



APPLICATION PACKET MAJOR SUBDIVISION

The following checklist is intended to provide an outline for applicants to ensure a complete submittal and to avoid processing delays due to inadequate information. Land use applications shall include all items listed in the following checklist. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town. Please review Chapter 17 of the [Town of Windsor Municipal Code](#) for complete application requirements.

APPLICATION SUBMITTAL REQUIREMENTS:

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Planning Department Checklist	Applicant Checklist	
_____	_____	Completed checklist. Items not checked are explained in the narrative
_____	_____	Completed Land Use Application (attached)
_____	_____	Application fee consistent with the Town of Windsor Fee Schedule
_____	_____	A detailed narrative description of special considerations (<i>phasing, landscaping, infrastructure, and variations from Town requirements</i>)
_____	_____	A deed or legal instrument identifying the applicant's interest in the property
_____	_____	All required drawings and supportive information per the Municipal Code
_____	_____	All submittals shall follow the Town's Submittal Requirements and File Naming Conventions available from the Planning Department
_____	_____	List of proposed street names. All newly proposed streets in the Town must be uniquely named, regardless of suffix. Please see: www.larimer.org/streets
_____	_____	Applicant acknowledges and agrees to comply with § 24-65.5 of Colorado Revised Statute pertaining to public hearing notices and mineral owners notifications

PRELIMINARY MAJOR SUBDIVISION REQUIREMENTS:

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Planning Department Checklist	Applicant Checklist	
_____	_____	Drawing dimensions shall be twenty-four by thirty-six (24x36) inches. All drawings shall be made with an engineer's scale, minimum scale to be one (1) inch represents fifty (50) feet; exception for subdivisions which propose a minimum lot size of one (1) acre or greater where the minimum scale shall be one (1) inch represents one hundred (100) feet
_____	_____	Date of preparation, the scale, a symbol designating true north and zoning
_____	_____	Vicinity map
_____	_____	Name of the subdivision on all drawing sheets (<i>contact Planning</i>)
_____	_____	Legal description (<i>township, range, section, lot, block, subdivision</i>)
_____	_____	Names, addresses and phone numbers of the applicant and firms or persons responsible for preparing the drawing
_____	_____	Applicant revisions block (<i>includes fields for date, initials, description</i>)
_____	_____	Appropriate certification blocks as provided by the Planning Department

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PRELIMINARY MAJOR SUBDIVISION REQUIREMENTS cont.:

Planning Department Checklist	Applicant Checklist	
_____	_____	The location and dimensions of all existing and proposed utilities, streets, alleys, easements, rights-of-way and watercourses within and adjacent to the subdivision; and the names of all such features
_____	_____	Land Use Table including square footage, acreage, percentages, zoning and the use of all parcels, lots, tracts and outlots; and public and private rights-of-way;
_____	_____	The lot numbers, approximate dimensions and the total lots devoted to each zone district on the plat
_____	_____	Designation of any area subject to flooding and adequate easements for flood control
_____	_____	Traffic study and traffic control plan prepared by a licensed engineer
_____	_____	Preliminary utility drawings. Such plans shall include, but not limited to, existing and proposed facilities and utility lines, sizes and appurtenances, storm drainage facilities, etc. Appurtenances shall include valves, fire hydrants, manholes, etc.
_____	_____	Preliminary drainage plan and report
_____	_____	Soils report including soil types and limitations
_____	_____	Description and location of any hazardous areas (i.e. floodplain, geological, topographical, etc.) on the subject property and proposed remedial features
_____	_____	Topographical map with two-foot contour intervals
_____	_____	Landscape plan for public rights-of-way, per the Town’s Municipal Code Landscape Standards
_____	_____	Preferred method of water rights dedication; total acreage, lot-by-lot or by phase

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FINAL MAJOR SUBDIVISION ADDITIONAL REQUIREMENTS:

Planning Department Checklist	Applicant Checklist	
_____	_____	All drawings and requirements outlined within the Preliminary Major Subdivision Requirements in Section 2 above; plus: Complete street plans and profiles; drainage plans and profiles; sanitary sewer plans and profiles; water main plans with grades and sizes indicated; overlot and final grading plans
_____	_____	Sites one acre or more in total land disturbance: a Grading, Erosion and Sediment Control Plan and permit fees must be submitted per Town ordinance, Chapter 13, Article V, Stormwater Quality . Total land disturbance area: _____ acres
_____	_____	Final drainage plan and report
_____	_____	Final utility plans
_____	_____	Design soil test results and corresponding location map

_____	_____	Final boundary closure calculations for the exterior subdivision boundary and for each individual lot prepared by a licensed civil engineer or land surveyor
_____	_____	A complete description of primary control points to which all dimensions, angles, bearings and similar data on the plat shall be referred
_____	_____	All bearings, distances, chords, radii, central angles and tangent lengths for all lots, blocks, perimeters, easements and rights-of-way
_____	_____	The location and physical description of all monuments



APPLICATION PACKET LAND USE APPLICATION

1 The Town of Windsor Planning Department reserves the right to reject incomplete submittals, per the application checklist and Municipal Code requirements for all applications. Please submit completed application and materials to planningtechs@windsorgov.com. Staff will review the submittal and advise you of its completeness for processing.

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<p>APPLICATION TYPE:</p> <input type="checkbox"/> Annexation <input type="checkbox"/> Master Plan <input type="checkbox"/> Rezoning <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Major Subdivision <input type="checkbox"/> Site Plan	<p>SUBTYPE: (for Major Subdivisions and Site Plans only)</p> <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <input type="checkbox"/> Qualified Commercial/Industrial <input type="checkbox"/> Administrative
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Project Name*: _____

Legal Description*: _____

Address/Location*: _____

Existing Zoning: _____ **Proposed Zoning:** _____

Acres/Square Feet: _____ **Number of Dwelling Units:** _____

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OWNER:
 Name(s)*: _____
 Company: _____
 Address*: _____
 Phone #*: _____ Email*: _____

APPLICANT (Owner or Owner's Representative):
 Name*: _____
 Company: _____
 Address*: _____
 Phone #*: _____ Email*: _____

AUTHORIZED REPRESENTATIVE:
 Name: _____
 Company: _____
 Address: _____
 Phone #: _____ Email: _____

4 All correspondence will only be sent to those listed above. It is the sole responsibility of those listed to distribute correspondence to other applicable parties.

I hereby depose and state under the penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my knowledge.

Signature: _____ **Date:** _____
(Proof of owner's authorization is required with submittal if signed by Applicant)

Print Name: _____ **Required fields*

Revised 12/4/2019