

## MAJOR SUBDIVISION CHECKLIST (EMC § 16-2-7)

- Fees** (*Application fees are non-refundable*)
  - Application Fee: \$ 1050.00 (*Payable to City of Englewood*)
  - Park Fee-in-Lieu of Public Land Dedication (*Payable to City of Englewood*)
    - \$460 per one-unit dwelling, \$385 per multi-unit dwelling
  - Recording Fee: \$ TBD (*Determined at time of recording*)
- Development Review Team Meeting**
  - Provide meeting notes
- Letter of Authorization** (*if applicant is not the property owner*)
- Documentation of Legal Interest**
- Neighborhood Meeting Date and Summary** (*Provide summary minutes of the meeting including evidence of the notice, attendance, content, discussion summary, and outcomes of the meeting*)
  - The applicant must provide notice for the neighborhood meetings in accordance with EMC § 16-2-1.F.4.
- Site Plan** (*Include the following items on the site plan*)
  - North arrow
  - Property address
  - Location and dimensions of existing structures within subdivision, including setbacks from property lines
  - Location and dimension of proposed structures within subdivision, including setbacks from property lines
- Plat Document** prepared to the City of Englewood standards by a registered Land Surveyor
- Drainage Report** (*if applicable*)
- Traffic Study** (*if applicable*)
- Utility Plans** (*if applicable*)
- Treasurer's Certificate** (*obtain from Arapahoe County Treasurer*)
- Title Insurance Policy** (*issued within 30 days of application*)
- Other Documents** (*Provide any special agreements, easements, conveyances, restrictions or covenants governing the property*)
- Will Serve Letters** from all applicable private utilities (*electric, gas, etc.*)
  - Any easements needed to provide service for private utilities must be recorded prior to final approval and must be shown on the plat face with recording information.
- Additional Material/Information** (*As requested by City Manager or Designee*)
- Notice**
  - Major subdivision requests are required to provide published, posted, and mailed notification per EMC § 16-2-1.F.
  - EMC § 16-2-1.F.2 Published. Where published notice is required, at least 15 days prior to the public hearing or meeting, the Director shall publish the notice on the City's official website or in the newspaper designated by the Council as the City's official newspaper.
  - EMC § 16-2-1.F.3 Posted. Where posted notice is required, notice shall be posted on the property or near the proposed site, visible to surrounding properties and the general public from adjacent public ways, according to the following:

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- a. The Director shall determine the number, type, and specific location of signs based on the context of the property, which typically includes 1 sign for each street frontage. .
  - b. The sign shall be at least 22" x 28"; at least 4' above ground level; at least one inch black letters, and designed to be legible from the adjoining street. The Director may further specify sign size and color for particular applications on the application forms or through pre-application meetings. .
  - c. The applicant shall ensure that all signs are posted for at least 15 consecutive days prior to the public hearing or meeting.
  - d. The applicant shall make a reasonable good faith effort to maintain posted notice throughout the proceedings, and provide evidence or a statement of compliance at the time of the public hearing or meeting
  - e. In the case of notice posted for an administrative decision, the sign shall be posted for at least 15 consecutive days prior to a decision.
  - f. The applicant shall remove all signs within seven days after conclusion of the proceedings.
- EMC § 16-2-1.F.4 Mailed. Where mailed notice is required, the applicant shall mail to the following, at least 15 days prior to the hearing or review meeting:
    - a. All occupants and property owners within 1,000 feet shown by the records of Arapahoe County Assessor's office within 30 days of the required mailing date.
    - b. Where mailed notice is not required, or where notice beyond these requirements is determined necessary, the Director may require additional notice in the following situations:
      - (1) Where large parcel sizes on the perimeter of the project result in notification to only immediately adjacent owners;
      - (2) Where a large project is likely to have direct impacts beyond 1,000 feet; or
      - (3) Other situations where the Director determines that additional notice may be necessary due to the context or nature of the project causing potential impacts beyond the required notice distance.
    - c. Where a neighborhood meeting is required, the notice may include both the information on the neighborhood meeting and the public meeting.
    - d. The applicant shall provide a mailing list and certify that the letters were mailed as required, prior to the meeting or hearing.

Submit the completed checklist along with your application.

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

Apply under Planning Projects: Submit Application >> Zoning >>  
PUD or PUD Amendment

***Avoid delays – Submit a complete application!***