



Town of Elizabeth Minor Development Submittal Check-list

Intent: The creation of four (4) or fewer lots, parcels or tracts of land with one (1) principal use on each lot and adjoining a public street is considered for this purpose as a minor development in order to streamline the review process for minor subdivisions in accordance with Section 30-28-101(10)(d), C.R.S. However, if new or private roads need to be created, or if common areas are proposed to be altered, the applicant shall comply with the sketch plan, preliminary plan and final plat requirements of this Chapter.

Prerequisite: Prior to submittal of a minor development application, the applicant shall meet with the Planning Commission to discuss the procedure and submittal requirements. If it is determined that the applicant is using the minor development process to circumvent the subdivision process such as the submittal of adjoining multiple minor developments, the applicant shall be required to comply with the sketch plan, preliminary plan and final plat processes. A minor development shall not be permitted if the subdivision creates a parcel, or in the case of an existing nonconforming lot or parcel, a minor development shall not increase the nonconformity.

Minor Development Submittal Requirements:

- Completed Land Use Application
- Appropriate Land Use Fees
- A copy of the recorded warranty deed and the title commitment or updated title commitment current within thirty (30) days
- A notarized letter of authorization from the landowner permitting a representative to process the application
- Plat exhibit (See EMC Sec. 16-3-70. Minor Development Final Plat for standards)
- Development reports: final drainage plans, roadway design, and construction plans (See EMC Sec. 16-3-70. Minor Development Final Plat for standards/ requirements)

***Failure to submit all required documentation shall result in a delayed application. Additional information may be requested after the formal application is received.

Recordation procedure:

1. The applicant shall amend the final plat document in accordance with the Board of Trustees' approval, as necessary.
2. Within ninety (90) days of approval of the final plat, unless stated otherwise in such approval, the applicant shall submit: three (3) photographic Mylar copies (fix-line, emulsion down) of the approved final plat ready for recordation (except for Town signatures); all required documentation; and all mapping and recordation fees to the Town. The applicant shall also provide the security in the form of a letter of credit approved by the Town or cash to cover the



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cost of construction of the public improvements in accordance with the requirements of the subdivision agreement.

3. Within thirty (30) days of receipt of the final plat, the Town shall obtain all Town signatures, as required, and record the final plat.