



Administration Department
(970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Town of New Castle
PO Box 90
450 W. Main Street
New Castle, Co 81647

CHECKLIST MINOR SUBDIVISION

Authority: New Castle Municipal Code §§16.08.060 & 16-12-020

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
- \$250.00 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 §14-14-040(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