



Town of Mead

441 Third Street
P.O. Box 626
Mead, CO 80542

970-535-4477
www.townofmead.org

ADMINISTRATIVE PLAT TECHNICAL CRITERIA FORM

Project Name _____

Project Address and Legal Description _____

Date Submitted _____ Fees Submitted _____

Please provide the following to the Town Clerk with this checklist form. For additional information, refer to 16-4-111 of the Mead Town Code.

1. Five (5) paper copies of the complete application package.
2. All maps, legal descriptions and surrounding property owner information on 3 CDs.
3. Land Use Application Form.
4. Fee Agreement and deposit.
5. Title Commitment. The title commitment must be current and dated no more than thirty (30) days from the date of application submittal.
6. Final Administrative Plat. The Administrative Plat drawing shall comply with the same standards as required for a Minor Subdivision Plat, and shall contain certifications as specified by the Town. The Plat shall also:
 - Have an appropriate, explanatory title that describes the purpose of the plat such as "Re-subdivision," "Re-plat" or "Correction Plat"; and
 - Contain a statement of the history of the plat being changed, including the date or original approval and the Weld County recording information of the original plat and any amendments thereto.
7. Survey Monumentation.
8. Other Information. Any other information as may be desired by the Town.

Applicant Certification

Sign in blue ink. Attach additional pages with certification language and signatures if more than two applicants.

I (We) certify this application and all submittals hereto are complete and accurate.

Applicant(s)

Date

Applicant(s)

Date

Staff Use Only

Upon acceptance of this application by the Town as a complete application, a copy of this form, with anticipated hearing dates, shall be provided to the applicant by the Town. Anticipated hearing dates may not be actual hearing dates depending upon referral comments received by the Town.

Application Accepted Date _____ By _____

Fees Accepted Date _____ Amount _____ By _____

Application Determined Complete Date _____ By _____

- _____
- _____
1. Applicant submits three (3) 24" x 36" mylar copies, one (1) paper copy and two (2) AutoCAD™ CDs of the approved preliminary plat to the Town Clerk after Board of Trustee approval.
 2. Town Clerk records one mylar copy at the Weld County Clerk and Recorder's Office.