

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



## City of Montrose

# 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**

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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 PLUS \$50 PER ACRE
- WRITTEN STATEMENT EXPLAINING THE PROPOSAL AND PLAT
- RECORDED WARRANTY DEEDS WITH LEGAL DESCRIPTIONS
- 5 COPIES OF THE FULL-SIZED PLAT (24" X 36")
- 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
  - LOCATION OF ALL EXISTING AND PROPOSED STREETS, EASEMENTS, UTILITY LINES, SEWER LINES, WATER LINES, STORMWATER DRAINAGE FACILITIES
  - 2 REFERENCES TO CITY GPS COORDINATES
  - WETLANDS DELINEATION (IF APPLICABLE)
  - 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
  - PLAT NOTES AS NECESSARY, TO AT LEAST INCLUDE THE FOLLOWING:
    - COMMON AREAS MAINTENANCE
    - PARK LAND DEDICATION OR FEE IN-LIEU
    - SCHOOL LAND DEDICATION OR FEE IN-LIEU
    - DRAINAGE (FLOW AND MAINTENANCE)
  - CERTIFICATES AS NECESSARY
  - SEPARATE BOX NEXT TO TITLE BOX INCLUDING SEPARATE SIGNATURE LINES FOR PLANNING COMMISSION, CITY COUNCIL, CITY ENGINEER, AND CITY ATTORNEY
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- 4 COPIES OF TRAFFIC IMPACT STUDY
  - 2 COPIES OF PAVEMENT DESIGN REPORT
  - 4 COPIES OF LIGHTING PLAN
  - 10 COPIES OF PHASING PLAN
  - 10 COPIES OF PARKS AND OPEN SPACE PLAN (OR FEE IN-LIEU)
  - 2 COPIES OF TITLE POLICY DATED WITHIN 90 DAYS OF APPLICATION
  - STATEMENT OF AUTHORITY

- 10 COPIES OF ENGINEERING PLANS STAMPED BY LICENSED PROFESSIONAL ENGINEER

PLANS MUST INCLUDE:

- SEWER PLANS SHOWING LOCATION, GRADE, PIPE SIZES, INVERT ELEVATIONS, AND CONNECTION POINTS TO EXISTING SYSTEM
- WATER PLANS SHOWING LOCATION, PIPE SIZES, FIRE HYDRANTS, AND CONNECTION POINTS TO EXISTING SYSTEM
- STORM DRAINAGE PLANS SHOWING LOCATION, PIPE SIZES, GRADES, DISCHARGE POINTS, AND OFF-SITE IMPROVEMENTS IF NECESSARY
- PLANS FOR ANY IMPROVEMENTS SPECIFICALLY AFFECTING WATERCOURSES WITHIN OTHER REGULATING AGENCIES JURSDICTION AND NOTATION OF REQUIRED PERMITS
- PLANS FOR PIPING DITCHES WITH DOCUMENTATION OF PERMISSION TO DO SO
- STREET PLANS SHOWING DIMENSIONS, GRADE, CROSS-SECTION, STREET LIGHTS, STREET NAMES, SIDEWALKS, RECREATION PATHS, ETC
- PARKS PLAN SHOWING GRADING AND TOPSOIL PREPARATION, IRRIGATION SYSTEM, PARK ACCESS, LANDSCAPING PLAN

AFTER STAFF GIVES APPROVAL APPLICANT MUST ALSO SUBMIT

- 2 MYLAR COPIES OF PLAT WITH SIGNATURES
- 1 DWG FILE OF PLAT

## **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.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's or Representative's Signature

\_\_\_\_\_  
Date