



**City of Victor**  
 500 Victor Avenue  
 Victor, CO 80860  
 719-689-2284  
 cityofvictor.com

## NEW SUBDIVISION OR PUD CHECKLIST

Only **complete** applications will be accepted. Please use the following Checklist to complete your application.

Applicant √	City √	Checklist Items (Requirements for Submittals May Be Adjusted At Pre-Application Meeting)
		<b>Pre-application</b> meeting with City Staff held on:
		<b>Zoning Application Form</b>
		<b>Completed Checklist</b> (this form)
		<b>Letter of Authorization</b> (if applicant is not the property owner)
		<b>Documentation</b> of legal interest in the property
		<b>Written statement</b> describing the proposed subdivision or PUD plan
		<b>Fees</b>
		Application Fee: See Fee and Fine Schedule <b>(Non-Refundable)</b>
		Recording Fees: TBD
		<b>Development Plan, if Applicable:</b> Provide 3 copies
		PUD only: Preliminary comprehensive plan as detailed in Chapter 16, Section 8 in its entirety.
		New Subdivision: Subdivision plat (includes all elements detailed in 16-20-60 through 16-20-80 of the VMC and City of Victor Development Plan Manual)
		Complete engineering plans and specs for all utility and street improvements
		Clearance record showing approval by utility companies
		Protective covenants in a form for recording
		Traffic Plan
		Lighting Plan
		Drainage Plan
		Vicinity Sketch Map
		Other details per City of Victor Development Plan Manual
		<b>Other Documents:</b> Provide a copy of any special agreements, easements, conveyances, restrictions or covenants governing the property
		<b>Additional material/information</b> as requested by City staff
<b>Note:</b>		<b>Additional copies</b> will be required for: <ul style="list-style-type: none"> <li>▪ Resubmittals</li> <li>▪ Outside agency referrals</li> <li>▪ Public Hearing</li> </ul>