



# MINOR SUBDIVISION PLAT *Instructions*

**Staff Use Only**

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

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

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

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

Complete: Y N

*Prior to submittal of the Minor Subdivision Plat, applicants must meet with City staff to discuss City regulations and standards, application/review process, submittal requirements, and schedule. Please contact City Hall at (970)826-2013 to set up this meeting.*

*Subsequent to the meeting with City staff, applicants must request review of the Minor Subdivision Plat by the Planning Commission. The following items must be submitted for that review. Incomplete applications will not be considered.*

## Required for Minor Subdivision Plan Review

	Staff use only	
1. Application fee of \$500.00.	Y	N
2. Completed <b><i>Land Use Application</i></b> form attached ( <b>marked for Minor Subdivision</b> ).	Y	N
3. 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 minor subdivision plat submittal.)	Y	N
5. Mailing labels for all property owners, mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies within 150 feet of the affected property. The applicant shall certify the report is complete and accurate. <b>(1 set Avery 8160 format)</b>	Y	N
6. Minor Subdivision Plat. <b>(10 copies sized 24" x 36" and 10 copies 11" x 17" reductions)</b> including:	Y	N
• Title of project		
• North arrow, scale (not greater than 1"=200') and preparation date		
• Vicinity map		
• Legal description		
• Basis for establishing bearing		
• Names and addresses of owners, applicant, designers, engineers and surveyors.		
• Total acreage of subdivision.		
• Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.		
• Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract.		
• Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.		
• Existing rights-of-way in and adjacent to subject property (labeled and dimensioned).		
• Existing and proposed street names for all streets on and adjacent to the property.		
• Existing easements and their type in and adjacent to subject property (labeled and dimensioned).		
• Location and description of monuments.		

6. *cont'd*

- Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat).
- Certificate blocks for signatures of owner, surveyor, utility providers, and City approval, as applicable.

7. The Minor Subdivision Plat shall comply with the following standards.

- The plat shall be prepared by or under the direct supervision of a registered land surveyor and meet applicable State of Colorado requirements.
- Parcels not contiguous shall not be included in one (1) plat, nor shall more than one (1) plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one (1) plat, provided that all owners join in the dedication and acknowledgment.
- Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds.
- The perimeter survey description of proposed subdivision shall include at least one (1) tie to an existing section monument of record and a description of monuments. The survey shown shall not have an error greater than one (1) part in ten thousand (10,000).
- Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.
- All signatures shall be made in black drawing ink.

8. General Development Information. **(10 copies)**

A written description addressing how the proposed development conforms to the City Land Use Code and the Comprehensive Plan.

**Note:**

Within a reasonable period to time, Staff shall 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 shall 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 application and all documents requiring a signature shall be signed in blue ink.

Within an appropriate timeframe, staff shall send information about the application by regular mail to: surrounding property owners within one hundred fifty (150) feet, mineral interest owners of record, mineral and oil and gas lessees for the property, and other parties of interest.

Prior to the Planning Commission public hearing, the applicant shall provide the City with letters of support and commitment to serve from all agencies identified at the pre-application conference.

The City shall schedule a public hearing for the purpose of taking action on the Minor Subdivision. The City shall publish notice in a newspaper of general circulation and the applicant shall post the property with a sign legible from an adjacent public right-of-way within a reasonable time prior to the hearing. All notices and posting shall be consistent with 16.01.170 of this Code.

The Planning Commission shall hold a public hearing to review the application based on the Minor Subdivision review criteria. The Planning Commission shall then make a recommendation to the City Council to approve or deny the application.

The Minor Subdivision plat shall be presented to the Council for its review and action at a regular meeting. The Council may approve or deny the Minor Subdivision based on the minor subdivision review criteria. If approved, the Applicant shall provide two (2) original mylars of the plat ready for the Mayor and Clerk to sign and record. One (1) original mylar of the minor subdivision plat shall be recorded by the City in the office of the Moffat County Clerk and Recorder.



**Staff Use Only**

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: \_\_\_\_\_