



**Town of Carbondale
Subdivision - Conceptual Plan
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 \$250 and Land Use Application (separate attachment)
- The subdivision conceptual plan application shall be in the form established by the Director and shall include the following:
 - a. Written request from the applicant; and
 - b. A site plan depicting the proposed subdivision showing, at a minimum:
 - i. Topography showing general slope of the land to be developed;
 - ii. Uses proposed;
 - iii. Intensity or density of uses proposed;
 - iv. Location of public and private open space;
 - v. Drainage facilities;
 - vi. All public and private road, street, and pedestrian networks proposed;
 - vii. The block and lot pattern with approximate lot areas noted;
 - viii. Existing buildings or structures on the land;
 - ix. Existing or proposed utilities and public services for the development; and
 - x. A solar access plan.
- Additional information requested at the pre-application meeting: