



Minor Subdivision APPLICATION CHECKLIST

Town of Kremmling

The following checklist is based on the submittal requirements for a Minor Subdivision pursuant to Section 16.05.010 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.

Project Name: _____ **Submittal Date:** _____

Applicant Name: _____

Applicant Phone: _____

Applicant E-Mail: _____

Applicant - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
<input type="checkbox"/>	1. The required application fees. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. Proof of ownership: Of the subject property acceptable to the Town. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. Location Improvement Certificate: Certified by a Colorado licensed surveyor. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4. Floor plan: Of any existing structures sufficient to allow the Planning Director to calculate the Floor Area Ratio (FAR). Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5. A map: Of the proposed subdivision parcels sufficient to determine the size and area of each proposed parcel and describing each such parcel, as a portion of a lot, or tract, or parcel, or lots, or tracts, or parcels on the Town plat. The map shall also identify the location of all public rights-of-way, the location and size of the vehicular access to each parcel and to each structure, and the location of all utilities and all public facilities. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6. A narrative statement: Describing the following: a. How fire protection will be provided; b. Whether there is any potential for damage to public or private property by fire or flood erosion and what mitigation measures will be undertaken to minimize such damage; c. How emergency access will be provided; d. How flood protection will be provided; and e. A description of the proposed access to each proposed parcel. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7. A copy: Of the restrictive covenants that have been recorded and affecting the lots, tracts, or parcels that are the subject of the re-subdivision Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8. A copy: Of the proposed final plat containing the required information in section 16.05.030.1. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPLETENESS DETERMINATION (*Office Use Only*):



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Reviewed by: _____	Date: _____
Determination: <input type="checkbox"/> Complete <input type="checkbox"/> Complete, with conditions <input type="checkbox"/> Not complete, resubmittal required	
Determination Comments:	