



TOWN OF DEBEQUE

**APPLICATION FOR MAJOR
SUBDIVISION - SKETCH PLAN**

Land Use Regulations - Chapter 14.05

For Town Use Only	
Date App. Received:	_____
Fee \$:	_____
Deposit Paid \$:	_____
Application Received by:	_____

Important - Please Read the Following Information Carefully

Applicants are encouraged to prepare a separate project narrative to accompany all submitted materials. This narrative should be organized and include a table of contents, page numbers and similar information to facilitate review by town staff and elected/appointed commissions. If a separate narrative is submitted, this application form shall reference the narrative, as necessary.

*It is the applicant's responsibility to obtain, read and understand all of the relevant sections of the DeBeque Municipal Code applicable to this procedure. Please keep in mind that more than one section of the code may apply to your application. These regulations are available through the Town of DeBeque municipal offices or on-line <http://debeque.org/>. If you do not understand portions of the Code concerning your application, please ask questions. Failure to complete the application, submit **all** of the required materials or answer questions completely and accurately may result in a delay and processing or a rejection of the application as incomplete. All fees must be paid in full at the time of application. Public meetings or public hearings will **not** be scheduled for an application until it is deemed complete by the Town. Each applicant should take the time necessary to submit a complete and comprehensive application. Town staff is available to direct the applicant to appropriate sources of information.*

APPLICANT

Date: _____

Name: _____ Owner Agent

Mailing Address: _____

Mailing Address for Notices, if different from above: _____

Telephone: _____ Fax: _____ Cell: _____ E-mail: _____

PROPERTY SUBJECT TO APPLICATION

Street Address: _____

Practical Property Description: _____

Legal Description (may attach):

PROPOSED SUBDIVISION/PROJECT NAME: _____

BRIEF DESCRIPTION OF SUBDIVISION PROPOSAL (include number of proposed lots and land use(s), (e.g., residential, commercial, etc.): Attach additional sheet(s) as necessary

Proposed Number of Lots and Type of Units (single-family, duplex, other): _____

Acreage or Square Feet of Parcel: _____ Existing Zoning: _____

Surrounding Zoning – North: _____, South: _____, East: _____, West: _____,

Present Use of Subject Property: _____

Uses Surrounding Subject Parcel - North: _____, South: _____, East: _____, West: _____,

UTILITY INFORMATION

Existing utility main lines currently serving subdivision property:

Water Sewer Electric Gas

Proposed utility main line extensions to serve subdivision property:

Water Sewer Electric Gas

Proposed number of new utility service connections within subdivision property:

Water _____ Sewer _____ Electric _____ Gas _____

STREET INFORMATION

Existing street(s) serving subdivision property: _____

Are new streets/alleys or street/alley extensions proposed to serve subdivision? Yes No Explain:

MISCELLANEOUS

Variance/exception/waiver requested* Yes No * Separate application required

Development/subdivision improvements agreement required/requested Yes No

Other: _____

Property owner(s) if different from applicant (inclusive of mineral owners/lessees in accordance with C.R.S. § 24-65.5-103.):

Name	Mailing Address	Telephone
1.		
2.		
3.		

Attach additional sheets if necessary.

NOTE: 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 will 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. **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.**

Applicant(s)

Date: _____

Applicant(s)

Date: _____

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Application Checklist

Complete, Incomplete – Comments: _____

- Proof of ownership (deed) for project property.
- Written authorization from property owner(s) for agent (if applicable).
- Site plan. (20 copies)
- Draft subdivision plat. (20 copies)
- List of persons entitled to notice (by name and address).
- Notice for mineral estate owners (if applicable) (See C.R.S. § 24-65.5-103).
- Development/subdivision improvements agreement required/requested.
- Variance/waiver requested and application (if applicable).
- Fee.
- Other _____

Attach Major Subdivision Sketch Plan Application Complete Check in Form

Referred to Planning and Zoning Commission for review and recommendations on: _____

Notice of meeting sent to applicant on: _____

Recommendation of Planning and Zoning Commission entered on: _____

Approved

Denied

Conditions: (Attach Resolution)

Date of hearing before Board of Trustees: _____

Notice of hearing sent to applicant on: _____

Posted notice provided on: _____

Mailed notice sent on: _____

Notice published in newspaper on: _____

Proof of notice to mineral estate owners (if applicable): _____

Date of decision of Board of Trustees: _____

Approved

Denied

Conditions: (Attach Resolution)