



MINOR PLAT APPLICATION FORM

The Planning Division is here to assist you with your Minor Plat Application (“Application”) pursuant to Minor Plat (§ 5-D-3) in the Unified Development Code (UDC). Applications are administratively and legislatively reviewed and approval is required. The Application will be reviewed in accordance with the procedures and requirements outlined in § 5-D-3.

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

A Pre-Application Conference shall occur prior to submittal of the Minor Plat Application (§ 5-B-4). 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.	Development Improvements Agreement (DIA) Form. Executed.
	<input type="checkbox"/>	4.	Title Commitment. Including Schedules A and B. The applicant shall provide a title insurance commitment proving the applicant’s ownership of the land to be platted and that all land to be dedicated or conveyed to the Town is free and clear from all liens and encumbrances except as expressly agreed to by the Town.
	<input type="checkbox"/>	5.	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, HOA, project manager, architect, engineer, surveyor, and land planner. D. Legal description. E. Zoning district. F. Lot size (acreage and sq. ft.). G. All proposed uses. H. Compliance with the Town’s Comprehensive Plan. I. Summary of proposed types of street surfacing, drainage, sanitary facilities, and water supply.
	<input type="checkbox"/>	6.	Minor Plat. Each sheet shall contain project name beneath the title “Minor 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. Abutting properties. Names of abutting subdivisions and the names and addresses of the owners of abutting property, including recording date and number, zoning on and adjacent to the subdivision. Location and principal dimensions for all existing streets (including name), easements, watercourses, and other conditions on adjacent land. B. 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

		<p>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.</p> <p>C. Easements, proposed and existing, public and private. Type and location. If existing easements, provide reception numbers on file with the Grand County Clerk and Recorder's Office.</p> <p>D. Environmental features. Includes riparian buffers, floodplains, floodways, and floodway fringes, wetlands, forests and woodlands, slopes greater than twenty percent (20%), slopes greater than thirty percent (30%), and geologic hazard areas.</p> <p>E. Floodplain boundary. Include information source. If a floodplain does not exist on the property, state this on plat).</p> <p>F. Land use table. Total subdivision acreage, range of lot sizes, average lot size, and percent of the subdivision platted as lots, ROW, open space tracts, parks, trails, and drainage tracts.</p> <p>G. Name and mailing address. For 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.</p> <p>H. Property lines, proposed and existing.</p> <p>I. Signature blocks. For all signers, legal descriptions, and Town certifications. See "Signature Blocks and Certifications" below.</p> <p>J. Street ROW, proposed and existing, public and private. Type, location, and name. Street names must be approved by the Community Development Department.</p> <p>K. Subdivision location. As part of some larger subdivision or tract of land and by reference to permanent survey monuments with a tie to a section corner or a quarter-section corner, or a sixteenth-section corner.</p> <p>L. Total acreage.</p> <p>M. Vicinity map.</p> <p>N. Additional info. Such additional information as may be required by the Planning Commission to adequately review the minor plat.</p>
	<input type="checkbox"/>	<p>7. Proof of Accuracy of Plat. This shall be in the form of a copy of computer printout showing unadjusted and adjusted boundary. Error of said survey shall not be greater than one foot in seven thousand feet (1'/7,000'). The surveyor that created the plat can provide this.</p>
	<input type="checkbox"/>	<p>8. Project Drawings. Shall contain project name, legal description, date of preparation, north arrow, legend, vicinity map, and topography at two-foot (2') intervals. Shall be sized ARCH D (24"x36").</p>
	<input type="checkbox"/>	<p>8A. Construction Plans. Shall have a minimum scale of 1"=20' and be in conformance with the Standards and Specifications for Design and Construction. All plans shall be at the same scale and align with one another.</p> <p>A. Grading and Drainage Plan</p> <p>B. Parking Plan</p> <p>C. Phasing Plan (if applicable)</p> <p>D. Revegetation, Erosion, and Sediment Control Plan</p> <p>E. Roadway Plan and Profile</p> <p>F. Stormwater Management Plan (if property is larger than one (1) acre)</p> <p>G. Utility Plan</p>
	<input type="checkbox"/>	<p>8B. Tree Removal and Protection Plan. See Article 3.G, <i>Tree Removal and Protection</i>. All trees proposed for protection greater than four inches (4") in caliper.</p>
	<input type="checkbox"/>	<p>9. Colorado Department of Transportation (CDOT) Access Permit. If accessing onto Highway 40.</p>
	<input type="checkbox"/>	<p>10. Geologic Hazard Mitigation Study. See Article 3.C, <i>Resource Identification and Sensitive Lands Protection</i>.</p>

<input type="checkbox"/>	11. Phase III Drainage Report.
<input type="checkbox"/>	12. Final Geotechnical Report.
<input type="checkbox"/>	13. Engineer's Estimate of Probable Cost.
<input type="checkbox"/>	14. Wetland Delineation. See Article 3.C, <i>Resource Identification and Sensitive Lands Protection</i> . If applicable.
<input type="checkbox"/>	15. Wildfire Hazard Mitigation Study. See Article 3.C, <i>Resource Identification and Sensitive Lands Protection</i> .
<input type="checkbox"/>	16. Hillside and Ridgeline Development Study. See Article 3.C, <i>Resource Identification and Sensitive Lands Protection</i> . If impacting slopes greater than twenty percent (20%).
<input type="checkbox"/>	17. Ability to Serve Letter. Indicating adequate evidence that a water supply sufficient in terms of quality, quantity, and dependability will be available. Shall be obtained from applicable water and sanitation district.
<input type="checkbox"/>	18. Letter of Evidence from Developer. Testifying that the subdivision meets all requirements in the UDC.
<input type="checkbox"/>	19. Declaration of Covenants and Bylaws for Proposed HOA. A copy of any proposed restrictive covenants for the subdivision and any bylaws of any homeowners' association.
<input type="checkbox"/>	20. Proof of Filing of Articles of Incorporation for Proposed HOA.
<input type="checkbox"/>	21. Surrounding Property Owner Mailing for Public Notice Affidavit Form. See Sec. 5-B-8, <i>Public Notice Requirements</i> . Shall be submitted to the Community Development Director no later than eight (8) days prior to the required public hearing or final decision confirming such notification has been provided.
<input type="checkbox"/>	22. File Naming Conventions. All Minor 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-3, *Minor Plat*.

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

A. \$400.00 plus \$10.00 per lot

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 that is scheduled for final action before the Planning Commission.

Planner's Certificate

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.

(Individual's name), (title)

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 duly registered land surveyor in the State of Colorado, do hereby certify that this plat of (subdivision name) truly and correctly represents the results of a survey made by me or under my direction, and that said plat complies with the requirements of Title 38, Article 51, Colorado Revised Statutes, and that the monuments required by said Statute and by the Town of Winter Park Unified Development Code have been placed on the ground. This plat is a true and accurate representation of said survey.

(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 final plat and the subdivision improvement agreement to be executed in connection with this final 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 Final Plat, does hereby certify that it accepts the conditions and restrictions set forth in this Final Plat, and does hereby subordinate its interests in the property described in this Final 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: _____