot in the subdivision \
- Parks plan, or fee-in-lieu
 - Parks plan, including irrigation system, plantings, etc.
 - Fee-in-lieu of park land dedication: \$1575.00 per lot or unit.
- 38-30-172 CRS Statement of Authority:**

When there is a business entity involved (such as an LLC): A duly executed and acknowledged Statement of Authority setting forth the name and type of the entity. The Statement of Authority must state under which laws the entity was created, the mailing address of the entity, and the name and position of the person(s) authorized to execute instruments conveying, encumbering, or otherwise affecting title to real property on behalf of the entity, and otherwise complying with the provisions of C.R.S. Section 38-30-172. To be effective, said Statement of Authority must be recorded with the Clerk and Recorder for Montrose County, pursuant to said statute.

For Planning Dept. Use Only:

Minor Subdivision Checklist:

- Subdivision results in no more than 3 lots
- All lots adjacent to a dedicated and accepted public street
- All lots are part of a subdivision plat that has been previously approved and/or accepted by the City and recorded in the Montrose County Records.
- The improvements required by the Subdivision Regulations are already in existence and available to serve each lot, or secured.
- Each lot will meet requirements of the applicable City zoning regulations without the necessity of a variance, and no variance has been granted within the last three (3) previous years.
- No part of the subdivision has been approved as part of a minor subdivision or administrative p.d. within three (3) years prior to the date of submission of the minor subdivision plat or administrative p.d.
- No material changes to plat notes, restrictions or easements are proposed.

Updated March 18, 2015