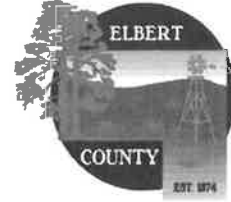




# COUNTY OF ELBERT

## COMMUNITY & DEVELOPMENT SERVICES

P.O. BOX 7  
215 COMANCHE STREET  
KIOWA, COLORADO 80117  
303-621-3136 FAX: 303-621-3165  
cds@elbertcounty-co.gov



### PRELIMINARY PLAT CHECK LIST SUBDIVISION REGULATIONS Section VII

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Owner(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The application must include the following information:

Date Completed

- |    |    |  |       |
|----|----|--|-------|
| 1. | A. | Completed Application Form (signed by both owners)   | _____ |
|    | B. | Completed Disclosure Form (if applicable)  | _____ |
|    | C. | Completed Agreement Form   | _____ |
| 2. |    | Application Fees Paid \$ _____ (Amount)  | _____ |
| 3. |    | Completed Narrative _____ (2 Copies)   | _____ |
| 4. |    | Completed Preliminary Plat Map _____ (2 Copies)<br>(See Regulations Section VIII, Map Requirements)    | _____ |
| 5. |    | Proof of Ownership of both properties (Title Report or Property Deed)<br>Title Report or Property Deed | _____ |
| 6. |    | Completed Subdivision Summary Form   | _____ |

Public hearing date set for Planning Commission:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Public hearing date set for BOCC:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

35 day review period:

7. Referral agencies notified, due on \_\_\_\_\_

30 days prior to public hearing:

8. Notice of public hearing in the newspaper  
(see Notice of Public Hearing - Zoning Regs., Part I, Section 6, B., 3) \_\_\_\_\_

- 9. Certified mail notifying adjacent property owners \_\_\_\_\_
- 10. Sign posting on the property (see Zoning Regs., Part I, Section 6, B., 3, b.) \_\_\_\_\_

24 days prior to public hearing:

- 11. A. Map of adjacent land owners \_\_\_\_\_
- B. Copy of the notice to adjacent property owners \_\_\_\_\_
- C. Alphabetical list of adjacent property owners \_\_\_\_\_
- D. Certified mailing receipts (white slips) \_\_\_\_\_
- 12. A. Notarized affidavit verifying sign posting \_\_\_\_\_
- B. Photograph of the sign posting \_\_\_\_\_

5 days prior to the hearing date:

- 13. Publisher's affidavit \_\_\_\_\_
- 14. Green postal return receipts \_\_\_\_\_

Additional submittal information:

- 15. Copy of proposed covenants \_\_\_\_\_
  - 16. Preliminary Development Guide \_\_\_\_\_
  - 17. Public Improvements \_\_\_\_\_
  - 18. Drainage plans/flood plain/erosion control \_\_\_\_\_
  - 19. Water impact/design considerations \_\_\_\_\_
  - 20. Sewage impact/design considerations \_\_\_\_\_
  - 21. A. Proposed roads and rough grading plan \_\_\_\_\_
  - B. Off street parking \_\_\_\_\_
  - 22. Delineation and dimension of easements \_\_\_\_\_
  - 23. Soil percolation and/or soil profile tests \_\_\_\_\_
  - 24. Delineation and dimensions of buildings/structures \_\_\_\_\_
  - 25. Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

ACTION:

STAFF RECOMMENDATION:

APPROVAL ( )

DENIAL ( )

REMARKS: \_\_\_\_\_

DATE: \_\_\_\_\_

PLANNING COMMISSION RECOMMENDATION:

APPROVAL ( )

DENIAL ( )

REMARKS: \_\_\_\_\_

DATE: \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS:

APPROVAL ( )

DENIAL ( )

EXEMPTION UNDER C.R.S 30-28-101(d): \_\_\_\_\_

REMARKS (IF EXEMPTION, STATE REASON): \_\_\_\_\_

DATE: \_\_\_\_\_

NOTE: THIS FORM IS REQUIRED BY COLORADO REVISED STATUTES.