



PRELIMINARY PLAT REFERRAL AGENCY CHECKLIST

Project: _____

Owner: _____

Submittals will be distributed to various review agencies outlined below for their review and comments prior to your Planning Commission presentation. The following is a list of review agencies and their submittal requirements. Please be sure to provide the necessary documents required with your submittal.

Documents shall be submitted electronically to permits@wpgov.com. The only paper required is for adjacent property owners. Please provide 11"x17" copies of the plat for all adjacent property owners. These copies shall be printed, folded, and inserted into envelopes bearing the address label of each adjacent property owner. This shall be done at time of submittal.

Review Agencies

1. Colorado Department of Transportation (when property access would require CDOT permit from US Highway 40)
2. Colorado Division of Wildlife
3. Colorado Geological Survey
4. Comcast
5. Denver Water (when property abuts Denver Water property)
6. East Grand Fire Protection District #4
7. East Grand School District
8. Grand County Assessor
9. Grand County Planning Department
10. Grand County Water & Sanitation District #1 (when property is located within this Special District)
11. Headwaters Trails Alliance
12. Lumen
13. Mountain Parks Electric
14. Public Works Department
15. Town Engineer
16. US Army Corps of Engineers
17. US Forest Service (when property abuts US Forest Service property)
18. Winter Park Water & Sanitation District (when property is located within this Special District)
19. Xcel Energy

Submittal Requirements

1. Preliminary Plat prepared in accordance with § 8-2-3 of the Winter Park Town Code.
2. Construction Plans prepared in accordance with Chapter 2 of Standards and Specifications for Design and Construction (SSDC)
 - a. Roadway Plan and Profile
 - b. Grading and Drainage Plan
 - c. Revegetation, Erosion and Sediment Control Plan
 - d. Phasing Plan (if applicable)
3. Preliminary Geotechnical Report – SSDC Chapter 2.3.4
4. Traffic Impact Study – SSDC Chapter 3.13
5. Phase II Drainage Report – SSDC Chapter 6.2
6. Preliminary Landscape Plan prepared in accordance with the Landscape Design Regulations and Guidelines
7. Water and Sanitation District “Will Serve” Letter
8. Preliminary Engineer’s Estimate of Probable Cost
9. Colorado Geological Survey Application (you will be billed separately by CGS for their review)

Affidavit

I, _____ being duly sworn, declare that I am (please check one) _____ the authorized representative to act for the property owner, _____ the owner of the property involved in this application and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

Signature of Owner: _____ Date: _____

Signature of Representative: _____ Date: _____