



**Town of Carbondale  
Minor Plat Amendment  
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 \$400 **and Land Use Application (separate attachment)**
- a. Current Improvement Location Certificate or Improvement Survey Plat showing existing and proposed lot configurations, existing structures, existing and proposed utility lines, and dedicated public access. The plan must scale distance of improvements to the nearest property line;
- b. A written statement of the intended uses and proposed densities of each of the parcels in the subdivision;
- c. If the parcels have existing residential units or will be used for residential units, a written statement indicating how many bedrooms each unit has or will have;
- d. Evidence of Title or Ownership of the applicant to the property, including any mineral, gravel, and oil and gas leases, reservations, or separate ownerships; and
- e. Table showing the following data after lot configuration:
  - i. Percentage of open space;

