



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

CONDOMINIUM CHECKLIST

Only **complete** applications will be accepted.

Please use the following Checklist to complete your application.

Submittals will only be accepted via <https://lms.englewoodco.gov>

Apply under Planning Projects: Submit Application → Subdivision → Condominium

Applicant ✓	City ✓	Checklist Items
		Pre-application meeting with Community Development held on:
		Letter of Authorization (if applicant is not the property owner)
		Documentation of legal interest in the property
		Declaration of Covenants, Conditions and Restrictions
		Treasurer's Certificate (issued by Arapahoe County)
		Title Insurance (written within 30 days prior to submitting application)
		Holder of Deed of Trust: Contact Information
		Drainage Report (if required by Public Works)
		Code Analysis indicating Construction Type and Occupancy Group Classification, and Occupancy Separation Requirements
		Fees
		Application Fee (payable to City of Englewood) \$ 700.00 (Non-Refundable)
		Condominium Plat prepared to City of Englewood standards by a Registered Land Surveyor:
		Include the following items on the site plan:
		Written and graphic scale
		North arrow
		Property address
		Legal Description
		Other Documents: Provide any special agreements, easements, conveyances, restrictions or covenants governing the property
		Additional material/information as requested by City Manager or Designee
Note:		Additional copies will be required for: <ul style="list-style-type: none"> ▪ Resubmittals ▪ Final Condominium Plat (2 copies Mylar)

Avoid delays - Submit a complete application!