

PLANNING DEPARTMENT CHECKLIST FOR PRELIMINARY PLAT AND MAP 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 the 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."

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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.

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.

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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.

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.

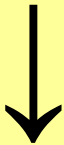
Compliance with Planning Commission recommendations is required by the "Revisions Due" date in order for the Town Board or Board of County Commissioners to review your application.

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 the Town Board

Submit two copies of the plat/map.



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Number of Copies Needed for Applications Reviewed by the County Commissioners

Submit four copies of the plat/map.

Compliance with Planning Commission Conditions

Condition #1

Condition #2

Condition #3, etc.

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

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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.

ESTES PARK TOWN BOARD OF TRUSTEES OR LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS CONDITIONS OF APPROVAL MUST BE SATISFIED WITHIN 30 DAYS FROM THE MEETING

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.

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 review and approval.

Compliance with Town Board/County Commission Conditions of Approval

Condition #1

Condition #2

Condition #3, etc.

DEADLINE FOR SUBMITTAL OF FINAL PLAT/MAP APPLICATION

Due date in above left column applies to this block.

Within twelve (12) months of the date of final approval, the developer must apply for a final subdivision plat for at least one phase of the proposed subdivision.

Approval of a final subdivision plat shall extend the life of the preliminary subdivision plat for an additional 12-month period from the date of final plat approval.

If the original 12-month period or any successive 12-month period expires before a final subdivision plat is approved, the preliminary plan approval automatically becomes null and void.