



**Town of Carbondale
Subdivision 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. The following shall be submitted with a subdivision exemption application:
 - i. A sketch plan drawn to scale showing existing and proposed lot configurations, existing structures, existing utility lines, and dedicated public access;
 - ii. A written statement explaining why the subdivision meets the purposes of this Code;
 - iii. A written statement of the intended uses and proposed densities of each parcel in the subdivision;
 - iv. 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; and
 - v. Evidence of title or ownership of the applicant to the property, including any mineral, gravel, and oil and gas leases, reservations, or separate ownerships.
- b. As a condition of processing and granting the application, the Town may require at any stage of the proceedings such engineering specification and data as are necessary to enable it to determine that the proposed subdivision will meet all of the applicable design and improvement standards in Chapter 17.06.Subdivision.

- Additional information requested at the pre-application meetings: