



## SUBDIVISION

Important – Please read the following information carefully

Applicants are encouraged to prepare a separate project narrative to accompany all submitted materials. This narrative should be well organized and include a table of contents, page numbers and similar information to facilitate review by Town Staff and elected/appointed commissions. If a separate narrative is submitted, this application form should reference the narrative as necessary.

*It is the applicant's responsibility to obtain, read and understand all of the relevant sections of the Meeker Municipal Code applicable to this procedure. Please keep in mind that more than one section of the code may apply to your application. These regulations are available through the Town of Meeker municipal offices and website. If you do not understand portions of the Code concerning your application, please ask questions. Failure to complete the application, submit all of the required materials or answer questions completely and accurately may result in a delay and processing or a rejection of the application as incomplete. All fees must be paid in full at the time of the application. Public meeting or public hearing will not be scheduled for an application until it is deemed complete by the Town. Each applicant should take the time necessary to submit a complete and comprehensive application. Town staff is available to direct the applicant to appropriate sources of information.*

<b>FOR TOWN USE ONLY</b>			
Date Received: _____		Received By: _____	
Fee: _____	Check #: _____	Received By: _____	
Date Accepted: _____		Accepted By: _____	

### TO BE COMPLETED BY APPLICANT

#### Applicant Information

(If additional owners or applicants, please attach contact information to this application)

Name(s): \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

#### *Record Title Owner(s) of Property (if different from applicant)*

Name(s): \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

#### *Project Representative (if not owner or applicant)* *Must submit Authorized Representative Form signed by owner*

Name(s): \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_



*Project Planner*

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

*Engineer Information*

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

*Surveyor Information*

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

*Applicant's Attorney*

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Property Information

Property Address \_\_\_\_\_

Legal Description:

Lot/Block/

Subdivision

(If the property is in metes and bounds,  
please attach copy)

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Zoning District:  
(Existing)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Rural Residential | <input type="checkbox"/> Single-Family Residential | <input type="checkbox"/> Mixed Residential        |
| <input type="checkbox"/> Mobile Home Park  | <input type="checkbox"/> Town Core                 | <input type="checkbox"/> Highway Corridor         |
| <input type="checkbox"/> Industrial        | <input type="checkbox"/> Community Facilities      | <input type="checkbox"/> Planned Unit Development |

Type of Subdivision

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Major Subdivision        | <input type="checkbox"/> Resubdivision | <input type="checkbox"/> Right-of-Way Vacation |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Other _____   |  |



**Town of Meeker  
Community Development Department**

345 Market Street  
Meeker, CO 81641

970-878-5344 | [www.townofmeeker.org](http://www.townofmeeker.org)

Proposed Subdivision Name \_\_\_\_\_

Street(s) serving subject property

Acreage or square footage of subject property: \_\_\_\_\_

Current use of subject property: \_\_\_\_\_

What is the zoning and uses of the surrounding properties to the subject property:

	Zoning	Uses
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

Describe the goal and outcome of proposed subdivision.

Describe how the proposed subdivision complies with the goals and policies of the Comprehensive Master Plan.

Attach an additional sheet clearly identify all current and proposed lots and their size. Example below

<u>Current Lot Name</u>	<u>Current Lot Size</u>	<u>Proposed Lot Name</u>	<u>Proposed Lot Size</u>
Lot 345	6 acres	Lot 1	0.5 acres
		Lot 12	0.5 acres



Additional Requirements

- Proof of ownership (deed, title insurance)  
*If the owner/s of the property is/are different from the applicant, then a notarized letter consenting to this proposal, signed by the owner/s of record, must be submitted with this application.*
- Current covenants and deed restrictions covering the original property, if any, and a copy of any proposed covenants and restrictions
- Legal description
- Subdivision Fee
- Plat Map  
*Show existing and proposed layout of lots, streets, right-of-ways, easements, alleys and utilities; including a summary that describes the effects of the administrative subdivision may have on the existing easements, right-of-ways, or other facilities.*
- Context/vicinity map
- Agreement of Payment Form

Acknowledgement

*I hereby certify that the information provided in this application is true and correct to the best of my knowledge.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

**NOTE:** This Subdivision request will require a Public Hearing with the Planning Commission and the Board of Trustees. The Planning Commission meetings are scheduled on either the 2nd or 4th Mondays at 7:00 pm. Board of Trustees meetings are scheduled on either the 1st or 3rd Tuesday at 7:00 pm. It is expected that the applicant/s or their authorized agent will attend each Public Hearing.

An incomplete application will not be accepted and will be returned to the applicant for completion and resubmittal. Please call Town Hall 970-878-5344 if you have any questions.

This application is only a request for review. Acceptance of the completed application does not constitute acceptance or rejection of the request. The applicant bears all risk for any action taken with respect to the property.

***Ex Parte Disclosure: Please note that it is inappropriate to personally contact any individual Board of Trustee or Planning Commission member while an application is pending. Such contact is considered ex parte communication and will have to be disclosed as part of the public hearings on the matter. If you have any concerns, you should contact staff, write a letter, or present your concerns at the public meeting so your comments can be made part of the record.***