



PRELIMINARY PLAT REQUIREMENTS

- APPLICABLE TOWN CODE SECTION – [§ 8-2-3](#)
- REQUIRED FORMS AND FEES
 1. Adherence to Subdivision File Naming Conventions
 2. Land Use Review Application – see [Notice](#)
 3. Preliminary Plat Referral Agency Checklist
 4. Certification of Notification of Mineral Estate Owner
 5. Colorado Geological Survey Application (you will be billed separately by CGS for their review)
 6. Fee - \$500.00 plus \$10.00 per unit or lot (Town Code [§ 1-8-2](#))
- REQUIRED SUBMITTALS
 1. Narrative
 2. Preliminary Plat prepared in accordance with § 8-2-3 of the Town Code
 3. Construction Plans prepared in accordance with Chapter 2 of Standards and Specifications for Design and Construction (SSDC)
 - a. Roadway Plan and Profile
 - b. Grading and Drainage Plan
 - c. Revegetation, Erosion and Sediment Control Plan
 - d. Phasing Plan (if applicable)
 4. Preliminary Geotechnical Report – SSDC Chapter 2.3.6
 5. Traffic Impact Study – SSDC Chapter 3.13
 6. Phase II Drainage Report – SSDC Chapter 6.2

7. Landscape Plan prepared in accordance with the Landscape Design Regulations and Guidelines and 2021 Update to Design Guidelines ([here](#))
8. Water and Sanitation District “Ability to Serve” Letter
9. Preliminary Engineer’s Estimate of Probable Cost
10. Draft copy of Declaration of Covenants for proposed HOA
11. Disclosure of Ownership – The applicant must provide a certificate from a licensed title insurance company or attorney which certificate shall set forth the names and addresses of all owners of the property including all mortgages, judgments, liens, easements, contracts, and agreements of record in the Town which affect the title to such property. The applicant shall provide evidence establishing his or her interest and right to use or deal with the property.
12. Letters of Evidence from the attorney, developer, and engineer testifying that the subdivision meets all requirements of the Town subdivision regulations.

- **PROCESS FOR APPROVAL**

1. One electronic (PDF) copy of all documents shall be submitted to permits@wpgov.com. Within 7 days, Planning Division staff shall conduct a completeness review. Staff shall send application to review agencies; these agencies have 35 days to review the application and to provide comment. Hearings for the Planning Commission and Town Council will be scheduled once significant agency and staff concerns have been addressed. The Planning Commission meets on the second and fourth Tuesdays of each month.
2. The Planning Commission and Town Council will review the Preliminary Plat at a regularly scheduled meeting for compliance with § 8-2-3 of the Town Code.
3. After approval of the Preliminary Plat, the applicant shall comply with all required conditions of approval prior to submitting for Final Plat.