



# MINOR SUBDIVISION

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 \_\_\_\_\_  
 Email Address \_\_\_\_\_ Parcel Number \_\_\_\_\_  
 Property Owners Name \_\_\_\_\_ Owners Mailing Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ City, State, ZIP \_\_\_\_\_  
 Email Address \_\_\_\_\_

## TYPE OF APPLICATION

- Subdivision (S) less than 10 lots 16.6.6.1.B.1     Elimination of Lot Line (ELL) 16.6.6.1.B.2     Duplex Conversion (DC) 16.6.6.1.B.1     Condominium (C) less than 10 units 16.6.6.1.B.1
- Lot Line Adjustment (LLA) 16.6.6.1.B.3     Correction Plat (CP) 16.6.6.1.B.4

## NARRATIVE

Describe your project in detail.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## BASIC INFORMATION

- 1) **Previous S, ELL, DC, C, LLA, CP**     No     Yes    Date(s) \_\_\_\_\_  
 Comments \_\_\_\_\_
- 2) **Surrounding Zoning** - Please choose (MU-MS, MU-1, MU-2, R-1, R-2, R-3, I-1, HC) and Overlay (Airport, Old Town, Crossman)  
 North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: **Surrounding**
- 3) **Use** - Please choose from (Residential, Commercial, Industrial, Town Park)  
 North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_
- 4) **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.
- |                                      |                                |                                |                                   |                              |                                 |                                |                                |                                   |                              |
|--------------------------------------|--------------------------------|--------------------------------|-----------------------------------|------------------------------|---------------------------------|--------------------------------|--------------------------------|-----------------------------------|------------------------------|
| Lot / Unit 1                         | <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas | Proposed                        | <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas |
| Existing Acreage / Sq. Ft. of parcel | _____                          |                                |                                   |                              | New Acreage / Sq. Ft. of parcel | _____                          |                                |                                   |                              |
| Lot / Unit 2                         | <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas | Proposed                        | <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas |
| Existing Acreage / Sq. Ft. of parcel | _____                          |                                |                                   |                              | New Acreage / Sq. Ft. of parcel | _____                          |                                |                                   |                              |
| Lot / Unit 3                         | <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas | Proposed                        | <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas |
| Existing Acreage / Sq. Ft. of parcel | _____                          |                                |                                   |                              | New Acreage / Sq. Ft. of parcel | _____                          |                                |                                   |                              |
| Lot / Unit 4                         | <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas | Proposed                        | <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric | <input type="checkbox"/> Gas |
| Existing Acreage / Sq. Ft. of parcel | _____                          |                                |                                   |                              | New Acreage / Sq. Ft. of parcel | _____                          |                                |                                   |                              |

## 5) Access Information

**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

Applicant	Required Item	Town Staff
	<b>Pre-application Meeting</b> - Date of the Meeting: _____	
	<b>Minor Subdivision Fee(s)</b> Subdivision = \$400 + Costs <input type="checkbox"/> ELL = \$350 + Costs <input type="checkbox"/> C = \$350 + Costs <input type="checkbox"/> CP = \$100 + Costs <input type="checkbox"/> Development Agrmnt \$600 <input type="checkbox"/> DC = \$350 + Costs <input type="checkbox"/> LLA = \$350 + Costs <input type="checkbox"/> Costs Sec. 17.71	
	<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. 17-27 (b)	
	<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>Notice for mineral estate owners</b> - (If Applicable) A mailing list of all mineral estate owners entitled to the property. Based off C.R.S. 24-65.5-103	
	<b>Plat Requirements</b>	
	Illustration of all adjusted/eliminated/new Lot lines and lots	
	<b>Buena Vista Land Use Code 17-36 (b)(1)(c) (See Website)</b>	
	See Sec. 38-51-106 Colorado Revised Statutes For Additional Requirements	

## For Town Staff Only

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

Date Reviewed: \_\_\_\_\_ /\_\_\_\_/ 20\_\_\_\_      Reviewer Name: \_\_\_\_\_

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

Notes

\_\_\_\_\_

\_\_\_\_\_

Admin Approval: \_\_\_\_\_      Date: \_\_\_\_\_ /\_\_\_\_/ 20\_\_\_\_