



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

**MAJOR SUBDIVISION
 CHECKLIST**

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

Applicant ✓	City ✓	Checklist Items
		Pre-application meeting with Community Development held on:
		Pre-application Neighborhood Meeting held on:
		Application Form
		Completed Checklist (this form)
		Letter of Authorization (if applicant is not the property owner)
		Documentation of legal interest in the property
		Fees
		Application Fee (payable to City of Englewood) \$ 1000.00 (Non-Refundable)
		Recording Fee (payable to Arapahoe County Clerk) \$ TBD (Due at recording)
		Site Plan:
		Maximum Size: 24"x 36" FOLDED
		Number of copies for initial submittal: 10
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		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
		Preliminary Plat prepared to City of Englewood standards by a Registered Land Surveyor
		Required Size: 24"x 36" FOLDED
		Number of copies for initial submittal: 10
		Drainage Report 2 copies
		Traffic Study 2 copies
		Treasurer's Certificate (obtain from Arapahoe County Treasurer)
		Title Insurance Policy (issued within 30 days of application)
		Name and Addresses of adjacent property owners
		Additional material/information as requested by City Manager or Designee

Avoid delays - Submit a complete application!

Note:

Additional copies will be required for:

- Resubmittals
- Outside agency referrals
- Planning and Zoning Commission Public Hearing
- City Council 1st Reading
- City Council Public Hearing
- Final Plat (Mylar)