



Lot Subdivision Application-Minor

**The Planning & Zoning Commission meets on the First Tuesday of the month.
Applications must be received no later than Two (2) weeks prior to that date.**

Lot Number: _____ **Subdivision:** _____
Blue River Physical Address: _____

Homeowner Information:

Name: _____
Mailing Address: _____
Phone: _____
Email: _____

Current Lot Size: _____

Zoning of Lot to be subdivided: _____

Proposed Lot Size: _____

**Lots applying for subdivision must meet minimum lot size requirements as outline in Chapter 16 of the Blue River Municipal Code.*

Below is a list of required documents. While comprehensive, it is necessary to review and follow Chapter 17 of the Blue River Municipal Code in its entirety including process standards for approval and fees. This application as well as the requirements and restrictions outlined in Chapter 17 of the Blue River Municipal Code adopted May 19, 2020 shall apply.

Signature: _____ **Date:** _____

Printed Name: _____

Minor Subdivision

Definition: "Minor subdivision" means the division of land including replat, that:

- (a) Results in no more than five lots or outlots;
- (b) Does not create or result in the creation of a lot or parcel of land that would violate or fail to conform to any applicable zoning or other standard including, but not limited to, lot area, minimum frontage, building height, setback(s), street or private drive width, parking or access; and
- (c) Does not propose a major subdivision, plat amendment, or plat vacation as defined by these Subdivision Regulations.

Sufficiency of application

All plans, reports, maps and other information required for any plan or plat must be complete, legible, and must be submitted by the deadlines established by these Subdivision Regulations or deadlines established during the review process. A failure of the application to meet the requirements of these Subdivision Regulations or any applicable deadline shall delay the processing of the application until the application is sufficient and complete. The Town shall not process or schedule the processing of any application which is found to be incomplete.

Contents of minor plat application:

All minor plat applications shall meet all submittals, materials, and information requirements of a final plat contained in Section 17-4-70(b), except that the applicant shall provide or satisfy the following:

- (a) The title of the subdivision plat shall prominently identify the proposed name of the subdivision together with the phrase "Minor Plat."
- (b) Documentation of ownership, liens and encumbrances or, in the alternative where no dedication of property to the public is proposed by the plat, all of the following:
 - 1. A copy of a recorded deed for all of the property described in the application evidencing that the applicant is the fee owner of the property;
 - 2. A written, executed, and notarized statement of the applicant representing to the Town that he or she is the fee owner of the property; and
 - 3. A certified copy of documentation from the Summit County assessor or clerk and recorder evidencing that the applicant is the owner of record of the property.
- (c) List of all mineral owners and lessees of mineral owners for all the property described in the application; and evidence of notice to such mineral owners and lessees of the public hearing to consider such plat.

Except where the Town Manager approves the submission of electronic copies, the applicant shall submit to the Town twenty (20) copies of all application materials. The Town Manager may request additional copies of documents larger than eight and one-half by eleven (8 1/2 × 11) inches where necessary to provide sufficient documentation for unanticipated referrals.