



CONCEPTUAL SUBDIVISION PLAN CHECKLIST

Twenty hard copies and one electronic version of all of the following information shall be submitted with any application that requires a conceptual subdivision plan, unless one or more items are specifically waived in writing by the Town Administrator:

- The Land Use Application form provided by the Town Administrator.
- A cover letter including a statement of the purpose of the application and a brief description of the proposed subdivision.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- Names and mailing addresses of all persons owning property within three hundred (300) feet, excluding public rights-of-way, of the property subject to the application.
- A schematic drawing (at a scale of not less than 1" = 200') and/or narrative statement, which shall include the following:
 - Significant topographic features, including: natural and artificial drainage ways; ditches; lakes; approximate flooding limits based on available information; vegetative cover; rock outcrops; apparent geologic features; excavations; and mine shafts.
 - Proposed land use, including: general location and type of housing units and non-residential buildings; total square footage and percentage of lot coverage of all buildings and structures; and the location of parks and open space, off-street parking, , drainage, sewer, water, gas, electric and telephone facilities, and any other site improvements.
 - The basic internal road and pedestrian access system and the surrounding road system providing access to the site.
 - All existing structures, utilities and other physical features which could affect the proposed development.
 - Sufficient land survey data to identify the land being developed or subdivided.
 - All recorded easements or rights-of-way which could affect the proposed development.
- One (1) copy of a statement of intent, which shall include the following:
 - How the proposed subdivision complies with the intent of underlying zoning district regulations. The design goals and criteria in relationship to the Georgetown Design Guidelines.
 - How open spaces are to be owned and maintained, and whether: open spaces are to be open to public access and use, limited to access and use by landowners and their guests, or limited to a scenic easement;
- A schedule of development.



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- One (1) copy of information concerning the presence of any geologic hazard areas that could impact the subdivision and/or development of the subject property. If geologic hazard areas have not been officially designated by the Colorado Geologic Survey (or Plate I and Plate II of Geologic Hazards of Northeast Clear Creek County, Colorado contained in Appendices 17-A and 17-B of Title 17 of the Georgetown Municipal Code), the applicant should consult with the geologic survey to determine what potential hazards may exist.

- One (1) copy of information concerning areas subject to or affected by a one-hundred-year (intermediate regional) flood.

- An application fee per the Fee Schedule.

- A deposit to cover the reasonable anticipated costs for outside professional services.