

Application for Condominiums, Townhomes, and Cooperatives



The Town of Granby has established standards in its Code necessary for the protection of the public health, safety and welfare to ensure the performance of maintenance responsibilities in condominiums and to promote the general health, safety and welfare of the community. Applicants are encouraged to complete a sketch plan and are required to through the preliminary and final plat approval processes within the Town’s Code. Section 17.55 of the Town Code outlines the requirements for condominiums, townhomes, and cooperatives. It also outlines the process for minor condominium conversions.

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

The sketch plan (if submitted) shall include the following information (Section 17.020.020 (a)):

- (1) Proposed name of the subdivision.
- (2) Location, boundaries and legal description of the project.
- (3) Names, addresses and phone numbers of the owner(s), applicant(s), planner(s), and engineer(s).
- (4) Date of sketch map preparation, map scale and a symbol reflecting true north.
- (5) Topography of the proposed subdivision (please see Section 17.20.020 (a) for additional requirements).
- (6) General location and dimensions of all existing and proposed lots, streets, alleys, easements, road rights-of-way, existing utilities, irrigation ditches and water courses within and immediately adjacent to the proposed development; The applicant shall identify if any known PDOD or owners’ association is associated with the property.
- (7) Description of any natural or man-made features bordering on or within the development which may require buffering or screening, particularly the 100-year floodplain.
- (8) Vicinity map (please see Section 17.20.020 for additional requirements).
- (9) Land use breakdown, including existing and proposed zoning changes (if applicable), total development area, total number of lots proposed, total number of dwelling units proposed for each structure, total area of proposed non-residential floor space, total number of proposed off-street parking spaces, and total proposed density.

In addition, the application shall include the following items (Section 17.020.020 (b)):

- (1) A sketch plan application form, along with fees and a signed reimbursement agreement.
- (2) Source and amount of water supply.
- (3) Proposed type of sewage disposal.
- (4) USDA Natural Resources Conservation Service soil designations, with interpretation tables attached.
- (5) Statement assessing the impact of the proposed subdivision on the lakes, streams and topography of the site, inclusive of the identification of the location of the proposed subdivision within any water protection zones.

- (6) Evidence that all lots and parcels created by the subdivision will have access to a public right-of-way, in conformance with the Colorado State Highway Access Code and applicable county regulations.
- (7) Anticipated source of electricity, natural gas, telephone, Internet, and cable TV services.
- (8) Compatibility / conformance with applicable water, sewer, drainage and roadway master plans
- (9) Phase I drainage report in general accordance with the Grand County Storm Drainage and Technical Criteria Manual modified for town projects.
- (10) Letter from the applicant who wishes to request a subdivision plat review

The Preliminary Condominium Plat shall include the following information (Section 17.55.20 (b)):

All proposed cooperative, town house or condominium projects (excluding minor condominium conversions) shall submit the preliminary condominium plat, containing the information and requirements specified in GMC 17.20.030 (for Preliminary Plats) as may be applicable to the proposed project. In addition to that information, the preliminary condominium plat shall include the following items in preliminary form:

- (1) A map showing all general common areas, limited common areas, units, easements and uses of the building grounds, and plans for the interior division of the building showing horizontal and vertical boundaries of all units.
- (2) A draft copy of the proposed declaration and organizational documents of the homeowners' association which contain the information required by the Colorado Common Interest Ownership Act (CCIOA) declaration. The declaration shall include any proposed restrictive covenants, conditions or restrictions.
- (3) A draft copy of the bylaws which contain the information required by CCIOA.
- (4) In addition, the applicant shall provide the following data in preliminary form for review by the Planning Commission:
 - a) The size of each unit;
 - b) (ii) Existing and proposed off-street parking areas;
 - c) (iii) Existing and proposed landscaping;
 - d) (iv) Existing and proposed facilities, including all buildings and structures;
 - e) (v) Plans for ingress and egress; and
 - f) (vi) Such other information as may be requested by the Planning Commission

The Final Condominium Plat shall include the following information (Section 17.55.20 (c)):

- (1) All items outlined above for Preliminary Condominium Plats, but in final form;
- (2) The final form of the declaration and organization documents of the homeowners' association shall include a summary of changes made in those documents following submission of the preliminary plat; and
- (3) Such other information as the Planning Commission or Board of Trustees may request.

Address or Parcel ID of Property:	Property Owners Name:
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Project Estimated Start Date:	Project Estimated Completion Date:
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Application Checklist

- Completed and signed application form
- Non-refundable application fees: (Sketch Plan: \$250 application fee (plus \$30 per lot or unit); (Preliminary Condominium Plat: \$1,000 application fee (plus \$30 per lot or unit); (Final Condominium Plat: \$1,000 application fee (plus \$30 per lot of unit)
- Signed reimbursement agreement
- Sketch Plan submittal package (if necessary)
- Preliminary Condominium Plat submittal package
- Final Condominium Plat submittal package

Applicant Signature

Applicant accepts all terms and certifies that all information provided is true. Applicant also agrees to be bound by all provisions of the Town of Granby municipal code and to complete all work in accordance with applicable Federal, State and Local laws and regulations.

_____	_____	Accepted By: _____	_____
Applicant Signature	Date	Title	Date