



Town of Fraser Land Development 1st Referral Summary

Date: May 3, 2023

Project Name: Wapiti Dr Conditional Use

Project Address: 832 Wapiti Dr

Referral Begin Date: April 13, 2023

Referral End Date: April 27, 2023

Applicant: Jardie Lauinger

Planner: Alyssa Rivas

CC: Michael Brack, Fraser Town Manager

Paul Johnson, Fraser Public Works Director

Ben Thurston, Baseline Project Director



Documents sent on referral:

- Cover Page (*requires resubmittal*)
- CUP-01-CONDITIONAL USE SITE PLAN V2 (*requires resubmittal*)
- Land Use Application Fillable Form 832 Wapiti Dr.

Responding Referral Agencies:

Paul Johnson – Town Public Works Department

Ryan Mowrey – East Grand Fire District

Jean Johnston – Mountain Parks Electric

Will Berry – Whitmer Law Firm

Julie Gittins – Xcel

Julie Esterl – Baseline

Referral Agencies that did not respond:

Julie Koehler – Merrick & Company

Brad Ray – East Grand School District

Meara McQuain – Headwaters Trails Alliance

Cathleen Brown – Town Gardener

EAST GRAND FIRE PROTECTION DISTRICT NO. 4

P.O. Box 2967 • Winter Park, Colorado 80482
(970) 726-5824 • www.eastgrandfire.com


Ms Alyssa Rivas,

April 14, 2023

Thank you for the opportunity to comment *832 Wapiti Drive* for a Conditional Use Permit.

East Grand Fire has no concerns about this property development. Access from Wapiti Drive is adequate, as well as fire suppression water supply in this area. This project will require an automatic fire sprinkler system, that will be submitted to EGFD and approved at a later date. Consideration should be taken when choosing exterior building materials to provide for a more wildfire adaptive community.

Thank You,



Ryan Mowrey
Assistant Fire Marshal
East Grand Fire Protection District



Alyssa Rivas

From: Jean Johnston <jeanj@mpei.com>
Sent: Thursday, April 20, 2023 6:06 AM
To: Alyssa Rivas
Cc: Gittins, Julie K
Subject: RE: 832 Wapiti Dr Conditional Use Permit - 1st Referral Request

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Hi Alyssa,

I have reviewed this area and don't have any objections as long as the developer meets all of our requirements and standards.

Please include me in the application process.

I don't see that this was sent to Xcel Energy so I have included Julie in this response.

Thanks, Jean

Jean Johnston
Right of Way Specialist, Sr Staker

JeanJ@mpei.com
ex 265



Mountain Parks Electric, Inc.

321 West Agate Ave • P.O. Box 170, Granby, CO 80446-0170 • 970.887.3378

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From: Alyssa Rivas <alyssa.rivas@baselinecorp.com>
Sent: Thursday, April 13, 2023 5:43 PM
To: 'dsoles@eastgrandfire.com' <dsoles@eastgrandfire.com>; 'rmowrey@eastgrandfire.com' <rmowrey@eastgrandfire.com>; 'brad.ray@egsd.org' <brad.ray@egsd.org>; 'mmcquain@co.grand.co.us' <mmcquain@co.grand.co.us>; 'Paul Johnson' <pjohnson@town.fraser.co.us>; 'cbrown@town.fraser.co.us' <cbrown@town.fraser.co.us>; 'Kent Whitmer' <kent@whitmerlawfirm.com>; Jean Johnston <jeanj@mpei.com>; 'Julie Koehler' <julie.koehler@merrick.com>
Cc: 'Michael Brack' <mbrack@town.fraser.co.us>; 'Monica Kopf' <mkopf@town.fraser.co.us>; Julie Esterl <julie.esterl@baselinecorp.com>
Subject: [External] 832 Wapiti Dr Conditional Use Permit - 1st Referral Request

Caution: This email originated from outside of MPEI. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Referral Agencies,

The Town of Fraser has received an application for a Conditional Use Permit at 832 Wapiti Drive. The request is to construct a 3-unit townhome on a reduced lot size that does not meet current zone district standards. Please click the Dropbox link below to access the application documents included with the submittal. Please return comments back to me no later than **April 27, 2023**. Please keep in mind that if this application is approved, the applicant will submit a follow up application for a Minor Subdivision and Final Plat. Let me know if you have any questions.

<https://www.dropbox.com/scl/fo/saopfa03cevpckp40t6r4/h?dl=0&rlkey=xyvpesfljmivojqxbiswv1u0r>

Thank you,

ALYSSA RIVAS | ASSOCIATE PLANNER

Baseline Engineering Corporation | Engineering, Planning, & Surveying

Phone: 303-202-5010 ext. 224 | Cell: 719.332.3928 | www.baselinecorp.com | [Social Media](#)

Office: 112 N. Rubey Drive, #210, Golden, CO 80403



Alyssa Rivas

From: Gittins, Julie K <Julie.K.Gittins@xcelenergy.com>
Sent: Thursday, April 20, 2023 8:30 AM
To: Alyssa Rivas
Cc: Jean Johnston
Subject: RE: 832 Wapiti Dr Conditional Use Permit - 1st Referral Request

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Alyssa,

Good morning!

This review may be more detailed than needed at this point, but hopefully it is helpful.

Public Service Company (aka Xcel) has reviewed the documents provided and has the following comments for 832 Wapiti Dr:

- There are two utility companies in Grand County and service lines cannot be joint trenched. This requires additional clearances to be met from electric, water/sewer and the foundation. The developer will need to provide a utility plan showing that is possible with the narrow setbacks proposed. Xcel may not be able to provide service if utility separations cannot be met.
- As these are townhomes and the lot can be subdivided, each home will require its own meter/service line and cannot be banked on one side or unit unless there is a non-exclusive utility easement noted on the plat to avoid trespassing issues. The meters will need to be set on the front of the units under a gable as the 5' side setbacks will not allow enough room to bring both gas and electric into the end units. We also do not install under or through retaining walls.

The following are requirements for meter sets:

There is a gas main on the opposite side of the road, but locates will need to be done to determine the exact location. Three road cuts will need to be done to bring three service lines across the road.

****Reinforcements may also be needed based on the additional load being brought onto the system which would be at the owners expense. That will be determined by our Area Engineer once load information is provided at the time of application and reviewed.**

Meters must be placed under a non-drip edge on the front third of the structure in an easily seen and accessible location per Xcel standards Section 4.3, under number 3, page 33. ***Note: Due to excessive snowfall, ice and snow shields will not be permitted in the following Colorado counties: Grand, Eagle, Lake, Park and Summit. Meters shall be installed on the gable or non-drip side of a building or in an approved remote location from the building or structure in these counties.*** [Xcel Energy Standard for Electric Installation and Use \(Blue Book\)](#)

Meters must also be placed in protected locations from vehicle damage. Bollards may be required.

Lateral service lines cannot be installed under or through a retaining wall or foundation.

Per Xcel standards- A building is only allowed one point of service unless the lot has been formally sub-divided and each unit will have no intermingling of wiring between units or proposed units, each unit must have an entrance and an

gress, and the Authority of Jurisdiction must approve the installation. See section 4.1 Services in the Xcel Energy Standard for Electric installation and Use (blue Book)

- In order to meet the clearance requirements from other utilities, the following guidelines must be adhered to:
 - There must be 5' between electric and gas service lines as we cannot joint trench
 - There needs to be at least a 20' separation between two structures if installing gas and electric meters across from each other.
 - Gas lines must be a minimum of 10' away from water and sewer
 - Water/sewer stubs need to be at least 10' into the lot so our lines are not compromised when pits are dug.
 - Service lines must be a minimum of 5' away from the foundation and must be inside the property line.
 - Fences cannot be installed over our service lines. They must be a minimum of 5' away
 - No back lot installation
 - Xcel will not install under asphalt with the exception of gas service lines

The property owner/developer/contractor must complete the application process for any new natural gas or electric service, or modification to existing facilities via 1-800-628-2121 or [Apply for service with Xcel's Building and Remodeling ap \(https://my.xcelenergy.com/BuildingRemodeling/s/\)](https://my.xcelenergy.com/BuildingRemodeling/s/). This must be done for each unit needing service. It is then the responsibility of the developer to contact the Designer assigned to the project for approval of design details.

Easements *may* need to be acquired by separate document for new facilities – be sure to contact the Designer and request that they connect with a Right-of-Way and Permits Agent in this event.

As a safety precaution, PSCo would like to remind the developer to call the Utility Notification Center by dialing 811 for utility locates prior to construction.

- Please provide Final Site plan, Elevation plan, Plat/Survey showing utility easements, Utility Plan showing shallow and deep utilities, load requirements for each unit/address and a list of county approved addresses.

Please note – this is not a final assessment of what the new service request will entail. There may be additional things in the field I cannot see. Once an application has been submitted to XCEL we can start the full design process and identify the scope of work that will need to be done for this request.

Have a great day!

Julie Gittins

Xcel Energy
Design Planner, Mountain Division
583 E. Jasper Ct., PO Box 528 Granby, CO 80446
P: 970-262-4014 C: 970-409-7613
E: Julie.K.Gittins@xcelenergy.com

Direct Supervisor: Kyle.C.Alsup@xcelenergy.com

My Office Hours: Tuesday thru Friday, 6:00 – 4:30 pm

From: Alyssa Rivas <alyssa.rivas@baselinecorp.com>
Sent: Thursday, April 13, 2023 5:45 PM
To: Gittins, Julie K <Julie.K.Gittins@xcelenergy.com>
Subject: RE: 832 Wapiti Dr Conditional Use Permit - 1st Referral Request

EXTERNAL - STOP & THINK before opening links and attachments.

Hi Julie, please see attached documents associated with the referral request below. Thank you!

ALYSSA RIVAS | ASSOCIATE PLANNER

Baseline Engineering Corporation | Engineering, Planning, & Surveying

Phone: 303-202-5010 ext. 224 | Cell: 719.332.3928 | www.baselinecorp.com | [Social Media](#)

Office: [112 N. Rubey Drive, #210, Golden, CO 80403](#)



From: Alyssa Rivas

Sent: Thursday, April 13, 2023 5:43 PM

To: 'dsoles@eastgrandfire.com' <dsoles@eastgrandfire.com>; 'rmowrey@eastgrandfire.com' <rmowrey@eastgrandfire.com>; 'brad.ray@egsd.org' <brad.ray@egsd.org>; 'mmcquain@co.grand.co.us' <mmcquain@co.grand.co.us>; 'Paul Johnson' <pjohnson@town.fraser.co.us>; 'cbrown@town.fraser.co.us' <cbrown@town.fraser.co.us>; 'Kent Whitmer' <kent@whitmerlawfirm.com>; 'jeanj@mpei.com' <jeanj@mpei.com>; 'Julie Koehler' <julie.koehler@merrick.com>

Cc: 'Michael Brack' <mbrack@town.fraser.co.us>; 'Monica Kopf' <mkopf@town.fraser.co.us>; Julie Esterl <julie.esterl@baselinecorp.com>

Subject: 832 Wapiti Dr Conditional Use Permit - 1st Referral Request

Referral Agencies,

The Town of Fraser has received an application for a Conditional Use Permit at 832 Wapiti Drive. The request is to construct a 3-unit townhome on a reduced lot size that does not meet current zone district standards. Please click the Dropbox link below to access the application documents included with the submittal. Please return comments back to me no later than **April 27, 2023**. Please keep in mind that if this application is approved, the applicant will submit a follow up application for a Minor Subdivision and Final Plat. Let me know if you have any questions.

<https://www.dropbox.com/scl/fo/saopfa03cevpckp40t6r4/h?dl=0&rlkey=xyvpesfljmivojqxbiswv1uOr>

Thank you,

ALYSSA RIVAS | ASSOCIATE PLANNER

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Office: [112 N. Rubey Drive, #210, Golden, CO 80403](#)



Alyssa Rivas

From: Alyssa Rivas
Sent: Wednesday, May 3, 2023 3:48 PM
To: Alyssa Rivas
Subject: FW: Conditional Use Submittal - 832 Wapiti Dr.
Attachments: Draft Utility Plan - 832 Wapiti Dr. Conditional Use.pdf

ALYSSA RIVAS | ASSOCIATE PLANNER

Baseline Engineering Corporation | Engineering, Planning, & Surveying

Phone: 303-202-5010 ext. 224 | Cell: 719.332.3928 | www.baselinecorp.com | [Social Media](#)

Office: [112 N. Rubey Drive, #210, Golden, CO 80403](#)



From: Paul Johnson <pjohnson@town.fraser.co.us>
Sent: Tuesday, May 2, 2023 3:42 PM
To: Alyssa Rivas <alyssa.rivas@baselinecorp.com>
Subject: RE: Conditional Use Submittal - 832 Wapiti Dr.

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Not for the Conditional use portion of the application. I may have comments when the minor site plan application is submitted.

Paul B. Johnson
Director of Public Works
Town of Fraser
153 Fraser Avenue, P.O. Box 370
Fraser, CO 80442
Phone: 970-531-9940
Fax: 970-726-5518
www.frasercolorado.com



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From: Alyssa Rivas <alyssa.rivas@baselinecorp.com>
Sent: Tuesday, May 2, 2023 2:30 PM
To: Paul Johnson <pjohnson@town.fraser.co.us>
Subject: RE: Conditional Use Submittal - 832 Wapiti Dr.

Great, thank you. So, no concerns I should pass along that should be addressed in a resubmittal?

ALYSSA RIVAS | ASSOCIATE PLANNER
Baseline Engineering Corporation | Engineering, Planning, & Surveying
Phone: 303-202-5010 ext. 224 | Cell: 719.332.3928 | www.baselinecorp.com | [Social Media](#)
Office: 112 N. Rubey Drive, #210, Golden, CO 80403



From: Paul Johnson <pjohnson@town.fraser.co.us>
Sent: Tuesday, May 2, 2023 1:09 PM
To: Alyssa Rivas <alyssa.rivas@baselinecorp.com>
Subject: RE: Conditional Use Submittal - 832 Wapiti Dr.

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That will work for utility location for the Conditional Use Application.

Paul B. Johnson
Director of Public Works
Town of Fraser
153 Fraser Avenue, P.O. Box 370
Fraser, CO 80442
Phone: 970-531-9940
Fax: 970-726-5518
www.frasercolorado.com



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From: Alyssa Rivas <alyssa.rivas@baselinecorp.com>
Sent: Tuesday, May 2, 2023 10:13 AM
To: Paul Johnson <pjohnson@town.fraser.co.us>
Subject: Fwd: Conditional Use Submittal - 832 Wapiti Dr.

Hi Paul,

Thank you for calling me back. I will also be away at appointments around the time you get out of your meetings, so I wanted to send this utility plan over in the meantime. Please let me know your thoughts.

Thank you,

ALYSSA RIVAS | ASSOCIATE PLANNER

Baseline Engineering Corporation | Engineering, Planning, & Surveying

Phone: [303-202-5010](tel:303-202-5010) ext. 224 | Cell: [719.332.3928](tel:719.332.3928) | www.baselinecorp.com | [Social Media](#)

Office: [112 N. Rubey Drive, #210, Golden, CO 80403](#)

From: Jardie Lauinger <jardie.lauinger@gmail.com>

Sent: Tuesday, May 2, 2023 9:36 AM

To: Alyssa Rivas <alyssa.rivas@baselinecorp.com>

Cc: kaler.hendrix <kaler.hendrix@gmail.com>; Matt McMullen <matt@create4everyone.biz>

Subject: Re: Conditional Use Submittal - 832 Wapiti Dr.

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good Morning Alyssa,

Per our conversation.

Please see a draft proposed utility ROW access plan for 832 Wapiti.

Thank you,

Jardie Lauinger

Alyssa Rivas

From: Will Berry <will@whitmerlawfirm.com>
Sent: Thursday, April 27, 2023 1:12 PM
To: Alyssa Rivas
Cc: Kent Whitmer; Michael Brack
Subject: FW: 832 Wapiti Dr Conditional Use Permit - 1st Referral Request

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Alyssa,

Just one comment on this one: we think applicant is ok to submit the Minor Subdivision and Final Plat but it looks like they'll also need to go through major site plan review under TC 19-2-110.

Sec. 19-2-110. Site plan; major and minor.

- (a) Purpose. A site plan shall be required prior to any development within a zoning district.
- (1) Major site plan. The following types of development are subject to major site plan review:
- a. Residential uses which include three (3) units or more.
 - b. Any non-residential use.
 - c. Any conditional use.

William G. Berry, Attorney
The Whitmer Law Firm, LLC
Telephone: 970.725.3460 ex. 2
Website: www.whitmerlawfirm.com

From: Alyssa Rivas <alyssa.rivas@baselinecorp.com>
Sent: Thursday, April 13, 2023 5:42:49 PM
To: 'dsoles@eastgrandfire.com' <dsoles@eastgrandfire.com>; 'rmowrey@eastgrandfire.com' <rmowrey@eastgrandfire.com>; 'brad.ray@egsd.org' <brad.ray@egsd.org>; 'mmcquain@co.grand.co.us' <mmcquain@co.grand.co.us>; 'Paul Johnson' <pjohnson@town.fraser.co.us>; 'cbrown@town.fraser.co.us' <cbrown@town.fraser.co.us>; Kent Whitmer <kent@whitmerlawfirm.com>; 'jeanj@mpei.com' <jeanj@mpei.com>; 'Julie Koehler' <julie.koehler@merrick.com>
Cc: 'Michael Brack' <mbrack@town.fraser.co.us>; 'Monica Kopf' <mkopf@town.fraser.co.us>; Julie Esterl <julie.esterl@baselinecorp.com>
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Thank you,

ALYSSA RIVAS | ASSOCIATE PLANNER

Baseline Engineering Corporation | Engineering, Planning, & Surveying

Phone: 303-202-5010 ext. 224 | Cell: 719.332.3928 | www.baselinecorp.com | [Social Media](#)

Office: [112 N. Rubey Drive, #210, Golden, CO 80403](#)



Alyssa Rivas

From: Julie Esterl
Sent: Friday, April 14, 2023 11:20 AM
To: Alyssa Rivas
Cc: Ben Thurston
Subject: RE: 832 Wapiti Dr Conditional Use Permit - 1st Referral Request

Alyssa,

A few comments from me.

1. The cover letter includes a proposed development schedule that indicates the plan review will be submitted in August. Please confirm with the applicant that he does not plan to submit for plan review until August of this year. In addition, please have the applicant add the year(s) to the development schedule to make it clear. I am assuming that it will begin in August 2023, and end in April 2024, but this should be made clear.
2. The Cover Letter does not indicate how large the existing lot is, and what the Code requires for minimum lot size. Please have this info added to the Cover Letter as well as the Conditional Use Site Plan
3. ~~The Cover Letter lists additional documents that do not appear to be included with the application materials—sent on referral. Please forward these items for review:~~
 - ~~“4) Comparable Parcel Map”~~
 - ~~“5-8) Comparable recorded plats of adjacent properties”~~
 - ~~“Names and Addresses of any Neighboring property within 200’ of subject lot”~~

Thank you,

JULIE ESTERL | PRINCIPAL PLANNER

Baseline Engineering Corporation | Engineering, Planning, & Surveying

Phone: 303.202.5010x222 | Mobile: 608.215.9300 | www.baselinecorp.com | [Social Media](#)

Office: 112 N. Rubey Drive, #210, Golden, CO 80403

From: Alyssa Rivas <alyssa.rivas@baselinecorp.com>

Sent: Thursday, April 13, 2023 5:43 PM

To: 'dsoles@eastgrandfire.com' <dsoles@eastgrandfire.com>; 'rmowrey@eastgrandfire.com' <rmowrey@eastgrandfire.com>; 'brad.ray@egsd.org' <brad.ray@egsd.org>; 'mmcquain@co.grand.co.us' <mmcquain@co.grand.co.us>; 'Paul Johnson' <pjohnson@town.fraser.co.us>; 'cbrown@town.fraser.co.us' <cbrown@town.fraser.co.us>; 'Kent Whitmer' <kent@whitmerlawfirm.com>; 'jeanj@mpei.com' <jeanj@mpei.com>; 'Julie Koehler' <julie.koehler@merrick.com>

Cc: 'Michael Brack' <mbrack@town.fraser.co.us>; 'Monica Kopf' <mkopf@town.fraser.co.us>; Julie Esterl <julie.esterl@baselinecorp.com>

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<https://www.dropbox.com/scl/fo/saopfa03cevpckp40t6r4/h?dl=0&rlkey=xyvpesfljmivojqxbiswv1u0r>

Thank you,

ALYSSA RIVAS | ASSOCIATE PLANNER

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Phone: 303-202-5010 ext. 224 | Cell: 719.332.3928 | www.baselinecorp.com | [Social Media](#)

Office: [112 N. Rubey Drive, #210, Golden, CO 80403](#)





May 3, 2023



Jardie Lauinger
832 Wapiti Dr
Fraser, CO 80442
jardie.lauinger@gmail.com

RE: 832 Wapiti Dr Conditional Use Permit – 1st Referral Planning Review

Jardie,

I have reviewed the 832 Wapiti Drive Conditional Use Permit and have the following comments:

1. Through the referral process, it was determined that a Major Site Plan application is required in addition to a Conditional Use Permit, because three (3) or more residential units are being proposed. The Conditional Use Permit, which does not require a public hearing, is to be heard by the Planning Commission on May 24, 2023. The Planning Commission will make a recommendation to the Board of Trustees, who is the final decision-making body.
2. It is recommended that you apply for a Major Site Plan after a decision is made by the Board of Trustees on the Conditional Use Permit. A Major Site Plan is heard by the Planning Commission *only*, and *does* require a public hearing (public notice and opportunity for public comment).
3. A Minor Subdivision/Final Plat is also required. This is approved administratively and does not require a public hearing.
4. The Fraser Public Works Department and Xcel Energy have indicated the need for/revisions to a Utility Plan. A draft Utility Plan was provided by you on 5/2/2023 but was not included in the formal referral to all agencies, because it was received by you after the referral response deadline. Please note that a more detailed Utility Plan is not going to be required for the Conditional Use Permit application, but will be required with the Major Site Plan application. Referral agencies may have additional comments on the Utility Plan at that time.

Please let me know if you have any questions.

Regards,

A handwritten signature in black ink that reads "Alyssa Rivas".

Alyssa Rivas
Associate Planner, Baseline Corporation
112 N. Rubey Drive, Suite 210
Golden, CO 80403
303-202-5010 ext. 224
alyssa.rivas@baselinecorp.com

Town of Fraser
PO Box 370, Fraser, CO 80442 office 970-726-5491 fax 970-726-5518
www.frasercolorado.com



Attachments: Major Site Plan Checklist
Minor Subdivision and Final Plat Checklist



SITE PLAN CHECKLIST

An application for a major or minor site plan shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Town Staff:

An application for a minor site plan shall be accompanied by the following information:

- The land use application form.
- The applicable fee as established by the Board of Trustees in Appendix 2 Application Fees.
- Proof of ownership.
- Site plan, preferred scale of 1" = 20', indicating the general site design of the proposal, including all existing and proposed improvements and building footprints. The site plan shall provide adequate details to evaluate the traffic circulation, parking, snow storage, building footprints, fences, loading points, refuse container locations, public rights-of-way and all existing and proposed easements, as applicable.
- Building elevations, preferred scale of 1/4" = 1', of the proposed structures, showing: existing ground surfaces, top of foundation, floor elevations, roof line and any rooftop mechanical units proposed.
- Building floor plan, preferred scale of 1/4" = 1'.
- Any supplemental materials that the applicant feels will accurately depict the proposed project.

In addition to the above information, an application for a major site plan shall be accompanied by the following information:

- Drainage plan (preferred scale of 1" = 20', optional scale of 1" = 50') shall include the following: existing and proposed improvements, existing and proposed contours, existing and proposed easements, snow storage areas, utility lines, spot elevations and flow direction arrows, as needed to clearly portray the proposed drainage layout and detail, and any drainage facilities needed to mitigate the anticipated impacts. If swales are proposed, include a cross-section detail of the proposed swale with dimensions. Silt fences, sediment traps, catch basins and/or detention ponds may be required at the discretion of the Town. The drainage plan shall also indicate temporary and permanent methods to be used to stabilize and prevent the erosion of soils.
- Grading plan with existing and proposed topography.
- Utility plan, preferred scale of 1/4" = 1', including off-site connections.
- Landscaping plan, preferred scale of 1" = 20', including: property lines, existing and proposed structures, existing natural features, location, species, quantity and size of landscape materials to be planted and method of irrigation.
- An exterior materials package including roof material and color, wall material and color, etc.
- The names and addresses of any property owners within two (200) hundred feet of any portion of the property.
- Any other special reports and/or information deemed necessary by the Town.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.



MINOR SUBDIVISION FINAL PLAT CHECKLIST

An application for a minor subdivision final plat shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Town Staff:

- The land use application form.
- The applicable fee as established by the Board of Trustees in Appendix 2 Application Fees.
- A cover letter including a statement of the purpose of the application and a brief description of how the proposal meets the requirements of Section 19-3-215 of the Land Development Code.
- Two (2) copies of a title commitment dated no more than thirty (30) days from the date of application.
- Drainage plan. Refer to Chapter 14 of this Code.
- The names and addresses of any owners and lessees of mineral rights for the property. All mineral rights owners and lessees must be notified thirty (30) days in advance of application review.

The minor amendment of final plat, including a lot line adjustment, lot consolidation, or plat correction, shall be accompanied by the following additional information:

- Copies of a petition requesting the minor plat amendment, describing the impact and the need for the amendment in a format and quantity as specified by Town staff.
- Three (3) copies of the recorded plat to be amended.
- Signed statements from all lien holders and all other security interest holders of record indicating that the interest holders do not object to the proposed plat amendment. If there are no other holders of interest in the property, the property owner(s) shall so indicate by a signed statement.
- At the discretion of the Town, in cases where the effects of a minor plat amendment are determined to be negligible to all property owners within the subdivision, the minor plat amendment may be processed on behalf of all owners by a majority of owners, affected owners, and the developer of the subdivision or the owners' association. In such cases, the applicant shall provide evidence of notice of the request and hearing to all owners within the subdivision.
- Any other reports and information deemed necessary by the Town.
- Copies of the final plat and associated submittal materials in a format and quantity as specified by Town Staff.

Prior to execution of the final plat, the applicant shall provide the Town with the following:

- Executed originals of all legal documents.
- Final plat Mylar.
- A fourteen (14) inch by eighteen (18) inch black line Mylar for the purpose of incorporating the data into a 911 emergency system, containing the name of the subdivision, the section, township and range in which the subdivision is located, all street names, lot numbers, street addressing numbers, unit numbers (if applicable) and a range of street addressing numbers for each street.
- A digital file of the approved final plat and 911 emergency system drawings, in a form acceptable the Town's Geographic Information System (GIS).

Note: For a minor subdivision final plat of a condominium, townhome and/or apartment development, refer to the as-built plat submittal checklist.