



City of Englewood  
 Community Development Department  
 1000 Englewood Parkway  
 Englewood, CO 80110  
 303-762-2342  
 englewoodgov.org

**ADMINISTRATIVE SUBDIVISION  
 CHECKLIST**

Only **complete** applications will be accepted.  
 Please use the following Checklist to complete your application.

Applicant ✓	City ✓	Checklist Items
		<b>Pre-application</b> meeting with Community Development held on:
		<b>Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Letter of Authorization</b> (if applicant is not the property owner)
		<b>Documentation</b> of legal interest in the property
		<b>Arapahoe County "Breakdown/Property Split Request" Form</b>
		<b>Fees</b>
		Application Fee (payable to City of Englewood) \$ 100.00 ( <b>Non-Refundable</b> )
		Recording Fee (payable to Arapahoe County Clerk) \$ TBD (Due at recording)
		<b>Site Plan:</b>
		Maximum Size: <b>24"x 36" FOLDED</b>
		Number of copies for initial submittal: <b>8</b>
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Existing property address
		Legal Description
		Location and dimensions of existing structures within subdivision
		Location and dimensions of proposed structures within subdivision
		Dimensions from existing structures and proposed structures to adjacent property lines
		Proposed addresses for new structures
		<b>Land Survey Plat</b> prepared to City of Englewood standards by a Registered Land Surveyor
		Required Size: <b>24"x 36" FOLDED</b>
		Number of copies for initial submittal: <b>8</b>
		<b>Other Documents:</b> Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Treasurer's Certificate</b> from Arapahoe County Treasurer
		<b>Title Insurance Policy</b> issued within 30 days of application
		<b>Holder of Deed of Trust: Contact Information</b>
		<b>Additional material/information</b> as requested by City Manager or Designee
<b>Note:</b>		<b>Additional copies</b> will be required for: <ul style="list-style-type: none"> <li>▪ Resubmittals</li> <li>▪ Final Land Survey Plat (2 copies Mylar)</li> </ul>

*Avoid delays - Submit a complete application!*