



SUBMITTAL CHECKLIST:  
SUBDIVISION PLAT (PDP)

*The following information is required to be submitted with all applications, unless waived by staff. Any item waived must be dated and initialed by a planner with the City of Fort Collins Community Development and Neighborhood Services Department.*

- Application form, filing fee (**plus .75 cents for each APO label**), and sign posting fee. [Application Form.pdf](#)
- Transportation Development Review Fee – please contact Engineering at 221-6605 for information.** [TDR Fees and Application.pdf](#)
- Three (3) lists of names and addresses of all owners of record of real property within at least 800' of property lines for the parcel of land for which the project is proposed, exclusive of public right-of-way. Two (2) lists typed on mailing labels (33 names per sheet) and the other list on a reproducible copy of those labels.
- Statement of planning objectives (**27 copies**)
- Copy of applicable conceptual letter and response letter explaining how issues have been addressed (**27 copies**)
- Subdivision Plat (**23 copies 24" x 36" – folded**).
- Drainage Report (**4 copies**).
- Transportation Impact Analysis (TIA) (**6 copies**).
- Utility Plans (existing and proposed utility systems) (**13 copies 24" x 36" – unfolded**).
- Requirements for utility plans checklist (**1 copy**). [Utility Plans Checklist.pdf](#)
- Street cross section schematics (if not included in utility plans) (**8 copies – folded**).
- Other information Director may require:
  - Letters of intent for any easements
  - **Soils Report (2 copies)**

*\*This document is meant to be used as a checklist only. For a more detailed list and explanation of each of these items, please see the handout: "Submittal Requirements: Subdivision Plat (PDP)"*