



## MINOR SUBDIVISION SUBMITTAL CHECKLIST

Municipal Code  
Chapter 16, Sec. 16-92

PO Box 351  
50 S Beech Street  
Hudson, CO 80642

Phone: 303-536-9311  
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**Project Name:** \_\_\_\_\_

REVIEW PROCESS
1. Informal conference with Planning Commission.
2. Complete application received by Town.
3. Negotiation with staff on Subdivision Improvements Agreement (SIA).
4. Planning Commission Public Meeting; may have required plan revisions
5. Public Notification begins; applicant may be requested to post a sign on the property
6. Town Council Meeting; may have required plan revisions.
7. Owner and Town signatures obtained on approved Minor Plat and SIA.
8. Minor Plat and SIA recorded with County Clerk.

APP. INITIALS	STAFF INITIALS	DATE	SUBMITTAL REQUIREMENT
			Transmittal letter listing items included in the application and describing in general terms the proposed minor development.
			Complete Land Use application form.
			Review Fee Deposit: _____.
			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.
			Stamped envelopes addressed to owners of all property within 500' and all mineral owners. Statement of source(s) of addresses.
			Minor Plat Map (refer to Final Plat Regulations M.C. 16-91(d) for specifications): <ol style="list-style-type: none"> <li>1. One (1) paper copy of full-size map, properly folded.</li> <li>2. Two (2) original mylar Minor Plats in a form to be signed and recorded.</li> <li>3. One (1) copy of plat, reduced to 11" x 17".</li> <li>4. Digital copy.</li> </ol>
			Development reports and documents (refer to Subdivision Regulations for specifications): <ol style="list-style-type: none"> <li>1. Final drainage report per Town Engineer requirements.</li> <li>2. A signed copy of the Subdivision Improvements Agreement (SIA), if required by the Town.</li> <li>3. Evidence that an adequate water supply, sufficient in terms of quality and quantity, is available.</li> <li>4. Water rights or an equivalent cash amount, as approved by the Town.</li> <li>5. Evidence of the availability of sanitary sewer service.</li> <li>6. Topographic map with 2' countours if required.</li> <li>7. Warranty deed(s) and title insurance for public land dedication, or cash-in-lieu, per Subdivision Improvements Agreement (SIA).</li> </ol>

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Comments: \_\_\_\_\_  
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