

**Staff Use Only**

Application Number: \_\_\_\_\_

Received by: \_\_\_\_\_

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

Fees Paid: \$ \_\_\_\_\_

Complete: Y N

# MAJOR SUBDIVISION

## #3: Final Plat Application Instructions

*The purpose of the final plat is to complete the subdivision of land consistent with the technical standards of the City of Craig. The application for final plat must conform to the preliminary plat previously approved by the City and must meet any conditions of approval imposed by the City Council. Applications must be submitted within twelve (12) months of the approval of the preliminary plat (unless otherwise specified by the City Council and within a reasonable time before the Planning Commission meeting at which the application will be reviewed.*

*The following items must be included in the Final Plat Application packet. Incomplete applications will not be accepted for processing.*

### **Required for Final Plat Consideration**

	<b>Staff use only</b>	
1. Application Fee.	Y	N
2. Completed <b>Land Use Application</b> Form attached ( <b>marked for Major Subdivision 3</b> ). (1 copy)	Y	N
3. Original signed agreement for payment of development review expenses incurred by the City.	Y	N
4. Current Title Commitment. (Dated less than 30 days from date of final plat application.) (2 copies)	Y	N
5. One (1) set of mailing labels for all current property owners within 150 feet of the affected property, mineral interest owners of record; mineral, oil and gas lessees for the property and appropriate Ditch Companies and referral agencies. <b><i>Applicant must attach a certification that the label set is complete and the information no more than 30 days old.</i></b>	Y	N

6. Final Plat (15 copies sized 24" x 36") including:

Y N

**General Instructions**

Must be prepared by, or under direct supervision of, a registered land surveyor and meet State requirements. Non-contiguous parcels cannot be in one (1) plat and only one (1) plat shown per sheet. Contiguous parcels owned by different parties may be on one (1) plat, provided all owners join in dedication and acknowledgment. Show lengths to nearest one hundredth (100<sup>th</sup>) of a foot and bearings in degrees, minutes and seconds. Perimeter survey description of proposed subdivision must include at least 1 tie to an existing section monument of record and a description of monuments. Survey error cannot be greater than 1/10,000. Bearings, distances and curve data of all perimeter boundary lines must be indicated outside boundary line with lot dimensions. Names and signatures of all owners of equitable interest in the property must be on the plat in black drawing ink.

**Plat must include the following information:**

- a) Title of project
- b) North arrow, scale (not greater than 1" = 100') and preparation date
- c) Vicinity map
- d) Legal description
- e) Basis for establishing bearing
- f) Names and addresses of owners, applicant, designers, engineers and surveyors
- g) Total acreage of subdivision
- h) Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights of way and easements
- i) Lot and block numbers, numbers in consecutive order, and square footage of each lot or tract
- j) Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances
- k) Existing rights of way in and adjacent to property (labeled and dimensioned)
- l) Existing and proposed street names for all streets on and adjacent to property
- m) Existing easements and their type in and adjacent to property (labeled and dimensioned)
- n) Location and description of monuments
- o) Floodplain boundary and source of information (if no such source, state this on the plat)
- p) Signature block for registered land surveyor certifying accuracy of boundary survey and plat
- q) Signature block for certification of approval by the City Council with a signature for the Mayor and City Clerk
- r) Certification of ownership
- s) Dedication of streets, rights of way, easements and public sites to the City of Craig.

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|--|--------|
| 7. General Development Information. (10 copies)  | Y    N |
| Provide a written description confirming that the final plat conforms to the preliminary plat with only those changes to the Preliminary Plat that were required by the Council. In addition, the description shall address how the proposed development conforms to this Code.  |        |
| 8. Update of any plans or reports provided with the Preliminary Plat for which there is a change of conditions.  | Y    N |
| 9. Special Documents (as needed) (2 copies)  | Y    N |
| <ul style="list-style-type: none"> <li>a) Special agreements (as may be required).</li> <li>b) Floodplain Use Permit (from City).</li> <li>c) State Highway Utility Permit (from Colorado Dept. of Transportation).</li> <li>d) State Highway Access Permit (from Colorado Dept. of Transportation).</li> <li>e) Construction Dewatering Permit (from Colorado Dept. of Public Health and Environment).</li> <li>f) 404 Permit (from Army Corps of Engineers).</li> <li>g) Air Pollution Emission Notice (APEN) (from Colorado Dept. of Public Health and Environment).</li> <li>h) Work in Ditch Right-of-Way Permit (from individual ditch companies).</li> <li>i) Rare Species Occurrence Survey (from U.S. Fish and Wildlife Service).</li> <li>j) Subdivision Improvement Agreement (SIA).</li> <li>k) Improvements Guarantee - Cash, certified check, or a letter of credit from a bank in Colorado or other acceptable collateral in the amount stipulated to in the SIA, posted in favor of the City in an amount sufficient to assure construction of public improvements for either part or all of the plat, as determined by the City Council.</li> <li>l) Approved Adjudication of Water Rights and a Plan of Augmentation (if applicable).</li> <li>m) Protective Covenants, Homeowners Association (HOA) Documents, Articles of Incorporation for HOA, and Architectural Design Guidelines, if any, finalized and in a form for recording. If there are open space areas to remain in private ownership within the subdivision, the HOA documents must have in place a mechanism which will assure maintenance will be funded in perpetuity.</li> <li>n) FEMA approved applications (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).</li> <li>o) Documentation showing who will own and maintain the open space.</li> <li>p) Documentation for dedication of public sites for open space or other civic purposes.</li> </ul> |        |

## Review Process

*Within 10 working days, staff may either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant will then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the City. The original and all documents requiring a signature must be signed in [blue ink](#).*

*The review timeframe begins with the certification of the application as complete.*

*Within a reasonable time after the Application has been deemed complete, and prior to the Planning Commission Public Meeting, the City will send a referral packet to appropriate agencies and interests for comment.*

*Staff will complete its review of the materials and then prepare a report to the Planning Commission explaining how the application is or is not consistent with the final plat review criteria. The City will schedule a public meeting before the Planning Commission for the purpose of taking action on the preliminary plat. The Planning Commission will make a recommendation to the City Council to approve or deny the Final Plat Application.*

*The final plat will be presented to the City Council in a public meeting.*

*For instructions regarding the submission of plats for signature and recording as well as for post approval submittal requirements, please consult the Craig Municipal Code (Chapter 16, Article 4, Section 7-- Final Plat). Final Plat review criteria are also included in this Article of the Code.*



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Application Number: \_\_\_\_\_

Received By: \_\_\_\_\_

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

# LAND USE APPLICATION

- 1. This is the master land use form for the City of Craig. Please use to apply for:**  
(please circle one of the following as appropriate)

Administrative Subdivision  
Major Subdivision **1 2 3**  
Planned Development Overlay  
Sign Permit  
Temporary Use

Annexation  
Variance or Appeal  
Minor Subdivision  
Rezoning  
Other: \_\_\_\_\_

Conditional Use  
Waiver  
RV Park  
Site Plan

- 2. Project Name:** \_\_\_\_\_  
please print or type legibly

- 3. Contact information:** (a list of additional contacts may be attached)

Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

- 4. Property Description:**

Address or Location: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

- 5. Purpose:** (describe intent of this application in 1-2 sentences)

\_\_\_\_\_  
\_\_\_\_\_

- 6. Certification:** (must be signed in blue ink)

*I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.*

Owner: \_\_\_\_\_ Date: \_\_\_\_\_ **AND**

*I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the City of Craig must be submitted prior to processing of this application.*

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