



SUB- DIVISION (6-4-1) LAND USE APPLICATION CHECKLIST

- Review Town of Simla Municiple Codes, so applicant has a full understanding of what will be required under the Applicants land use request.
- Submit to the Town Clerk, at least thirty (30) days prior to a regularly scheduled Board of Trustees meeting.
 - Land Use Application
 - Sketch to include
 - A map showing the general location of the proposed subdivision, its property boundaries, and the direction of true north
 - The name and address of the owner of the subject property
 - The name and address of the developer of the subject property
 - The legal description of the subject property, if available
 - The approximate total acreage of the proposed subdivision
 - The tentative street and lot arrangement
 - Topographic contours from available data, such as the United States geological survey topographic maps
 - A lot and street layout indicating general scaled dimensions of lots to the nearest foot.
 - A description of water distribution system contemplated for the proposed development
 - A description of the sewer collection system contemplated for the proposed development.
 - A scale of the sketch plan on legible paper which shall be not less than one inch (1”) per two hundred (200). Some variation in scale will be acceptable in the case of large subdivisions provided the plans and design are clearly legible.
 - Any other information that the development believes necessary to obtain the informal opinion of the board as to the proposed subdivision’s compliance with the requirements set forth herein (Ord. 204, 9-3-1997)
- Complete and submit Agreement for Payment

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- Pay application processing fee of \$750.00
- Applicant placed on the _____, which is the next regularly scheduled meeting of the Board of Trustees.
- Public Hearing set for the next regularly scheduled meeting of the Board of Trustees _____, following initial meeting.
- Upon approval of subdivision by Board of Trustees, Board will approve the Town to enter into a subdivision development agreement with the developer/applicant concerning the proposed subdivision.
- Agreement shall include, among other such provisions as may be required by the Board;
 - Preparation of final subdivision plat. Such plat shall be legally sufficient for filling with the Elbert County Clerk and Recorder
 - The Town of will not sign the plat or approve the plat for recording until the developer/applicant has complied with all provisions of the agreement.
 - The developer/applicant shall be responsible for the cost of recording the plat
 - Developer/applicant shall not obtain final subdivision plat approval until the developer/applicant provides for installation of all public improvements required by the development. See code 6-4-5 section B - F for a complete understanding of requirements and responsibilities of developer/applicant.
- The Town Clerk authorizes the Town Attorney to draw up an ordinance regarding the subdivision formation.
- Town signs and completes ordinance section of subdivision plat
- Developer/Applicant records subdivision plat with Elbert County Clerk & Recorder
- At least thirty (30) days before the commencement of the construction of any phase of the development of the subject property, the developer/applicant will submit to the Board a development plan of that phase. Construction of an additional phase shall commence until the Town or its representative approves the plan.