

Date Received _____
Initials _____



City of Montrose

MINOR SUBDIVISION /ADMINISTRATIVE PLANNED DEVELOPMENT APPLICATION

It is the applicant's responsibility to submit the required materials. Checks shall be made payable to *City of Montrose*. The application fee is non-refundable. All application materials should be submitted in digital format only. Please email application materials to planningmail@cityofmontrose.org. Large files may be shared via Dropbox or Google Drive.

Please contact Planning Services at (970) 240-1407 for assistance.

NAME OF PLAT _____

ADDRESS OF PROPERTY _____

ZONING/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

This list is intended to be a guide and may not be a complete list of all the requirements.

- \$200 non-refundable application fee (check, credit card, cash)
- Written statement explaining the proposal (PDF)
- Recorded warranty deed(s) with legal description of the property (PDF)
- Recorded Statement of Authority (PDF)
- Title policy dated within 90 days of application (PDF)
- Engineering plans showing water and sewer services, stamped by licensed professional engineer (PDF & DWG)
- PDF & DWG 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, lot numbers/letters
 - 2 references to city gps coordinates
 - 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
 - Bearing of every street line, boundary line, block line (including radius, central angle, and tangent distance to the nearest hundredth of a foot or nearest second)
 - Plat notes as necessary including notes documenting any special fees
 - Certificates as necessary (including but not limited to the following)
 - Certificate of Dedication and Ownership
 - Surveyors Certificate
 - Attorney Certificate
 - Certificate of Completed Improvements
 - Certificate of Recording
 - Approval of City Manager
 - Approval of City Attorney
-
- After staff approval, Mylar copy of the plat and final PDF & DWG file of plat

IMPORTANT NOTES

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