

# TOWN OF HUDSON

## SUBDIVISION PRELIMINARY PLAT APPLICATION



**PROJECT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER CERTIFICATION:**

I certify that I am the lawful owner of the land included in this application, and that I consent to this application.

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that the information submitted with this application and correct to the best of my knowledge. I understand that the application will be processed only after submittal of a complete application, including all required documents and fees.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION CHECKLIST (check as completed) (town to fill in all items noted with \*\*.):**

Applicant		Town
	Date of Sketch Plan approval by Board of Trustees (must be less than one year prior to date of this application). Date: _____	
	One copy of Application package submitted for review.	
	Applicant notified of adequacy of Application package, and of the number of copies of Application materials to be submitted. Date: _____	

**SUBMITTAL REQUIREMENTS:**

	Completed <i>Development Application</i> form, if not submitted earlier.	
	Application Fee: \$ _____ ** Staff initials: _____	
	Review Fee Deposit: \$ _____ ** Staff initials: _____	
	Evidence of current ownership, acceptable to the Town Attorney, such as a copy of an updated title policy or commitment, current within thirty (30) days.	
	Plat Format (see §16-90(c) for more details): 1. Three (3) full-scale paper copies and one 11" x 17" paper copy of the preliminary plat. The drawing shall be made at a scale of one inch equals one hundred feet (1" = 100'), two hundred feet (1" = 200') or another scale approved by the planning commission which shows the entire proposal clearly. Additional paper copies may be requested for referral agencies. The outside dimensions of the sheets utilized shall be twenty-four (24) inches by thirty-six (36) inches. 2. Legal Description. 3. Vicinity map. 4. Subdivision map with lots, blocks, easements, survey information. 5. ROW, easement, public land dedications. 6. Park land or cash-in-lieu of park land per Subdivision Improvement Agreement. 7. Signature blocks for: Planning Commission; Board of Trustees; surveyor; owners; lien holders; special districts; vested rights certification (if necessary). 8. Other information required by the Town.	

**DEVELOPMENT REPORTS AND DOCUMENTS** (refer to Subdivision Regulations for specifications)

Applicant		Town
	<ol style="list-style-type: none"> <li>1. Engineering plans: <ul style="list-style-type: none"> <li>• Preliminary Street layout and cross-sections</li> <li>• Preliminary Drainage Plan.</li> <li>• Specifications for all Public Improvements</li> </ul> </li> <li>2. Preliminary Subdivision Improvements Agreement (SIA).</li> <li>3. Guarantee of public improvements (letter of credit). (see §16-91(f) for more details)</li> <li>4. Park facilities master plan and construction plans, if required in SIA.</li> <li>5. Final landscape plan for public ROW, if required in SIA.</li> <li>6. Warranty deeds and title insurance for dedicated public lands.</li> <li>7. Warranty deeds and title insurance for all dedicated rights-of-way.</li> <li>8. Water rights transfer as required to serve development, or approved cash-in-lieu of water rights.</li> <li>9. State or County permits for access and right-of-way landscaping, if necessary.</li> <li>10. Site existing conditions map (unless submitted earlier in process.)</li> <li>11. Landowners' Association declaration, covenants, private or common elements maintenance agreements.</li> <li>12. Additional documents or fees as required (list) **: <ul style="list-style-type: none"> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> </li> </ol>	

**REVIEW PROCESS:**

Applicant		Town
	Complete Preliminary Plat application received by Town. Date received: _____	
	Planning Commission meeting date set. ** Meeting date: _____	
	Applicant notified of date and time of Planning Commission meeting. Date: _____	
	Negotiation with staff on Subdivision Improvements Agreement. Date: _____	
	Planning Commission public meeting. Date of meeting : _____ Action: _____	
	Planning Commission decision and required revisions sent to applicant. Date sent: _____	
	SIA reviewed by Town Attorney and signed by applicant. Date: _____	
	Town Engineer approval of all preliminary construction drawings. Date: _____	
	Board of Trustees hearing date set. Hearing date: _____	
	Applicant notified of date and time of Board of Trustees meeting. Date: _____	
	Notice of Board of Trustees hearing to Newspaper. Date sent: _____ Date published: _____	
	Notice of Board of Trustees hearing posted by applicant (minimum of 15 days before hearing) and posting certified. Date posted: _____	
	Notice of Board of Trustees Hearing sent to neighbors and mineral owners. Date sent: _____	
	Board of Trustees Public Hearing and action on Preliminary Plat and SIA. Hearing date: _____ Action: _____	
	Applicant advised of Council action on Preliminary Plat. Date: _____	

**COMMENTS:**

<b>FOR OFFICE USE ONLY:</b>			
Date Received: _____	Fees: _____	Rec'd. by: _____	Case #: _____