Only **complete** applications will be accepted.

Please use the following Checklist to complete your application.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>City</th>
<th>Checklist Items</th>
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- **Pre-application** meeting with Community Development held on:
- **Application Form**
- **Completed Checklist** (this form)
- **Letter of Authorization** (if applicant is not the property owner)
- **Documentation** of legal interest in the property

### Fees
- Application Fee (payable to City of Englewood) $600.00 *(Non-Refundable)*
- Park Fee-in-Lieu of Public Land Dedication (payable to the City of Englewood)
  - $460 per one-unit dwelling
  - $385 per multi-unit dwelling
- Recording Fee (payable to City of Englewood) $TBD *(Due at recording)*

### Site Plan:
- Maximum Size: **24”x 36” FOLDED**
- Number of copies for initial submittal: **10**
- Include the following items on the site plan:
  - Written and graphic scale
  - North arrow
  - Property address
  - Location and dimensions of existing structures within subdivision
  - Location and dimensions of proposed structures within subdivision
  - Dimensions from existing structures and proposed structures to adjacent property lines

### Preliminary Plat
- Prepared to City of Englewood standards by a Registered Land Surveyor
  - Required Size: **24”x 36” FOLDED**
  - Number of copies for initial submittal: **10**

### Other Documents:
- Provide 1 copy of any special agreements, easements, conveyances, restrictions or covenants governing the property

### Drainage Report
- per Englewood Storm Drainage Criteria Manual

### Detention statement
- if required from Public Works

### Treasurer's Certificate
- from Arapahoe County Treasurer

### Title Insurance Policy
- issued within 30 days of application

### Holder of Deed of Trust: Contact Information

### Additional material/information
- as requested by City Manager or Designee

### Note:
- Additional copies will be required for:
  - Resubmittals
  - Outside agency referrals
  - Final Plat (Mylar)