



**Subdivision Preliminary Plan  
Application Checklist**

<b>Project:</b>	
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**Title 18.07.080 of the Evans Municipal Code**

The items below are required for a complete Subdivision Preliminary Plan application unless indicated as only required in certain circumstances or noted in the pre-application meeting. Acceptance of an application does not imply or guarantee approval by the City. Applicants are advised that this packet is not a complete summary of the City’s Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. *All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.*

Applicant Initials	Preliminary Plan Items	Staff Initials
	<b>00-Application Form:</b> Application form including signatures of all landowners of record of all property proposed to be subdivided. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	<b>01-Application Submittal Checklist:</b> An executed copy of this checklist is required.	
	<b>02-Charge Back Agreement:</b> Provided by the City and signed by the Owner.	
	<b>03-Fee:</b> \$750, Preliminary Plan Review + Charge Back as determined at the pre-application meeting.	
	<b>06-Legal Description:</b> Provide a legal description of the property in Microsoft Word.	
	<b>07-Project Description:</b> Provide a narrative outlining the proposal labeled Project Description with the project name.	
	<b>07-Adverse Impact Assessment:</b> A statement that the subdivision can be constructed without an adverse effect on the surrounding area and, by reason of its location or design, will not cause an undue burden on public utilities and community facilities.	
	<b>07-Open Space/Tract/Out lots Statement:</b> Provide a narrative labeled "Open Space/Common Areas" describing the location, function, ownership, and manner of maintenance of proposed open space areas, tracts, and out lots.	
	<b>08-Ownership/Title Information:</b> One (1) copy of the recorded warranty deed and title commitment <i>or</i> updated title commitment current within thirty (30) days of submittal.	
	<b>10-Surrounding Landowners List:</b> List of the names and mailing addresses of all landowners within 500’ of the annexation. The electronic copy must be in MS Excel format. Provide two (2) printed sets of labels of this list, along with a printed and signed report from Weld County.	
	<b>11-Vicinity Map:</b> Provide a Vicinity Map labeled “Vicinity Map.” The map may be prepared on an Evans zoning map and shall indicate clearly the relationship of the proposed subdivision	

	<p>to the surrounding area within one-quarter (1/4) mile of the subdivision's boundaries. The location map shall include a title; scale (not less than one (1) inch to six hundred (600) feet; total acreage of the tract; north arrow; and the date and also show:</p> <ul style="list-style-type: none"> <li>❖ Existing development, including major streets, existing public sewers, public water supply, and storm drainage systems;</li> <li>❖ Community facilities, such as schools and parks;</li> </ul> <p>Zoning on and adjacent to the tract(s).</p>	
	<p><b>11-Preliminary Plan:</b> Provide a Preliminary Plan prepared in accordance with Section 18.07.080.E of the Municipal Code. Size shall be at a scale of one (1) inch equals one hundred (100) feet (1" = 100').</p>	
	<p><b>13-Draft Legal Documents:</b> Draft copies of the Development Agreement (on a form provided by the City) covenants, grants of easements, or documents stating restrictions to be imposed upon the use of land, buildings, and structures.</p>	
	<p><b>13-Supporting Documents:</b> Per Title 18.07.080 E.6 as determined appropriate at the Pre-Application meeting.</p> <ul style="list-style-type: none"> <li>❖ A letter from each special district or utility company involved, stating that specific services and/or utilities are available, and they have reviewed the plan and are setting forth their comments concerning the extent of services and the design of utility easements;</li> <li>❖ A list prepared by a licensed title or abstract company of all owners of record of property adjacent to the area of the proposed subdivision, including their addresses. This information will be utilized for notification of meeting time and date;</li> <li>❖ The substance of all other covenants, grants of easements, or restrictions to be imposed upon the use of land, buildings, and structures;</li> <li>❖ Geologic maps and investigation report regarding area suitability for the proposed development. This report shall include a list of economically recoverable minerals in the land within the subdivision boundary;</li> <li>❖ Such additional information as may be required by the City in order to determine that the subdivision can be constructed without an adverse effect on the surrounding area and, by reason of its location or design, will not cause an undue burden on public utilities and community facilities;</li> <li>❖ Application for rezoning, if required for the development of the subdivision;</li> <li>❖ Any possible adverse environmental impact of the development; (Note: see Title 16 of this Code for regulations regarding development in a floodplain.)</li> <li>❖ Summary statement of application:             <ol style="list-style-type: none"> <li>(1) Total development area;</li> <li>(2) Total number of proposed dwelling units;</li> <li>(3) Total number of square feet of nonresidential floor space;</li> <li>(4) Total number of off-street parking spaces, excluding those associated with a single-family residential development;</li> <li>(5) Estimated total number of gallons per day of water system requirements;</li> <li>(6) Estimated total number of gallons per day of sewage to be treated, and the estimated composition of the sewage in terms of average pounds of BOD per day that will require treatment. Peak flow and other known characteristics of the effluent shall be included in the report;</li> </ol> </li> <li>❖ A list of all special districts involved.</li> </ul>	



**Applicant Certification & Signatures**

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

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Landowner Signature

Date

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Landowner Printed Name

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Landowner Signature

Date

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Landowner Printed Name

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Applicant's Agent Signature (If Different)

Date

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Applicant's Agent Printed Name