LAND SUBDIVISION APPLICATION FORM

City of Lakewood

Planning Department
Civic Center North
480 South Allison Parkway
Lakewood, CO 80226-3127
Voice: 303-987-7505
Fax: 303-987-7990
http://www.lakewood.org/planning

PROPERTY INFORMATION

Property Address: _____

Project Description: _____

Existing Use: _____

Existing Zoning: _____ if a PD, give ODP Name: _____

Legal Description: Subdivision: _____ Lot: _____ Block: _____

Property Size: _____ Acres Jefferson County Assessor ID No.(s): _____

ACTION REQUESTED

☐ Subdivision ☐ Preliminary Plat ◯ Major ◯ Minor _____ existing lots _____ proposed lots

☐ Final Plat ◯ Major ◯ Minor _____ existing lots _____ proposed lots

Proposed Subdivision Name: _____

☐ Lot Line Adjustment ☐ Error Correction ◯ Major ◯ Minor ☐ Subdivision Appeal

☐ Vacation of ☐ Easement ☐ Right-of-Way

APPLICANT / CONSULTANT INFORMATION

Name: _____ Phone: _____

Firm: _____ E-Mail: _____ Fax: _____

Address: _____ City: _____ State: ____ Zip: _____

Consultant Contact Person's Name: _____ Phone: _____

Consultant Firm: _____ E-Mail: _____ Fax: _____

Address: _____ City: _____ State: ____ Zip: _____

PROPERTY OWNER INFORMATION

List legal name and address of all persons and/or entities holding any sort of interest in the property, which is the subject of the land development application. Attach additional sheets if necessary. Please see reverse side of this application for ownership documents to be submitted along with application.

Ownership

Name: _____ E-Mail: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: ____ Zip: _____

If Corporate or Partnership, please complete the following:

Name of Corporation/Partnership: _____

Registered Address: _____

State of Registration: _____ Phone: _____

Name of Officers/Partners/Members

Name: _____ Title (e.g. President, Member, Partner, etc.): **President**

Name: _____ Title (e.g. President, Member, Partner, etc.): **Partner**

CERTIFICATION: I hereby certify that to the best of my knowledge and belief, all information supplied with this application is true and accurate and that consent of the property owner listed above, without which the requested action cannot lawfully be accomplished, has been granted. Permission is also hereby granted to the City of Lakewood staff to physically enter upon and inspect the subject property and take photographs as necessary for preparation of the case.

☐ **Please enter 'YES' in the box to affirm the above statement.**

DOCUMENT SUBMITTAL REQUIREMENTS

The number of paper copies and types of plans that are required for your project submittal are determined and provided as part of the pre-planning response letter. You must submit both a digital copy and a paper copy of each of the required items. In the spaces below, fill in the number of each of the items that are included in your submittal.

_____Warranty Deed
_____Deed(s) of Trust
_____Letter of Authorization from Property Owner

_____ Title Commitment including recorded copies of all documents referenced within the Title Commitment by Book and Page or Reception Number. The Title Commitment must have an "Effective Date" no earlier than 30 days prior to the date of the Land Development Application.

_____ If the owner or lender is a corporation, a joint venture, or a partnership, an authorization or signatures (official verification that the signatures are authorized to sign on behalf of the corporation, joint venture, or partnership) will be required in the form of:
- A copy of the Articles of Incorporation and/or Corporate Bylaws, or a copy of the Partnership or Operating Agreement, which identifies by proper name and title those authorized to sign on behalf of the corporation, joint venture, or partnership, or
- A certified corporate resolution by the Board of Directors specifically identifying and authorizing the signatories.

_____Written description of the request

_____Preliminary Plat (folded to 9" x 12")

_____Final Plat (folded to 9" x 12")

_____Lot Line Adjustment Plat (folded to 9" x 12")

_____Survey of the property showing the property dimensions, existing structures, adjacent roadways, etc. (folded to 9" x 12")

_____Appeal summary, citing the particular sections of the code

_____Traverse Closure Sheet(s), which include the external boundary and all internal lots and street centerlines

_____Preliminary Drainage Report (folded to 9" x 12")

_____Final Drainage Report (folded to 9" x 12")

_____Preliminary Geological Report

_____Final Geological Report

_____Traffic Study

_____Final Grading and Erosion Control Plan (folded to 9" x 12")

_____Preliminary Street Construction Plans for Public Improvements (folded to 9" x 12")

_____Final Street Construction Plans for Public Improvements (folded to 9" x 12")

_____Quantities Estimates for Public Improvements including an 8 1/2" x 11" written legal description from a registered land surveyor

_____Public Improvement Agreement Signature Information Sheet

_____Storm Water Management Plan (SWMP) (folded to 9" x 12")

_____A written legal description prepared by a registered land surveyor

_____Digital legal description and survey of property including all properties within 125 feet from property line (CAD .DWG file)

_____A check in the amount of the total application fee, payable to the City of Lakewood

_____Other (please describe): _____

All information, both paper and electronic submittals (including fee) must be submitted by Thursday, 5 PM to be considered a complete application. For plans larger than 5 Mb, please use our dropbox at http://dropbox.yousendit.com/Lakewood-Planning or call us at 303-987-7505 for further instructions.

Please click the **SUBMIT** button to send an e-mail using your client program (e.g. Outlook, Apple Mail, Lotus Notes). Remember to attach all other required additional documents. If you are using a web based e-mail program (e.g. Hotmail, Yahoo, Gmail, Comcast.net) please save using the **SAVE FORM** button below and continue by using your web browser to create an e-mail and attach this form and all other required electronic documents.
Please address e-mail to: PlanningForms@lakewood.org. If this form or e-mail fails for any reason, please contact Walter Jauch at 303-987-7505.

Please ONLY use Adobe Acrobat Reader or Adobe Acrobat Pro as third party applications do not work correctly.

I agree to provide all of the above required items, paper and electronic, to be considered for the next staff review date by entering 'YES' in the box below. Delays or the inability to accept the case may occur if any items are not provided by the deadline.

☐

Submit by Email **Save Form** **Print Form**

Applicant Name: _____ Signature: _____ Date: _____

For Staff to Complete

Case No.: _____ Case Address: _____

Project Name: _____

Project Description: _____

Staff Initials/Project Managers

Planning: _____ / _____ Engineering: _____ / _____ Property Managment: _____ / _____ Permits: _____

Neighborhood, Corridor, and Special Area Plans?: _____

Pre-Planning Case Number: **ZP-** _____ PIN: _____ Zoning: _____