



PROPERTY OWNER/DEVELOPER INFORMATION FOR SUBDIVISION IMPROVEMENT AGREEMENTS

Community Development Department • Planning Division

A Subdivision Improvement Agreement or an Improvement Agreement (agreement) typically accompanies a final plat, site development plan, or public improvements not included within a site development plan. A pre-application consultation is recommended 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 [linked here](#) (scroll to lower left of page). Note, an application missing any of the items below will be considered incomplete and will not be processed until complete.

The information below will be used for purposes of creating the agreement for the project:

Proposed Project Name: _____

Subdivision and Filing No: _____

Section 1 Property Owner* & Contact Information
 (*Per current title commitment - See Section 3 below)

Name: _____

Address: _____

Phone: _____ Email: _____

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. If there is no separate Developer involved, then refer to the [Two Party Application](#) (Between Broomfield and Property Owner).

Section 2 (Optional - if applicable) Developer's Contact Information*
 (*If different from the current property owner)

Note: Typically Developer information is needed when the parties are contemplating the sale of the property with the development of the property. In these cases, typically the developer would complete the public improvements, however, the owner will be required to sign the Improvements Agreement as the current property owner.

Name: _____

Firm: _____

Address: _____

Phone: _____ Email: _____

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. See [Three Party Application*](#) (Between Broomfield, Property Owner and Developer).

Section 3 Required Information For 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 ½ " x 11" paper with one-inch margins.

- Property Owner/Developer Information (this sheet)
- Current Proof of Ownership in the form of a Title Commitment, current within 60 days from date of application
- Legal Description of Property - Exhibit A
- Itemized List of Public Improvements and Estimated Costs- Exhibit C. Example can be found [here](#).

Please be aware that original letters of credit will need to be submitted and approved prior to the issuance of a building permit or engineering construction permit. A sample letter of credit is included as [Exhibit D](#) to the subdivision improvement agreement.

APPLICANT SIGNATURE: _____ DATE: _____