The following checklist is based on the submittal requirements for a Mobile Home Park permit pursuant to Section 17.16.040 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.

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Submittal Date:</th>
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<tbody>
<tr>
<td>Applicant Name:</td>
<td></td>
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<tr>
<td>Applicant Phone:</td>
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<tr>
<td>Applicant E-Mail:</td>
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</table>

### 1. The required application fees
- **Comments:**

### 2. Proof of ownership: Of the subject property acceptable to the Town.
- **Comments:**

### 3. Location Improvement Certificate: Certified by a Colorado licensed surveyor.
- **Comments:**

### 4. Floor plan: Of any existing structures sufficient to allow the Planning Director to calculate the Floor Area Ratio (FAR).
- **Comments:**

### 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:**

### 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:**

### 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:**

### 8. A copy: Of the proposed final plat containing the required information in section 16.05.030.1.
- **Comments:**

*Created November 2022*
**COMPLETENESS DETERMINATION (Office Use Only):**

<table>
<thead>
<tr>
<th>Reviewed by:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Determination:</td>
<td>Complete</td>
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</table>

**Determination Comments:**