



MINOR SUBDIVISION APPLICATION

Application Fee: \$500.00

(Plus, all developer related review fees incurred by the Town of Keenesburg i.e., legal, engineering, publication, recording fees, etc.)

Applicant Name _____

Address _____

Daytime Phone _____

Email: _____

Replat Name: _____

Address of Proposed Minor Subdivision: _____

Legal Description: _____

Is the Applicant the Owner of the Property? Yes No

Owner Name (if not Applicant): _____

Owner Address: _____

Owner's Phone: _____

Owner's email: _____

A Minor Subdivision must meet one or more of the following requirements: (check all that apply)

_____ The subdivision is a replat of an approved final subdivision plat, which does not increase the number of lots or increase density, and which does not result in a material change in the extent, location or type of public improvements, easements, arrangement of streets, open space, or utilities.

_____ The subdivision is a division of a parcel into not more than two lots; each lot has access to an accepted and maintained public street; the subdivision will not

require the dedication of streets, alleys or easements, or the construction of improvements to serve the lots; and each lot will meet the requirements of the Town's zoning regulations without the necessity for a variance and no variance has been granted within the previous three years.

_____ The subdivision is of a lot, previously created by an approved final subdivision plat, which is split or subdivided into no more than two lots and the lots created by the split comply with the applicable requirements of the Town's zoning regulations: or

_____ The subdivision is a division of a parcel or lot into not more than two lots, one or both of which are to be conveyed to the Town, or into three lots, at least two of which are to be conveyed to the Town. The approval of any subdivision pursuant to this subsection may be conditioned upon conveyance to the Town of such lots.

Requirement Checklist

_____ Pre-application conference.

_____ Subdivider's Certification that all required improvements are installed, available and adequate to serve each lot of the minor subdivision.

Water, sewer, electrical power, natural gas, telephone, access, etc.

_____ Six copies of the Final Plat.

_____ Completed Application

_____ Executed Cost Agreement

_____ Deposit (Amount determined by administrator during pre application conference)

_____ Public Hearings will be scheduled by the Town Clerk when the application is determined to be complete.

_____ The Subdivider will be responsible for notifying all property owners located within three hundred (300) feet of the property in question at least fifteen (15) days prior to the public hearings. (Notice to be provided by the Town Clerk)

_____ Public Hearing notice posted on property at least ten (10) days prior to the public hearings. (The Posting shall contain the same information as the mailed notice, as provided by the Town Clerk)

_____ Notarized affidavit stating that notice was mailed, when, with attached list, and that the property was posted with an attached photo.

_____ Affidavit of compliance with notification of surface development under
C.R.S. § 24-65.5-101 et. seq.

Property Owner signature: _____ **Date:** _____

The Applicant understands that this is an application only, that must be approved, and that any required building permits must be obtained before the property may be used in accordance with the request. The Applicant further acknowledges that the above information is correct. By signing this Application, the Applicant certifies that he or his consultants have read and understand the pertinent ordinances of the Town of Keenesburg and will prepare application materials consistent with them.

Applicant signature: _____ **Date:** _____