



# MAJOR SUBDIVISION APPLICATION

P.O. Box 2002  
Buena Vista, CO 81211  
719-395-8643  
www.buenavistaco.gov

Project Address
Submit Date
Town Use Only

## CONTACT INFORMATION

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Site Address \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owners Name \_\_\_\_\_ Owners Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

## TYPE OF SUBDIVISION

Subdivision More than 10 lots      Preliminary      Sketch Plan      Final Plat      Condominiumization Over 20 Units

## Narrative

Describe your project in detail.

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What part of the Comprehensive plan supports the Subdivision?

## BASIC INFORMATION

1) **Proposed Subdivision, Project Name** \_\_\_\_\_

2) **Previous Subdivision**     No     Yes    Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Comments \_\_\_\_\_

3) **Surrounding Zoning** - Please choose from (MU-MS, MU-1, MU-2, HC, I-1, R-1, R-2, R-3, OSR, AP) and Overlay (Airport, Old Town)  
 North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

4) **Surrounding Use** - Please choose from (Residential, Commercial, Mixed-Use, Industrial, Town Park, Airport)  
 North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

5) **Utility / Lot Information**  
 Existing utility main lines currently serving subdivision property. If new lots are proposed, then a will server letter from each utility provider needs to be submitted.

Existing Parcel:     Water     Sewer     Electric     Gas    Existing Acreage/Square feet of Parcel: \_\_\_\_\_

Proposed Extensions:     Water     Sewer     Electric     Gas

6) **Lots Proposed:**

Number of Lots Proposed: \_\_\_\_\_ Largest Acreage lot proposed: \_\_\_\_\_ Smallest: \_\_\_\_\_

Type of Lots Proposed:  Commercial \_\_\_\_\_  Residential (Single Fam.) \_\_\_\_\_  Industrial \_\_\_\_\_

Open Space \_\_\_\_\_  Residential (Multi. Fam.) \_\_\_\_\_  Other \_\_\_\_\_

7) **Access Information:**

Existing access to property [State nearest road(s)]: \_\_\_\_\_

8) **Development / Subdivision Improvements Agreement:**

Required  Requested  Not Applicable

9) **Street/Alleys**

N/A  Proposed New  Extension of the Existing Streets \_\_\_\_\_ Existing Street names \_\_\_\_\_

10) **Other:** \_\_\_\_\_

**OWNERSHIP/MINERAL INTERESTS**

Adjacent property owner(s) other than applicant (include all mineral owners/lessees in accordance with C.R.S. 24-65.5-103:

Name	Mailing Address	Telephone
1		
2		

**LEGAL DISCLAIMER**

I hereby certify that I have read and examined all application submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes

Applicant Signature \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Date

Owners Signature \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_  
Date

**For Town Staff Only**

Date Submitted: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Date Reviewed: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Reviewer Name: \_\_\_\_\_

Planning Approval: \_\_\_\_\_

Notes  
\_\_\_\_\_  
\_\_\_\_\_

Admin Approval: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

Applicant	Required For All Subdivisions	Town Staff
	<b>Pre-application Meeting.</b> Date of the Meeting: _____	
	<b>Subdivision Fee</b> <input type="checkbox"/> Major Subdivision \$600 plus deposit shown below <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <div style="text-align: center;"><input type="checkbox"/> Preliminary \$2,185</div> <div style="text-align: center;">Condominization: Over 20 Units \$795</div> </div> <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <div style="text-align: center;"><input type="checkbox"/> Sketch Plan \$1,420</div> <div style="text-align: center;">Development Agreement \$795</div> </div> <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <div style="text-align: center;"><input type="checkbox"/> Final Plat \$2,300</div> <div style="text-align: center;">Costs per Sec. 17.71</div> </div>	
	<b>Proof of Ownership</b> - Used to confirm ownership of the property.	
	<b>Will Serve Letters</b> - A letter from each utilities that will provide service for the new addition. Examples: Atmos Energy(Gas), Sangre de Cristo Electric, Buena Vista Sanitation District	
	<b>2 Professionally prepared plats, See Plat Requirements.</b> Must meet the requirements stated in Article IV of the development code. 17-36 (b)	
	<b>Buena Vista Land Use Code 17-36 (b)(1)(c) (See Website)</b>	
	Plat Requirements - See Sec. 38-51-106 C.R.S.	
	<b>License Land Surveyor [17-36(b)(1)(b)]</b> All plats required or authorized by these regulations shall be prepared by a licensed land surveyor at a scale not more than one (1) inch equals one hundred (100) feet, may be prepared in pen or pencil, and the sheets shall be numbered in sequence if more than one (1) sheet is issued. Sheets shall be twenty-four inches by thirty six inches (24" x 36").	
	<b>Survey</b> - A survey performed by a licensed Colorado surveyor showing property lines, lot dimensions, easements, all structures, utility locations, flood plain, water features, etc.	
	<b>For Minor Subdivision</b>	
	<b>Sketch Plan / Site Plans</b> - 1 full size (24"x36") hard copy and 1 electronic copy and at a scale of 1"=50' [must meet 17-30(c)(2)] If the plans only covers part of an applicant's contiguous holding, the application shall submit, a sketch of the proposed development area, together with proposed street system, and indication of the probable future street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.	
	<b>For Major Subdivision</b>	
	<b>Sketch Plan</b> - 4 full size (24"x36") at a scale of 1"=50' [must meet 17-30(c)(2)] If the plans only covers part of an applicant's contiguous holding, the application shall submit, a sketch of the proposed development area, together with proposed street system, and indication of the probable future street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.	
	<b>Preliminary Plan</b> - 4 full size (24"x36") at a scale of 1"=50' [must meet 17-30(d)(2)] If the plans only covers part of an applicant's contiguous holding, the application shall submit, a sketch of the proposed development area, together with proposed street system, and indication of the probable future street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.	
	<b>Final Plan</b> - 4 full size (24"x36") at a scale of 1"=50' [must meet 17-30(e)(2)] If the plans only covers part of an applicant's contiguous holding, the application shall submit, a sketch of the proposed development area, together with proposed street system, and indication of the probable future street system, and an indication of the probable future street and drainage system of the remaining portion of the tract.	
	<b>Landscaping</b> - Landscaping and tree/vegetation preservation plan. 5 plans (24"x36")	
	<b>Draft subdivision plat</b> - 4 full size (24"x36") copies	
	<b>Construction Plan</b> - 4 full size (24"x36") copies	
	<b>Improvements</b> - Estimate cost for subdivision improvements, along with proposed schedule for installation of the improvements/ development schedule.	
	<b>Deposit</b> - Public improvements deposit.	