

## 2010 Estes Park Town Board of Trustees Final Plat Application & Review Schedule

(1) & (2)	(1) & (2)	(3)	(4)	(6) & (7)
Submittal Deadline 5 Copies of Plats/Plans Due supplemental condo maps only	Submittal Deadline for Supplemental Condominium Map Applications 5 Copies of Plats/Plans Due with Application	Staff Report Posted on Town Website	Town Board Meeting Date	Final Plat/Map Mylars Due no later than
18-Dec-2009	16-Dec-2009	6-Jan-2010	12-Jan-2010	12-Mar-2010
15-Jan-2010	4-Jan-2010	20-Jan-2010	26-Jan-2010	26-Mar-2010
12-Feb-2010	27-Jan-2010	19-Feb-2010	23-Feb-2010	23-Apr-2010
19-Mar-2010	24-Feb-2010	19-Mar-2010	23-Mar-2010	21-May-2010
16-Apr-2010	31-Mar-2010	23-Apr-2010	27-Apr-2010	25-Jun-2010
14-May-2010	28-Apr-2010	21-May-2010	25-May-2010	23-Jul-2010
18-Jun-2010	26-May-2010	18-Jun-2010	22-Jun-2010	20-Aug-2010
16-Jul-2010	30-Jun-2010	23-Jul-2010	27-Jul-2010	24-Sep-2010
20-Aug-2010	28-Jul-2010	20-Aug-2010	24-Aug-2010	22-Oct-2010
17-Sep-2010	1-Sep-2010	24-Sep-2010	28-Sep-2010	26-Nov-2010
15-Oct-2010	29-Sep-2010	22-Oct-2010	26-Oct-2010	22-Dec-2010
5-Nov-2010	27-Oct-2010	19-Nov-2010	23-Nov-2010	21-Jan-2011
supplemental condo maps only	17-Nov-2010	10-Dec-2010	14-Dec-2010	11-Feb-2011
17-Dec-2010	15-Dec-2010	10-Jan-2011	11-Jan-2011	11-Mar-2011
	3-Jan-2011	21-Jan-2011	25-Jan-2011	25-Mar-2011

## 2010 Larimer County Board of County Commissioners Final Plat Application & Review Schedule

(1) & (2)	(1) & (2)	(3)	(5)	(6) & (7)
Submittal Deadline 5 Copies of Plats/Plans Due	Submittal Deadline for Supplemental Condominium Map Applications 5 Copies of Plats/Plans Due with Application	Staff Report Posted on Town Website	Board of County Commission Meeting Date	Final Plat/Map Mylars Due no later than
25-Nov-2009	8-Dec-2009	1-Feb-2010	16-Feb-2010	16-Apr-2010
23-Dec-2009	7-Jan-2010	1-Mar-2010	15-Mar-2010	14-May-2010
20-Jan-2010	1-Feb-2010	5-Apr-2010	19-Apr-2010	18-Jun-2010
24-Feb-2010	8-Mar-2010	3-May-2010	17-May-2010	16-Jul-2010
24-Mar-2010	5-Apr-2010	7-Jun-2010	21-Jun-2010	20-Aug-2010
21-Apr-2010	3-May-2010	6-Jul-2010	19-Jul-2010	17-Sep-2010
26-May-2010	8-Jun-2010	2-Aug-2010	16-Aug-2010	15-Oct-2010
23-Jun-2010	6-Jul-2010	7-Sep-2010	20-Sep-2010	19-Nov-2010
28-Jul-2010	9-Aug-2010	4-Oct-2010	18-Oct-2010	17-Dec-2010
25-Aug-2010	7-Sep-2010	1-Nov-2010	15-Nov-2010	14-Jan-2011
22-Sep-2010	4-Oct-2010	6-Dec-2010	20-Dec-2010	18-Feb-2011
27-Oct-2010	8-Nov-2010	3-Jan-2011	18-Jan-2011	18-Mar-2011

**See reverse side for detailed explanations of items (1) through (7).**

The applicant is responsible for ensuring that their deadlines are met.

A resubmittal fee will be charged when deadlines prior to review by the Decision-Making Body are not met and the application may be delayed by a month or more.

Requests for time extensions after approval by the Decision-Making Body must be made in writing and must state the reasons supporting the requested extension and the requested deadline.

Failure to meet deadlines, without written acceptance of a new deadline from planning staff, will result in the approval becoming null and void. Full fees will be charged for the resubmittal of an application that is null and void.

**(1) SUBMITTAL DEADLINE**

**A complete application is due no later than 12:00 p.m. (noon) on this date.**

See *Estes Valley Development Code Appendix B* for a complete list of submittal requirements.

You can view these requirements online at:

<http://www.estes.org/ComDev/DevCode/ChapterIndex.aspx>

Planning staff will notify the applicant within eight business days if the application has been accepted as complete.

This is not a full review of your application (see #3, STAFF REPORT).

NOTE: If your application is found to be incomplete, no further processing of the application will occur until the deficiencies are corrected. A resubmittal fee will be charged and your application may be delayed a month or more.

**(2) APPLICATION FEE**

The application fee is due by the submittal deadline for the application to be accepted as complete (see NOTE above).

Please refer to the fee schedule in your application packet.

You can view the fee schedule online at :

<http://www.estes.org/ComDev/Schedules&Fees/PlanningApplicationFeeSchedule.pdf>

**(3) STAFF REPORT POSTED ON TOWN WEBSITE**

Planning staff will review your application for compliance with Estes Valley Development Code standards and will prepare a report on your proposal for the Town Board or Board of County Commissioners to review. This report will be available. The report will include a recommendation for approval, denial, or continuance of your application, along with recommended conditions of approval.

By this date the staff report, along with comments from affected agencies and neighboring property owners, will be posted online at:

<http://www.estes.org/ComDev/CurrentRequests.aspx>

At the public hearing, the Town Board or Board of County Commissioners may require further changes to your plans.

NOTE: Per Estes Valley Development Code §3.2.C, "No changes to the development application or any accompanying plans or information shall be permitted after submittal, except for any changes or additional information requested by Staff during their review."

**(4) ESTES PARK TOWN BOARD OF TRUSTEES MEETING**

**All Town Board meetings convene at 7:00 p.m. and are held in the Board Room of Town Hall, 170 MacGregor Avenue, Estes Park, CO.**

**(5) LARIMER COUNTY BOARD OF COUNTY COMMISSIONERS MEETING**

**All Board of County Commissioners meetings convene at 3:00 p.m. and are held in the Board of County Commissioners Hearing Room of the Larimer County Courthouse, 200 W. Oak, Fort Collins, CO.**

**(6) FINAL PLAT / FINAL & SUPPLEMENTAL CONDO MAP MYLARS DUE**

*Be sure to request a checklist from planning staff that lists additional items that must be submitted PRIOR to recording the plat.* These items may include copies of electronic files, an improvement agreement and financial guarantee, completing conditions of approval, etc.

Per Estes Valley Development Code Section 3.9.F:

FINAL PLATS OR FINAL MAPS, including all required revisions, must be submitted within sixty (60) days of approval for recording.

**(7) RECORDING MYLARS AND OTHER REQUIRED DOCUMENTS**

Three (3) copies of mylars are due to the Community Development Department no later than this date.

Planning staff will route the mylars to the Larimer County Clerk and Recorder's office for recording.

Enclose a check made payable to Larimer County Clerk & Recorder. Fees are as follows:

Documents 11" x 17" or larger, including Mylars — \$10.00 per page of the 1st set, plus \$1.00

Documents smaller than 11" x 17" — \$5.00 per page of the 1st set, plus \$1.00

Additional copies of mylars (or other documents) may be sent for recording at the same time at no extra cost.