



## **AMENDMENT TO SUBDIVISION IMPROVEMENTS AGREEMENT**

**Application submittals must include all documents on this checklist as well as this page. Please use the reference guide (pg. 2) included in this packet for more information on each submittal item.**

**All submittals shall include one (1) hard copy of all documents and one (1) electronic copy with all documents combined in a single PDF. For hard copies, each document shall be labeled or tabbed with the corresponding checklist number.**

1. Development Application Form (pg. 3)
2. Application fee (see table)
3. Written Explanation of the Project and Requested Amendment
4. Written Subdivision Improvement Agreement (SIA) Document – must include:
  - Word Document of SIA
  - All Exhibits
  - Collateral Estimate, if applicable

### Supplemental Items

1. Construction Documents

<b>Application Fees</b>	<b>Amount</b>	<b>Due</b>
SIA Amendment	\$500	With application submittal

# **Amendment to Subdivision Improvements Agreement - Guide to Development Application Submittal**

The submittal documents for all Land Use/Development Applications are listed below. Detailed explanations of the submittal documents are also provided.

All development application submittals shall comprise of one (1) electronic copy (USB or CD) and one (1) hard copy of each document. **Application submittals that do not conform to these guidelines shall not be accepted.**

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### **3. Written Explanation of the Project:**

- A clear and concise, yet thorough, description of the proposal. Please include, if applicable, timeframe, purpose of project, and improvements that will be made to the site.

### **4. Subdivision Improvements Agreement (SIA):**

- This agreement addresses the manner, timing, and responsibility of completion of all required public improvements (i.e. curb, gutter, and sidewalk)
- Clearly state the requested amendment and purpose (i.e. construction completion date extension, change to construction plans, etc.)
- Shall include the Word version of the Subdivision Improvements Agreement, all exhibits, and a collateral estimate

### **5. Proof of Ownership:**

- A deed may be found in the Office of the Clerk and Recorder.
- A title commitment is prepared by a professional title company.

### **5-6. Certificate of Notice to Mineral Estate Owners/ Certificate of Surface Development:**

- The State of Colorado requires notification to mineral rights owners of applications for surface development (i.e. zoning, plats, etc.)
- Mineral or Surface right owners may be found in the title commitment for the subject property
- You may also search the Office of the Clerk and Recorder for any recorded deeds, easements, or other documents.



**Application Type:**

<input type="checkbox"/> Conceptual Review	<input type="checkbox"/> Preliminary PUD	<input type="checkbox"/> Temporary Use
<input type="checkbox"/> Subdivision, Preliminary	<input type="checkbox"/> Final PUD	<input type="checkbox"/> Variance
<input type="checkbox"/> Subdivision, Final	<input type="checkbox"/> Rezone	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Plat Correction/ Vacation	<input type="checkbox"/> Special Use	<input type="checkbox"/> Other: _____

**PROJECT NAME:**

**APPLICANT**

Name(s):  Phone #:

Address:

City, State, Zip:

2nd Phone #:  Email:

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**OWNER**

Name(s):  Phone #:

Address:

City, State, Zip:

2nd Phone #:  Email:

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**TECHNICAL REPRESENTATIVE (Consultant, Engineer, Surveyor, Architect, etc.)**

Name:  Phone #:

Address:

City, State, Zip:

2nd Phone #:  Email:

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**DESCRIPTION OF SITE**

Address:

City, State, Zip:

Area (acres or square feet):

Tax Assessor Parcel Number

Existing Zoning:

Existing Land Use:

Proposed Land Use:

Have you attended a Conceptual Review? YES  NO

If Yes, please list PRE#:

I hereby certify that I am making this application as owner of the above described property or acting under the authority of the owner (attached authorization, if not owner). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand that the Application Review Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Name:  Date:

Owner's Printed Name

Name:

Owner's Signature