

Application for Preliminary Plat



The Town of Granby requires the completion of a Preliminary Plat prior to the completion of Final Plats and before moving ahead with site plans and other project planning, per GMC 17.20.030.

A non-refundable fee of twelve-hundred dollars (\$1,200.00) plus \$20 per lot or unit, must be submitted, in addition to a plan in sufficient clarity to indicate the nature and extent of the anticipated project.

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

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

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

Submittal Requirements Checklist (Section 17.30.10 (c))

The Preliminary Plat shall include the following information:

- (1) Proposed name of the subdivision.
- (2) Location of the subdivision as a part of some larger subdivision or tract of land and by reference to permanent survey monuments with a tie to a section corner or a quarter-section corner. Also, it shall include a vicinity map of the surrounding one mile area.
- (3) Names and addresses of the applicant, the engineer or designer of the subdivision, and the land surveyor (who shall be licensed by the state).
- (4) Total acreage of the subdivision and tabulation of acreage and square footage in parks, open areas, commercial land, residential lots, single and multifamily lots and all other uses of the land with their respective percentage of the total area.
- (5) Scale and north sign (designated as true north); and table to include date of preparation and dates of revisions.
- (6) Topography at five foot intervals where the average slope is less than 15 percent and at intervals of 20 feet where the average slope exceeds 15 percent, provide the same interval is used throughout the subdivision (interval used is to be clearly indicated on the plat).
- (7) Designation of areas subject to periodic flooding and the volume of water during such floods.
- (8) Identification of whether the subdivision lies within one of the water protection zones per GMC Chapter 13.10.
- (9) Identification of whether the property is associated with or subject to an owners association (HOA) and an approval letter from the HOA relevant to all items for which the HOA has jurisdiction.
- (10) Evidence to establish that, if a public sewage disposal system is proposed, provision has been made for such system, and if other method or methods of sewage disposal are proposed, evidence that such systems will comply with state and local laws and regulations which are in effect at the time of submission of the preliminary plat or final plat (see code for additional information)
- (11) The name of abutting subdivisions and a list of all property owners located within a 300 foot radius of the property at the time of submission.
- (12) Location and principal dimensions for all existing streets (including their names), alleys, easements, water courses and other important features within and adjacent to the tract to be subdivided.

- (13) Location and principal dimensions for all proposed streets (including their names), alleys, easements, lot lines, and areas to be reserved or dedicated for parks, schools or other public uses.
- (14) The location and size of existing and proposed utilities within or adjacent to the tract, and letters of intent to serve and conditions from utilities.
- (15) Proposed sites, if any, for multiple-family residential use and number of dwelling units, business areas, industrial areas, churches, schools, parks and other public uses.
- (16) Site data, including the number of residential lots and typical lot sizes.
- (17) Completion of the application checklist provided to the applicant by Town.
- (18) Such additional preliminary information as may be required by the Planning Commission in order to adequately describe proposed utility systems, surface improvements or other construction projects contemplated within the area to be subdivided.
- (19) Application form for zoning the area to be subdivided or an application form for rezoning when so required.
- (20) A copy of any proposed restrictive covenants for the subdivision.
- (21) Total number of square feet of proposed non-residential floor space.
- (22) Total number of proposed off-street parking spaces, excluding those associated with single-family residential development.
- (23) Estimated total number of gallons per day of water system requirements and methods of computations, including fire needs.
- (24) Estimated total number of gallons per day of sewage to be treated where a central sewage treatment facility is to be utilized or sewage disposal means and suitability where no central sewage treatment facility is proposed and method of computation.
- (25) Estimated construction cost and proposed method of financing of the streets and related facilities, water distribution systems, sewage collection systems, storm drainage facilities and such other utilities as may be required of the development by the town.
- (26) The applicant shall be required by the Planning Commission to convey to the Town any water rights historically associated with the property being subdivided, in order to augment the Town's physical and legal supply of water.
- (27) The applicant shall provide a memo outlining how the application complies with all of the requirements in the Town of Granby's Public Works Manual sections _____.
- (28) Evidence that the applicant shall have taken appropriate action, such as setting up an escrow account, to ensure that all property taxes in the year of approval of the final plat will be paid.
- (29) All soil and geological hazard areas.
- (30) The names and addresses of all surface owners, mineral owners and lessees of mineral owners.
- (31) The applicant shall obtain letters of evidence from their engineer, attorney, and their self, testifying that their subdivision meets all requirements of this chapter. [Ord. 988 § 1 (Exh. A), 2023; Amended during 2011 recodification; Ord. 719 § 2, 2008. Code 1999 § 17-2-5(B)].

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 \$1,200 application fee (plus \$20 per lot or unit)
- Signed reimbursement agreement
- Preliminary 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