

Application for Administrative Plat Amendment



The Town of Granby provides Administrative Plat Amendments to correct clerical and other non-material errors in approved plats and to approve minor lot line adjustments, in cases meeting the requirements of GMC Section 17.45.

A non-refundable fee of five-hundred fifty dollars (\$500.00) plus \$30 per planned lot or unit, must be submitted, in addition to necessary documentation (outline in the checklist below). Applicants must also sign a reimbursement agreement with the Town to cover the costs of outside consultants utilized by the Town in its review and processing of the application.

Staff Use Only
Date Application Submitted: _____
Fee Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Receipt # _____

Applications must be made online and via email:

Online: <https://us.cloudpermit.com/gov/login>

+ Email: planning@townofgranby.com

Payments of fees can be submitted in three ways:

In-Person: Town Hall, Zero Jasper Street, Planning & Zoning

Online: <https://www.townofgranby.com/onlinepayments>

USPS: Town Hall, Planning & Zoning, PO Box 440, Granby, CO 80446-0440

Applicant Information	
Applicant's Name:	Applicant's Mailing Address:
Phone Number:	Email:

Submittal Requirements Checklist (Section 17.45.040)

- (1) An existing conditions map showing the following information, if applicable:
 - a. All existing structures, including surface and subsurface facilities.
 - b. All existing uses on the site.
 - c. Existing zoning districts, taxing districts or any other special districts.
 - d. Perimeter outline of the project and abutting property lines.
 - e. The approved survey plat description of the perimeter of the proposed subdivision, including ties to existing section monuments or records and a description of monuments. (The survey plat shall have an error not greater than one part in 10,000, and monuments shall conform to the requirements of Section 38-51-101.
 - f. The location and identification of all existing public and private easements, rights-of-way, roads, streets, alleys, bicycle paths, railroads, section lines within the approved subdivision and the names of existing streets.
- (2) A written application signed by the record owner of the property involved on a form provided by the town.
- (3) A mylar and copies of the proposed plat meeting the requirements for a final plat as provided in GMC 17.20.040.
- (4) Evidence of fee ownership of each parcel of land included within the proposed plat amendment.
- (5) An affidavit indicating that the applicant has provided notice to all telecommunications, gas and electric utilities serving the property, and any and all cable television operators franchised to do business in the town, and they have indicated their approval or have not responded within 10 days of such notice.
- (6) A list of all owners of adjacent property and all owners of easements over, through, or across the property
- (7) A costs deposit in an amount to be determined from time to time by resolution of the Board of Trustees.

