Planner's Name:	**SUBMITTAL CHECKLIST**	Date:
	CONDOMINIUM	Expiration Date: 6 months from above date
Location:		Type of Use:

ITEMS	DISTRIBUTION																														
Date Received: _____	● City Community Development	● City Development Engineer	○ City Utility Engineer	● City Surveyor	○ City Parks/Recreation	○ City Attorney	○ City Sanitation	○ City Fire Dept / Clifton Fire Dept	○ City Police Department	○ City Downtown Dev. Authority	○ City Addressing	● City Code Enforcement	● Building Department	○ Qwest	○ Xcel	○ GVP	○ Water District	○ Sewer District	○ Drainage District	○ Irrigation District	○ Urban Trails	○ Other									Total required
Receipt #: _____																															
File #: _____																															
DESCRIPTION & SSID REFERENCE																															
Application Fee(s)	1																														
● Development Application Form* II-1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1									
● Submittal Checklist* III-1, #5	1																														
● Review Agency Comment Sheet* III-1, #6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1									
● Ownership Statement* IV-3, #14	1			1		1																									
● Location Map V-12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1									
○ Site Plan V-22	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1									
● Composite Plan V-2	1	1	1					1						1	1	1	1	1													
● Legal Description IV-4, #15	1			1		1																									
● County Treasurer's Tax Certificate IV-1, #5	1					1																									
● Conveyances & Deeds IV-2, #7/#9	1			1		1																									
● Plat V-15	1	1	1	1		1		1			1	1																			
● Surveyor Verification* IV-5, #25	1	1	1	1		1		1			1	1																			
● Covenants, Conditions & Restrictions/Condominium Declarations	1	1				1																									
● Fire Flow Form*	1	1						1																							

SAMPLE

Notes: * An asterisk in the item description column indicates that a form is supplied by the City and available on the City website.