



Town of Mead

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

970-535-4477
www.townofmead.org

MINOR SUBDIVISION 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 16-4-108 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. Application Fee and Fee Agreement.
5. Title Commitment - The title commitment must be current and dated no more than thirty (30) days from the date of minor subdivision plat application submittal.
6. Improvement Location Survey – An improvement location survey, prepared by a licensed surveyor, showing at least the location of all improvements, easements, and current and proposed lot lines.
7. Surrounding and Interested Property Ownership Report - Provide the Town Clerk with a current list (not more than thirty (30) days old) of the names and addresses of the surrounding property owners (within three hundred (300) feet of the property), mineral estate owners and appropriate ditch companies. The property owner list should also be submitted on a CD in an Excel™ spreadsheet. The applicant shall certify that the report is complete and accurate.
8. Minor Subdivision Plat - The minor subdivision plat drawing shall comply with the following standards:

The plat shall be prepared by or under the direct supervision of a registered land surveyor and meet applicable State of Colorado requirements.

- Location and description of survey monuments.
- Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat).
- Certificates as specified for final plats, blocks for signatures of owner, surveyor, utility providers, and Town approval, as applicable (refer to certificate language in Final Plat process).
- General Development Information - Provide a written description addressing how the proposed development conforms to the Town Land Use Code (including the Community Design Principles and Development Standards, the Zoning Code and the Subdivision Regulations) and the Comprehensive Plan.
- Other Information. Other information as may be requested 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 _____

Open Space Committee Meeting Date _____ Recreation Committee Meeting Date _____

Planning Commission Public Hearing Date _____

Board of Trustees Meeting Date _____

