



## MINOR SUBDIVISION CHECKLIST

**Two hard copies and one electronic version of all of the following information shall be submitted with an application for a minor subdivision\*, unless one or more items are specifically waived in writing by the Town Administrator:**

- The Land Use Application form provided by the Town Administrator.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- A cover letter including a statement of the purpose of the application and a brief description of the proposed minor subdivision.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A final plat prepared by a licensed land surveyor in accordance with the Final Plat Checklist (attach).
- A copy of the Colorado State land survey monument record forms for any survey corners as required to be filed by Colorado law.
- An application fee per the Fee Schedule.
- A deposit to cover the reasonable anticipated costs for outside professional services.

\* If the minor subdivision is for a condominium subdivision, submit the Condominium Subdivision Checklist in lieu of this checklist.