

For Town Use Application rec'vd. _____ Fee \$ _____ Rec'vd. _____ by _____
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**TOWN OF GEORGETOWN**

**APPLICATION FOR SUBDIVISION EXEMPTION**

(Please type/print all information)

CHECK TYPE	Duplex Conversion <input type="checkbox"/> Lot line adjustment <input type="checkbox"/> Elimination of lot line <input type="checkbox"/>
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DATE \_\_\_\_\_

DATE OF PREAPPLICATION CONFERENCE: \_\_\_\_\_

**APPLICANT**

\_\_\_\_\_ Owner  Agent   
 Name \*

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 Mailing Address For Notices If Different From Above

\_\_\_\_\_  
 Telephone                      Fax                      e-mail

**PROPERTY SUBJECT TO APPLICATION**

Street Address/Location: \_\_\_\_\_

Legal description and total acreage (may attach):

Current zoning classification: \_\_\_\_\_

Current zoning lot size minimum: \_\_\_\_\_

Property owner(s) if different from applicant (inclusive of mineral owners/lessees\*\*):

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>	<u>e-mail</u>
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**BRIEF AND PLAIN DESCRIPTION OF PROPOSAL:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* Attach additional sheet(s) as necessary if more than one applicant (e.g., lot line adjustment).  
 \*\* Notice to mineral estate owners required if new surface development proposed.

**UTILITY INFORMATION (if applicable)**

Existing utility main/service lines available to serve lots:

Water  Sewer  Electric  Gas

Proposed utility main/service line extensions needed to serve lots (if any):

Water  Sewer  Electric  Gas

**STREET INFORMATION (if applicable)**

Existing street(s) serving lot(s): \_\_\_\_\_

\_\_\_\_\_

**MISCELLANEOUS**

Proposed subdivision exemption plat attached Yes  No

Other: \_\_\_\_\_

\_\_\_\_\_

**NOTE:** No application will be accepted or processed unless it is complete and all fees are paid. In the event the town must retain outside professional services to process or evaluate an application, the applicant shall bear the costs of same, inclusive of land planning, engineering and legal fees, in addition to the base application fee. A deposit to cover the reasonable anticipated costs for outside professional services may be required at the time of application.

I hereby certify that I am the applicant named above and that the information contained herein and on any attachments hereto is in all respects true and accurate to the best of my knowledge and belief and that the property subject to this application has not previously been subject to a subdivision exemption. I also acknowledge that I must notify all owners of any severed mineral estates associated with the real property subject to this application in accordance with C.R.S. § 24-65.5-103 if new surface development is proposed.

\_\_\_\_\_  
Applicant(s)

**FOR TOWN USE**

**Application Checklist**

- Preapplication conference.
- Complete application.
- Proof of ownership (deed) for project property.
- Written authorization from property owner for agent (if applicable).
- Notice for mineral estate owners (if applicable) (See C.R.S. § 24-65.5-103).
- Proposed draft subdivision exemption plat. (Minimum of original and two paper copies.)
- Estimated cost of public improvements (if any).
- Proof of code compliant fire-resistant common wall (for duplex conversion).

- Proof of separate utility service (for duplex conversion).
- Common wall maintenance agreement (for duplex conversion).
- Fee.
- Other \_\_\_\_\_.

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Reviewed by Town Administrator on: \_\_\_\_\_

Referred to Planning Commission Chair on: \_\_\_\_\_

- Proof of notice to mineral estate owners (if applicable): \_\_\_\_\_

Date of decision of Planning Commission Chair: \_\_\_\_\_

- Approved
- Denied
- Conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_