



CONDOMINIUM PLAT APPLICATION FORM

The Planning Division is here to assist you with your Condominium Plat Application (“Application”) pursuant to Condominium Plat (§ 5-D-9) in the Unified Development Code (UDC). Applications are administratively reviewed and approval is required. The Application will be reviewed in accordance with the procedures and requirements outlined in § 5-D-9.

This publication outlines the Condominium Plat Application process and submittal requirements.

All submittal items shall be submitted in PDF format in accordance with the Subdivision File Naming Conventions to permits@wpgov.com. Ensure your application is complete by checking each of the required submittal (RS) boxes below.

1 Required Submittal Items			
Plan Sheet(s)	RS*	Item #	Submittal Items
	<input type="checkbox"/>	1.	Land Use Review Application Form. Executed.
	<input type="checkbox"/>	2.	Letter of Authorization. A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
	<input type="checkbox"/>	3.	Narrative. Shall include the following: <ul style="list-style-type: none"> A. Project name. B. Street address. C. Name, address, email and telephone number of owner, applicant, subdivider, engineer or designer of the subdivision, and surveyor, who all shall be licensed by the State Board of Licensure for Architects, Professional Engineers, and Professional Land Surveyors. D. Legal description. E. Zoning district. F. Lot size (acreage and sq. ft.). G. All proposed uses. H. Number of units created by the plat.
	<input type="checkbox"/>	4.	Condominium Plat. Each sheet shall contain project name beneath the title “Condominium Plat,” legal description, street address (if addressed), date of preparation, north arrow (oriented to true north), legend, and scale. Shall be sized ARCH D (24”x36”). An index depicting the plan sheets shall be provided if plat consists of more than one page. <ul style="list-style-type: none"> A. Benchmarks. At least two (2) benchmarks shall be on the site which shall not be disturbed during construction. Identify location, description, and elevation of said benchmarks on plat (maximum error allowed in setting or establishing benchmarks is plus one-tenth [+1/10] distance in miles). Subdivision or tract of land shall be tied to a section corner, quarter-section corner, or sixteenth-section corner. B. Easements, existing, public and private. Type and location. If existing easements, provide reception numbers on file with the Grand County Clerk and Recorder’s Office. C. Land use table. Total square footage of individual condominium unit(s), general common element(s), limited common element(s), and any other reserved areas. D. Property lines, existing. E. Signature blocks. For all signers, legal descriptions, and Town certifications. See

		<p>"Signature Blocks and Certifications" below.</p> <p>F. Street ROW, existing, public and private. Type, location, and name. Street names must be approved by the Community Development Department.</p> <p>G. Horizontal position. The horizontal positions of each condominium element on the site.</p> <p>H. Building section drawing. Sufficient to completely define the positions of those various volumetric spaces within the inside walls and ceilings which are referenced in the declaration.</p> <p>I. Numerical designations. The numerical designation of the individual parcels (volumetric or plane) which will specifically be referenced in deeds to the owners of the condominium(s).</p> <p>J. General and limited common element. Identification of all areas designated as general common element, limited common element, and any other reserved areas.</p> <p>K. Utilities. Service lines, feeder lines, and mains, as constructed on the site.</p> <p>L. Additional info. Such additional information as may be required by Planning Division staff to adequately review the condominium plat.</p>
	<input type="checkbox"/>	5. Letter of Evidence from Developer. Testifying that the subdivision meets all requirements in the UDC.
	<input type="checkbox"/>	6. File Naming Conventions. All Condominium Plat Applications shall be submitted pursuant to the Subdivision File Naming Conventions.
Required Submittal (RS*) = <input type="checkbox"/>		

2 Process for Approval – See Sec. 5-D-9, *Condominium Plat*.

3 Fees – See Sec. 5-B-6, *Application Fees*. An invoice will be sent once the planning file has been created.

4 Applicant's Certification Statement

I, _____, as Applicant and duly representative of the owner, hereby certify that the information included upon the attached submittal items are true and accurate; and that the development of the site will occur in accordance with the submittal items.

5 Signature Blocks and Certifications

The following signature blocks and certifications shall be provided on the face of any plat for Planning Commission and Town Council's signatures.

Planner's Certificate
<p>I, (individual's name), being a qualified professional engineer or planner, certify that this plat of (subdivision name) has been engineered, designed, and planned in accordance with all applicable design standards and other requirements of the Town of Winter Park Unified Development Code.</p> <p>_____</p> <p>(Individual's name), (title)</p>

Mayor's Certificate

This plat and all public dedications thereon and public utility easements are hereby approved and accepted by the Town of Winter Park, County of Grand, State of Colorado.

Approved this _____ day of _____, 20__

(Mayor's name), Mayor

ATTEST:

(Clerk's name), Town Clerk

Planning Commission Certificate

Approved this day of _____, 20__, by the Town of Winter Park Planning Commission, Winter Park, Colorado.

(Chairperson's name), Chairperson

Surveyor's Certificate

I, (surveyor's name), a professional land surveyor registered in the State of Colorado, do hereby certify that this condominium plat was prepared by me or under my direct responsibility, supervision, and checking and that the improvements as constructed on the property described hereon conform substantially to this condominium plat and that this condominium plat fully and accurately depicts the layout, measurements and locations of the improvements on the described land, the unit designation, the dimensions of such units and the elevations of the floors and ceilings. All improvements shown on this condominium plat have been substantially completed, all structural components of all buildings containing or comprising any units have been substantially completed, and do hereby certify that this plat contains all of the information required by Title 38, Article 51, Colorado Revised Statutes.

(Surveyor's name)

(The stamp and registration number must appear)

Dedication Certificate

Know all men by these presents: That (owner's name) is the owner of that real property situate in the Town of Winter Park, Grand County, Colorado, more fully described as follows: (legal description) that he has caused said real property to be laid out and surveyed as (subdivision name), and does hereby dedicate and set apart all the streets, alleys and other public ways and places shown on the accompanying plat for the use of the public forever, and does hereby grant to the Town of Winter Park use of those portions of said real property which are indicated as easements on the accompanying plat as permanent public easements. In witness whereof, (owner's name) has caused his name to be hereunto subscribed this day of _____, 20__.

(Owner's name)

State of _____)

) SS

County of _____)

The foregoing instrument was acknowledged before me this day of _____, 20__, by (owner's name).

(Notary Seal)

My Commission Expires: _____

Estoppel Certificate

I,(we) (firm or individual's name), the owner of the property included in (subdivision name), certify that this condominium plat and the subdivision improvement agreement to be executed in connection with this condominium plat, if required, embody the entire agreement between the owner of said property and the Town with regard to the subdivision of said property, and that the owner is not relying upon any other representations, warranties, understandings, or agreements in connection with any matter encompassed by this plat or the subdivision improvement agreement if required, except as set forth on this plat or in said subdivision improvement agreement.

(Owner's signature)

Certificate of Lienholder/Deed of Trust Holder

The undersigned hereby certifies that it is a lawful lienholder/deed of trust holder as to the real property described in this condominium plat, does hereby certify that it accepts the conditions and restrictions set forth in this condominium plat, and does hereby subordinate its interests in the property described in this condominium plat to the fee simple dedications and grants of easements (if any) hereby provided to the Town of Winter Park.

(Name of lienholder/deed of trust holder)

By: _____

Name: _____

Title: _____

State of _____)

) ss

County of _____)

The foregoing Certificate of Lienholder/Deed of Trust Holder was acknowledged before me this ___ day of _____, 20__, by _____, as _____ of _____, a _____.

Witness My Hand and Seal:

Notary Public

My commission expires: _____

Certificate of Consensual Interest of Record

Approved and accepted this ___ day of _____, ___ by (name of interest holder).

(Name of lienholder/deed of trust holder)

By: _____

Name: _____

Title: _____

Owner's Statement

I, (owner's name), owner of the above-described property, do hereby plat this parcel and it will be known as (subdivision name). This plat represents a true and accurate division of this property, and that this plat is for the purposes as set forth in the condominium declaration dated and recorded at (reception number) in the Grand County, Colorado records.

(Owner's Signature)

State of _____)

) ss

County of _____)

The foregoing Owner's Statement was acknowledged before me this ___ day of _____, 20___, by _____, as _____ of _____, a _____.

Witness My Hand and Seal:

Notary Public

My commission expires: _____