



Minor Subdivision Application

Application Fee: \$500.00

(Plus all developer related review fees incurred by the Town of Keenesburg i.e. legal, engineering, publication, recording fees, etc.)

Name _____

Address _____

Daytime Phone _____

Replat Name _____

Address of Proposed Minor Subdivision _____

Legal Description _____

A Minor Subdivision must meet one or more of the following requirements: (check all that apply)

_____ The subdivision is a replat of an approved final subdivision plat, which does not increase the number of lots or increase density, and which does not result in a material change in the extent, location or type of public improvements, easements, arrangement of streets, open space or utilities;

_____ The subdivision is a division of a parcel into not more than two lots; each lot has access to an accepted and maintained public street; the subdivision will not require the dedication of streets, alleys or easements, or the construction of improvements to serve the lots; and each lot will meet the requirements of the Town's zoning regulations without the necessity for a variance and no variance has been granted within the previous three years;

_____ The subdivision is of a lot, previously created by an approved final subdivision plat, which is split or subdivided into no more than two lots and the lots created by the split comply with the applicable requirements of the Town's zoning regulations; or

_____ The subdivision is a division of a parcel or lot into not more than two lots, one or both of which are to be conveyed to the Town, or into three lots, at least two of which are to be conveyed to the Town. The approval of any subdivision pursuant to this subsection may be conditioned upon conveyance to the Town of such lots.

Requirement Checklist

- _____ Pre-application conference.
- _____ Sub divider's Certification that all required improvements are installed, available and adequate to serve each lot of the minor subdivision.
Water, sewer, electrical power, natural gas, telephone, access, etc..
- _____ One copies of the Final Plat. (mylar after final approval for approval)
- _____ Completed Application
- _____ Executed Cost Agreement
- _____ Deposit (Amount determined by administrator during pre application conference)
- _____ Public Hearings will be scheduled by the Town Clerk when the application is determined to be complete.
- _____ The Sub divider will be responsible for notifying all property owners located within three hundred (300) feet of the property in question at least fifteen (15) days prior to the public hearings. (Notice to be provided by the Town Clerk)
- _____ Public Hearing notice posted on property at least ten (10) days prior to the public hearings. (The Posting shall contain the same information as the mailed notice, as provided by the Town Clerk)
- _____ Notarized affidavit stating that notice was mailed, when, with attached list, and that the property was posted with an attached photo.