



Economic & Community Development Department  
 101 W. 8<sup>th</sup> Street  
 Glenwood Springs, CO 81601  
 (970) 384-6411

*For office use:*  
 Pre-application Meeting Date: \_\_\_\_\_ Planning File #: \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Lead Planner: \_\_\_\_\_

**Preliminary Plat – 070.060.060(b)**

**Application Checklist**

During or shortly following your pre-application meeting, you will receive this checklist noting all of the materials that the City will need to process your preliminary plat application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your application.

Materials to be Provided by Applicant								
Submittal Requirements		Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
		8 ½ x11	11 x 17	24 x 36				
1	<b>Planning Application</b> – completed in full and signed by applicant and all property owners of record	√			√			
2	<b>Ownership</b> - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice	√			√			
3	<b>Public Noticing</b> – signed and notarized affidavit proof of public notice including mineral estate owner notification	√						
4	<b>Neighborhood Meeting</b> – provide an attendance list and written summary of the neighborhood meeting	√			√			

5	<b>Variance or Administrative Adjustment Request</b> – refer to Variance or Administrative Adjustment requirements checklist	√			√			
6	<b>Utility Can &amp; Will Serve Letters</b> – provide letters submitted from public and/or private utility companies that will serve the proposed development							
7	<b>Project Description</b> – narrative describing the project and addressing how the project meets the preliminary plat criteria in 070.060.060(b)	√			√			
8	<b>Site Improvement Survey</b>	0	1	1	√			
9	<b>Complete Plan Set including:</b>	0	1	1	√			
	Cover Sheet							
	Site Plan							
	Preliminary Grading Plan							
	Preliminary Utility Plan							
10	<b>Engineering Reports Including:</b>	2	0	0	√			
	Preliminary Traffic Impact Analysis or Letter – the level of documentation required depends on the location of the property and the type of development proposed							
	Preliminary Soils & Geotechnical Report							
	Drainage Letter or Study – level of information required depends on the project location, size and type of development. Refer to Engineering Standards							
11	<b>Preliminary Plat-</b> refer to Plat detail sheet for information required in the plat including format of certifications		1	1	√			

12	<b>Covenants &amp; Declarations and HOA By-laws, Draft</b>	√			√			
13	<b>Maintenance Agreements, Draft-</b> Maintenance agreements will be required for all drainage facilities as well as other improvements that, if improperly maintained, may have an impact on surrounding properties. Refer to Engineering Standards for agreement format	√			√			
14	<b>Easements, Draft-</b> Easement dedications shall be made by plat and deed. Refer to Engineering Standards for easement format	√			√			
15	<b>Fee</b>	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs		
16	<b>Other Materials</b>							