



**Property Owner/Developer Information
for
Subdivision Improvement Agreements**
Planning Division
Department of Community Development
The City and County of Broomfield

A Subdivision Improvement Agreement typically accompanies a final plat or site development plan. A pre-application consultation is required with a member of the Planning and/or Engineering staff at least two weeks prior to application submittal. Please review the standard agreement language and sample exhibits at: <http://www.broomfield.org/planning/development/index.shtml> (Sample Agreements and Forms). **Please note, an application missing any of the items below will be considered incomplete and will not be processed.**

Proposed Project Name (Subdivision and Filing No.): _____

Type of Application (check one)

- Two Party Application (Between Broomfield and Property Owner)
- Three Party Application* (Between Broomfield, Property Owner and Developer)
*This application requires a standard statement regarding transfer of rights and obligations.

Property Owner* & Contact Information
(*Per current title policy)

Name:
Firm:
Address:
Phone:
Email:

Property Owner's Attorney & Contact Information

- Required:** Property Owner's Attorney has reviewed standard subdivision improvement agreement prior to application. The standard agreement is available for review at the website referenced above.

Developer's Contact Information*
(*If different from property owner)

Name:
Firm:
Address:
Phone:
Email:

Developer's Attorney & Contact Information

- Required If Applicable:** Developer's Attorney has reviewed standard subdivision improvement agreement prior to application. The standard agreement is available for review at the website referenced above.

Required Agreement Exhibits: The following exhibits are required with this application. Refer to the above-referenced website for sample formatting and content. All Exhibits shall be on 8 1/2 " x 11" paper with one-inch margins.

- Property Owner/Developer Information (this sheet) - 3 copies
- Current Proof of Ownership (Title Commitment, current within 60 days from date of application) - 1 copy
- Exhibit A (Legal Description) - 3 copies
- Exhibit B (Reduced size of final plat [please substitute site development plan if no final plat action]) - 3 copies
- Exhibit C (Itemized List of Public Improvements and Estimated Costs) - 3 copies
- Exhibit D (Sample Letter of Credit. Available for review at the above-referenced website - No Submittal Required)

Applicant's Signature _____ **Date:** _____

For Internal Use:

- APPLICATION COMPLETE

DATE: _____