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Town of New Castle  
PO Box 90  
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**CHECKLIST**  
**SITE SPECIFIC DEVELOPMENT PLAN**  
**(VESTED PROPERTY RIGHTS APPLICATION)**  
(not combined with Final Plat and/or Final PUD Development Plan)\*  
Authority: New Castle Municipal Code §§16.08.060 & 16.36.040

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements. All applications must include a non-refundable Application fee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The following items must be submitted to the Town Clerk:**

- Development Application
- \$500.00 Non-refundable Application Fee
- Three (3) copies of approved Preliminary Plat and/or Preliminary PUD Development Plan
- Evidence of approval of Preliminary Plat and/or Preliminary PUD Development Plan
- Complete submittal packet for Preliminary Plat and/or Preliminary PUD Development Plan
- Fifteen (15) paper copies of proposed Final Plat meeting the following requirements:
  - Plan Scale, not more than 100 feet to the inch.
  - Plan drawn on 24" by 36" sheets; Index Map? \_\_\_\_\_
  - Subdivision boundaries; street right-of-way lines & lot lines (solid); easements & other right-of-way lines (dashed); all to nearest 0.01 foot; bearings & distances of all lines, centerline angles, radius length, chord length, & arc length of all curves
  - Location & description of all permanent survey control points
  - Legal description of subdivision parcel with reference to location in records of Garfield County
    - Street names, block & lot numbers
    - Use, area, & setback restriction on each lot of a PUD
    - Name of proposed subdivision
    - Notarized certificate of dedication & ownership
    - Licensed surveyor's certificate
    - Garfield County Surveyor's certificate
    - Planning Commission certificate of approval
    - Town Council certificate for approval & acceptance
    - County Clerk & Recorder's certificate for time of recording & ordinance number
    - Where applicable, certification of review by utilities serving proposed subdivision (similar to Planning Commission certificate)
    - Title insurance company or attorney's certificate
    - Areas of street rights-of-way, areas of land dedicated for public use, area of each lot, & total lot area

- Three (3) copies of the following:
  - Plan that may, at developer's option, be incorporated into Final Plat, showing:
    - Proposed topographic character of land at contour interval of two (2) feet if slope is less than ten percent (10%) (spot elevations may be required if land is too flat for contours) and five (5) feet if slope is greater than ten percent (10%)
    - Proposed land uses and their respective acreage
    - Density and type of dwellings, if applicable
    - Pedestrian and bicycle circulation system
    - Off-street parking areas, loading areas, service areas, including refuse disposal
    - Location and design of proposed signs and exterior lighting plan
    - Areas of known hazards, such as 100-year floodplain, rockslides, subsidence or other similar hazards, and mineral areas of potentially economically feasible extraction value
    - Landscape plan illustrating size, type and location of plant materials and an irrigation plan, if applicable
    - Anticipated utility requirements
    - Development phasing
  - Site Specific Development Plan Agreement in form acceptable to Town Attorney (see New Castle Municipal Code §16-36-040(D)(2))
  - Proposed subdivision protective covenants, if any
  - Explanation of character of the development and, if applicable, manner in which it has been planned to take advantage of PUD regulations
  - Statement of present ownership and legal description of all land included in property
  - Brief statement describing environmental impact of development
  - Compliance with Comprehensive Plan
  - Fiscal impact study as specified by Town Planner
  - List of all owners of property within 250 feet of development