

**PLANNING DEPARTMENT CHECKLIST FOR MINOR SUBDIVISIONS,
AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS
IN THE ESTES VALLEY**

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

GENERAL INFORMATION

Use this checklist in conjunction with the applicable Application and Review Schedule to assist with project management.

This checklist includes a list of standard items that are required by the Estes Valley Development Code throughout the review process. You may need to provide additional information not found on this list.

Staff has prepared this checklist to help you understand the Estes Valley Development Code review process and to assist you with your project management. Staff is continuing to improve this checklist. We welcome feedback.

You can obtain extra copies of this checklist at www.estesnet.com/comdev/developersinfopage.aspx. You can also obtain copies of many of documents and handouts mentioned in this checklist from this website. You will need to obtain copies of staff reports and minutes from this website.

DEADLINES AND RESUBMITTAL FEES

**The applicant/agent is responsible for project management and ensuring that deadlines are met.
Staff will not provide reminders about deadlines.**

A resubmittal fee will be charged when deadlines prior to review by the Decision-Making Body are not met
AND the application may be delayed by a month or more.

Requests for time extensions after approval by the Decision-Making Body must be made in writing prior to the deadline and must state the reasons supporting the requested extension and the requested deadline.

Failure to meet deadlines, without written acceptance of a new deadline from planning staff, will result in the approval becoming NULL and VOID.

Full fees will be charged for the resubmittal of an application that is NULL and VOID.

REVISIONS TO A SUBMITTED APPLICATION

Per Estes Valley Development Code §3.2.C, "**No changes to the development application** or any accompanying plans or information **shall be permitted after submittal**, except for any changes or additional information requested by Staff during their review."

**PLANNING DEPARTMENT CHECKLIST FOR MINOR SUBDIVISIONS,
AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS
IN THE ESTES VALLEY**

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

SUBMITTAL DEADLINE AND APPLICATION FEE

Due date in above left column applies to this block.

A **complete** application must be submitted no later than 12:00 p.m. (noon) on this date. See *Estes Valley Development Code Appendix B* (www.estesnet.com/ComDev/DevCode/AppB.pdf) for a complete list of submittal requirements.

Planning staff will notify you or your agent within eight business days if your application is incomplete.

This is not a full review of your proposal (see STAFF REPORT).

If the application is found to be incomplete, no further processing of the application will occur until the deficiencies are corrected. A resubmittal fee will be charged and the application may be delayed a month or more.

Payment of the application fee must be received on the submittal date or the application will be considered incomplete.

Note: Submit the plat in preliminary plat form for Planning Commission review.

Submit three copies of all 24" x 36" documents and one copy of all other documents.

COPIES DUE FOR MAILING TO AFFECTED AGENCIES

Due date in above left column applies to this block.

Planning staff will provide you or your agent with information on the total number of plat/map copies you must provide for the mailing to affected agencies (such as the sanitation district, water department, Colorado Department of Transportation, Larimer County planning department, and so forth), as applicable for your project.

Copies must be folded and delivered to the Community Development Department no later than 12:00 p.m. (noon) on this date.

STAFF REPORT AVAILABLE BY

Due date in above left column applies to this block.

Planning staff will review your application for compliance with Estes Valley Development Code standards by this date, and will prepare a report on your proposal for the Planning Commission to review.

The report, along with comments from affected agencies and neighboring property owners, will be posted online at www.estesnet.com/ComDev/CurrentRequests.aspx

The report will include staff's recommendation for approval, denial, or continuance of your application, along with recommended conditions of approval.

At the public hearing(s), the Planning Commission may require further changes to your plans.

**PLANNING DEPARTMENT CHECKLIST FOR MINOR SUBDIVISIONS,
AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS
IN THE ESTES VALLEY**

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

COPIES DUE FOR PLANNING COMMISSION NOTEBOOKS

*Due date in above left
column applies to this
block.*

You or your agent must provide sixteen (16) copies of the plats/plans for your proposal by 12:00 p.m. (noon) on this date. These will be provided to the Planning Commissioners, along with the staff report, comments from affected agencies, your statement of intent and application, and other relevant information concerning your proposal.

ESTES VALLEY PLANNING COMMISSION MEETING DATE

*Due date in above left
column applies to this
block.*

It is strongly recommended that you and/or your agent be present at the Planning Commission meeting when your application will be reviewed. All Planning Commission meetings begin at 1:30 p.m. and are held in the Board Room of the Town Hall, 170 MacGregor Avenue, Estes Park.

A study session is held prior to the meeting and is open to the public. You are welcome to attend the study session but are not required to. See the current agenda for the scheduled start time and location of the study session at www.estesnet.com/ComDev/Agendas/EVPlanningCommissionAgenda.pdf.

Planning Commission minutes are typically posted on the Town website (www.estesnet.com) on the Friday after the meeting. Staff recommends reviewing and printing a copy of these minutes for your file. Minutes are not finalized until they are reviewed and approved by the Planning Commission at their next meeting.

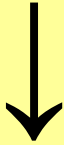
PLANNING DEPARTMENT CHECKLIST FOR MINOR SUBDIVISIONS, AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS IN THE ESTES VALLEY

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

REVISIONS DUE FOR ESTES PARK TOWN BOARD OF TRUSTEES OR LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

Due date in above left column applies to this block.



Compliance with Planning Commission recommendations is required by the "Revisions Due" date in order for the Town Board or Board of County Commissioners to review your application.

Complete plats/plans and any other relevant documents or information, with the requested corrections and/or additions, must be submitted to the Community Development Department no later than 12:00 p.m. (noon) on this date.

At the latest, revisions to the application must be submitted within thirty (30) days of Estes Valley Planning Commission action. If revisions are not submitted within this 30-day timeframe, the application will automatically become null and void unless a written request for a later submittal date has been approved by planning staff.

Number of Copies Needed for Applications Reviewed by Town Board

Submit one copy of the plat in preliminary plat form and two copies of the plat in final plat form.

Number Copies Needed for Applications Reviewed by County Commissioners

Submit one copy of the plat in preliminary plat form and four copies of the plat in final plat form. Staff routes the final plat to the County Surveyor and County Engineering Department.

Compliance with Planning Commission Conditions

Condition #1

Condition #2

Condition #3, etc.

**PLANNING DEPARTMENT CHECKLIST FOR MINOR SUBDIVISIONS,
AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS
IN THE ESTES VALLEY**

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

STAFF REPORT AVAILABLE BY

Due date in above left column applies to this block.

Planning staff will review your application for compliance with Estes Valley Development Code standards by this date, and will prepare a report on your proposal for the Town Board/County Commission (as applicable) to review.

The report, along with comments from affected agencies and neighboring property owners, will be posted online at www.estesnet.com/ComDev/CurrentRequests.aspx

The report will include staff's recommendation for approval, denial, or continuance of your application, along with recommended conditions of approval.

At the public hearing(s), the Town Board/County Commission (as applicable) may require further changes to your plans.

**ESTES PARK TOWN BOARD OF TRUSTEES OR
LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS MEETING**

Due date in above left column applies to this block.

The Town Board meeting minutes are posted on the Town website, www.estesnet.com, and the County Commissioner meeting minutes are posted on the Larimer County website. Staff recommends reviewing and printing a copy of the applicable minutes for your file.

ESTES PARK TOWN BOARD OF TRUSTEES MEETING

All Town Board meetings convene at 7:00 p.m. and are held in the Board Room of Town Hall, 170 MacGregor Avenue, Estes Park, CO.

LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS MEETING

All Board of County Commissioners meetings convene at 3:00 p.m. and are held in the Board of County Commissioners Hearing Room of the Larimer County Courthouse, 200 W. Oak, Fort Collins, CO.

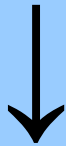
PLANNING DEPARTMENT CHECKLIST FOR MINOR SUBDIVISIONS, AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS IN THE ESTES VALLEY

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

ITEMS REQUIRED PRIOR TO SUBMITTAL OF MYLARS

Due date in above left column applies to this block.



The more complex the application, the more time staff will need to review the items below. The applicant/agent must allow ample time for staff review prior to submittal of mylars.

Contact planning staff for the Due Date for your application.

Submittal of Paper Copy of Plat/Map Satisfying all Conditions of Approval that Require Changes to the Plat/Map

One paper copy of the plan addressing the Decision-Making Body's conditions of approval shall be submitted for staff review and approval prior to preparing mylars.

Compliance with Town Board/County Commission Conditions of Approval

Condition #1

Condition #2

Condition #3, etc.

Attorney's Certificate of Ownership

A certificate by an attorney duly licensed to practice law in the State of Colorado that all persons and/or entities having any record interest in the land to be subdivided have signed the dedication certificate. The attorney's certificate must be dated as of the date that the respective Board is to consider the final map or plat on the final reading of resolution of approval.

Applicant/agent must verify that the signatures and titles on the plat/map match those on the attorney's certificate of ownership.

Applicant/Agent must verify that the signatures and titles in the declaration (for condominium projects only) match those on the attorney's certificate of ownership.

PLANNING DEPARTMENT CHECKLIST FOR **MINOR SUBDIVISIONS, AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS** IN THE ESTES VALLEY

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

Digital Copy of Plat/Map

Submit the final plat or map in a digital format compatible with Town and/or County systems. See EVDC Appendix B, Attachment C for a list of compatible digital formats and media type. *Emailing is preferable.*

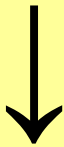
Save AutoCAD files down to a version prior to 2005. Submit this after staff has approved the final version of the plat/map.

Construction Plans (Mylars and Digital Copy)

Approved construction plan mylars and construction plans submitted in a digital format compatible with Town and/or County systems after approval by the Decision-Making body. See Attachment C to the EVDC Appendix for compatible digital formats and media type. *Emailing is preferable.*

FINAL PLAT/MAP MYLARS DUE

Due date in above left column applies to this block.



The items below must be submitted within sixty (60) days of approval by the Town Board/County Commission for recording.

Failure to meet deadlines following approval by the Town Board or County Commissioners, without prior written consent from planning staff, will result in the approval becoming NULL and VOID.

Staff will route mylars and other documents required to be recorded to the Larimer County Clerk & Recorder's office for recording. Allow two to three weeks for recordation.

Mylars

Three sets of signed mylars. If you need a signed mylar for your files, submit four sets of signed mylars.

Mylar Sets Submitted: _____

**Approved and Signed Subdivision Improvement Agreement (Town) OR
Approved and Signed Development Agreement (County)**

See the *HOW TO NEGOTIATE THE IMPROVEMENT AGREEMENT PROCESS... from Construction Planning through Completion of the Warranty Period* handout. An engineer's cost estimate and construction plans shall be submitted with the grading/building permit application for routing to affected agencies. A development plan improvement agreement and financial guarantee shall be provided prior to issuance of the building permit. *The development agreement is recorded for property within the unincorporated Larimer County.*

**PLANNING DEPARTMENT CHECKLIST FOR MINOR SUBDIVISIONS,
AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS
IN THE ESTES VALLEY**

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

Property Tax Certification

This is only required for plats/map in unincorporated Larimer County.

Pursuant to C.R.S.30-28-110, sub-section 4(a), "no plat for subdivided land shall be approved by the Board of County Commissioners unless *at the time of the approval* of platting the subdivider provides the certification of the County Treasurer's Office that all ad valorem taxes applicable to such subdivided land, for years prior to that year in which approval is granted, have been paid."

"At the time of approval" means at the time the County Commissioners sign the plat. For example, if the County Commissioners sign the plat in January of 2007, 2007 property taxes must be paid prior to plat recordation.

Larimer County Clerk and Recorder - Recording Fee

Provide a check made payable to Larimer County Clerk & Recorder. Fees are as follows:

11" x 17" and larger documents, including Mylars — \$10.00 per page plus \$1.00

Documents smaller than 11" x 17" — \$5.00 per page plus \$1.00

Multiple copies of Mylars (or other documents) may be sent for recording at the same time at no extra cost.

The list below is intended to assist the applicant/agent in calculating the required fee.

Examples of Documents

Pages x Fee Per Page + \$1 Fee Per Document = Amt. per document

1. Plat/Map

2. Subordination Agreement (For County Only)

3. Disclosure Notice (For County Only)

4. Condominium Declaration

5. Access Easement

6. Other

PLANNING DEPARTMENT CHECKLIST FOR MINOR SUBDIVISIONS, AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS IN THE ESTES VALLEY

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

PRIOR TO ISSUANCE OF FIRST GRADING/BUILDING PERMIT

Due date in above left column applies to this block.



Address Plat Conditions of Approval

Refer to minutes detailing any applicable conditions.

State Stormwater Management Plan and Permit

A State Stormwater Management Plan and permit is required if one or more acres of land is disturbed.

The plan must comply with the Larimer County Stormwater Design Standards Manual, including Volume 3, section 1.1.a Erosion Control Report.

Restoration Landscaping Guarantee

A signed Restoration Landscaping Guarantee form is required.

Limits of Disturbance

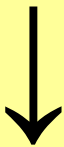
Limits of Disturbance must be designated in the field with construction barrier fencing or other methods approved by Staff prior to commencement of excavation, grading, or construction. Staff will inspect the limits of disturbance.

CDOT (Colorado Department of Transportation) Access Permit

Submit a copy of the approved CDOT access permit, if a permit is required by CDOT.

OTHER

Due date in above left column applies to this block.



As-Built Plans

Per EVDC §10.5.J, upon completion of construction and prior to release of performance guarantees, the subdivider shall submit as-built drawings, including a digital set, to the appropriate utility provider and/or Engineering/Public Works Department as applicable, to consist of a Mylar reproducible set of all construction drawings indicating as-built conditions.

See EVDC Appendix B, Attachment C for compatible digital formats and media type. Emailing is preferable. Save AutoCAD files down to a version prior to 2005.

**PLANNING DEPARTMENT CHECKLIST FOR MINOR SUBDIVISIONS,
AMENDED PLATS, AND BOUNDARY LINE ADJUSTMENTS APPLICATIONS
IN THE ESTES VALLEY**

Plat/Map Name: _____

DUE NO COMPLETE
LATER THAN

_____ **Landscape Improvement Agreement**

Landscaping plan must:

- a. Be fully implemented on the site (including revegetation of disturbed areas) and inspected by Staff; or
- b. If, because of seasonal conditions, the plan cannot be implemented immediately, it must be guaranteed by an improvement agreement (or included in an approved development agreement) in a form agreeable to the Town or County, and secured by a letter of credit, cash escrow, or other instrument acceptable to the Town or County, in an amount equal to one-hundred-fifteen percent of the cost of materials and labor for all elements of the landscape plan.

_____ **Engineer's Drainage Certification**

Subdivisions are required to submit for review and approval an overall site certification of the constructed drainage facilities. The overall site certification must be stamped and signed by a licensed engineer, must specify the proposed and the as-built conditions of the site's drainage facilities, and must be in a form approved by staff. Any variation from the approved plans must be noted and proven to function properly within standards, as in the Stormwater Design Criteria. Supporting calculations to justify any variation from the approved plans shall be provided, including, but not limited to: detention volumes, pipe capacities, and swale capacities. Individual lot or building certification may be required, depending on the site design, prior to the release of a certificate of occupancy by the applicable Building Department. Certification of drainage facilities shall be submitted to the applicable engineer at least two weeks prior to release of collateral. In order to provide this certificate, an engineer will need to make periodic site inspections throughout construction.

_____ **Engineer's Certificate for Public Improvements**

An engineer's certificate is required for adequate public facility improvements described in EVDC §7.12. The form of the certificate will be reviewed and approved by staff.