



MAJOR SUBDIVISION APPLICATION

P.O. Box 2002
Buena Vista, CO 81211
719-395-8643
www.buenavistaco.gov

Project Address
Submit Date
Town Use Only

CONTACT INFORMATION

Applicant Name _____ Phone Number _____

Site Address _____ Email Address _____

Property Owners Name _____ Owners Mailing Address _____

Phone Number _____ City, State, ZIP _____

Email Address _____

TYPE OF SUBDIVISION

Subdivision More than 10 lots Preliminary Sketch Plan Final Plat Condominiumization Over 20 Units

Narrative

Describe your project in detail.

What part of the Comprehensive plan supports the Subdivision?

BASIC INFORMATION

1) **Proposed Subdivision, Project Name** _____

2) **Previous Subdivision** No Yes Date ____/____/____
 Comments _____

3) **Surrounding Zoning** - Please choose from (MU-MS, MU-1, MU-2, HC, I-1, R-1, R-2, R-3, OSR, AP) and Overlay (Airport, Old Town)
 North: _____ South: _____ East: _____ West: _____

4) **Surrounding Use** - Please choose from (Residential, Commercial, Mixed-Use, Industrial, Town Park, Airport)
 North: _____ South: _____ East: _____ West: _____

5) **Utility / Lot Information**
 Existing utility main lines currently serving subdivision property. If new lots are proposed, then a will server letter from each utility provider needs to be submitted.

Existing Parcel: Water Sewer Electric Gas Existing Acreage/Square feet of Parcel: _____

Proposed Extensions: Water Sewer Electric Gas

6) **Lots Proposed:**

Number of Lots Proposed: _____ Largest Acreage lot proposed: _____ Smallest: _____

Type of Lots Proposed: Commercial _____ Residential (Single Fam.) _____ Industrial _____

Open Space _____ Residential (Multi. Fam.) _____ Other _____

7) **Access Information:**

Existing access to property [State nearest road(s)]: _____

8) **Development / Subdivision Improvements Agreement:**

Required Requested Not Applicable

9) **Street/Alleys**

N/A Proposed New Extension of the Existing Streets _____ Existing Street names _____

10) **Other:** _____

OWNERSHIP/MINERAL INTERESTS

Adjacent property owner(s) other than applicant (include all mineral owners/lessees in accordance with C.R.S. 24-65.5-103:

Name	Mailing Address	Telephone
1		
2		

LEGAL DISCLAIMER

I hereby certify that I have read and examined all application submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes

Applicant Signature _____

____ / ____ / 20 ____
Date

Owners Signature _____

____ / ____ / 20 ____
Date

For Town Staff Only

Date Submitted: ____ / ____ / 20 ____

Date Reviewed: ____ / ____ / 20 ____

Reviewer Name: _____

Planning Approval: _____

Notes

Admin Approval: _____

Date: ____ / ____ / 20 ____

Applicant	Required For All Subdivisions	Town Staff
	Pre-application Meeting. Date of the Meeting: _____	
	Subdivision Fee <input type="checkbox"/> Major Subdivision \$650 plus deposit shown below <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <div style="text-align: center;"> <input type="checkbox"/> Preliminary \$2,185 </div> <div style="text-align: center;"> Condominization: Over 20 Units \$795 </div> </div> <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <div style="text-align: center;"> <input type="checkbox"/> Sketch Plan \$1,420 </div> <div style="text-align: center;"> Development Agreement \$795 </div> </div> <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <div style="text-align: center;"> <input type="checkbox"/> Final Plat \$2,300 </div> <div style="text-align: center;"> Costs per Sec. 17.71 </div> </div>	
	Proof of Ownership - Used to confirm ownership of the property.	
	Will Serve Letters- A letter from each utilities that will provide service for the new addition. Examples: Atmos Energy(Gas), Sangre de Cristo Electric, Buena Vista Sanitation District	
	Title Commitment- Required for subject property, may be required for adjoining parcels. Park Fee- \$646 Required per additional lot	
	Buena Vista Land Use Code 17-36 (b)(1)(c) (See Website)	
	Plat Requirements - See Sec. 38-51-106 C.R.S.	
	2 Professionally prepared plats: Must meet the requirements stated in Article IV of the development code. 17-36 (b) License Land Surveyor [17-36(b)(1)(b)] All plats required or authorized by these regulations shall be prepared by a licensed land surveyor at a scale not more than one (1) inch equals one hundred (100) feet, Sheets shall be twenty-four inches by thirty six inches (24" x 36"). Survey - A survey performed by a licensed Colorado surveyor showing property lines, lot dimensions, easements, all structures, utility locations, flood plain, water features, etc.	
	For Minor Subdivision	
	Sketch Plan / Site Plans - 1 full size (24"x36") hard copy and 1 electronic copy and at a scale of 1"=50' [must meet 17-30(c)(2)] If the plans only covers part of an applicant's contiguous holding, the application shall submit, a sketch of the proposed development area, together with proposed street system, and indication of the probable future street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.	
	For Major Subdivision	
	Sketch Plan - 4 full size (24"x36") at a scale of 1"=50' [must meet 17-30(c)(2)] If the plans only covers part of an applicant's contiguous holding, the application shall submit, a sketch of the proposed development area, together with proposed street system, and indication of the probable future street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.	
	Preliminary Plan - 4 full size (24"x36") at a scale of 1"=50' [must meet 17-30(d)(2)] If the plans only covers part of an applicant's contiguous holding, the application shall submit, a sketch of the proposed development area, together with proposed street system, and indication of the probable future street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.	
	Final Plan - 4 full size (24"x36") at a scale of 1"=50' [must meet 17-30(e)(2)] If the plans only covers part of an applicant's contiguous holding, the application shall submit, a sketch of the proposed development area, together with proposed street system, and indication of the probable future street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.	
	Landscaping - Landscaping and tree/vegetation preservation plan. 5 plans (24"x36")	
	Draft subdivision plat - 4 full size (24"x36") copies	
	Construction Plan - 4 full size (24"x36") copies	
	Improvements - Estimate cost for subdivision improvements, along with proposed schedule for installation of the improvements/ development schedule.	
	Deposit - Public improvements deposit.	