



**Town of Carbondale
Condominium Exemption
Checklist**

(970) 963-2733

Project Name:

Applicant:

Applicant Address:

Location:

Date:

Staff Member:

Section 2.3 of the UDC requires a pre-application meeting with planning staff prior to submittal of a land use application.

Per Section 2.3.2.B of the UDC, the Planning Director shall determine the form and number of application materials required.

Required Attachments

- Filing Fee of \$300 **and Land Use Application (separate attachment)**
- A condominium map complying with State Law which shows, at a minimum: the location of each condominium unit, common elements, utility lines and meters, existing and proposed easements, and the project boundaries.
- Engineered plans in a scale suitable for definitive review, and data and specifications necessary to enable the Town to determine if the proposed project meets design and improvement standards of the UDC.
- A written statement of the intended use of each of the condominium units, how many bedrooms each residential unit will have and the common elements.
- Evidence of Title or Ownership of the applicant to the property, including any mineral, gravel, and oil and gas leases, reservations, or separate ownerships.
- Additional information requested at the pre-application meetings: