

Subdivision Agreement/ Construction Document Review Applicant's Guide



Town of Bennett
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(February 2021)

Subdivision Agreement/Construction Document Review Submittal Requirements

(Town of Bennett | Revised February, 2021)

The following elements constitute an acceptable application for Subdivision Agreement and Construction Document Review. An application is not considered submitted until all items are included in the application. (Note that depending on the size, scale and complexity of a proposal, some of the requirements below may be waived by Town Staff.)

APPLICATION DOCUMENTS		
Required if Checked	Submitted by Applicant	Project Name: _____ Case No.: _____
		Land Use Application Form (must be signed by Property Owner)
		Application Fees (see below)
		Cost Agreement
		Funds Deposit Agreement
		Title Commitment (current within 30 days of application)
APPLICATION FEES (TBD by Town Staff, varies by project size/density)		
		1. Subdivision Agreement
		2. Construction Document Review
		3. Other:
		Subtotal
		5. Administrative Fee: 20% of Project Total
		Total
(Additional fees may be required, depending on the number of resubmittals or changes by applicant, applicant will be invoiced when 80% of the fees has been used).		
APPLICATION SUBMISSION SHALL INCLUDE:		
		1. Subdivision Agreement/Construction Document Review Application. The Town's Land Use Application Form shall be completed, signed and dated.
		2. Agreement for Payment of Development Review Expenses Incurred by the Town. The application shall be accompanied by signed standard Cost Agreement and Funds Deposit Agreement for the payment of development review expenses incurred by the Town.
		3. Written Consent. This must include signatures by all of the owners of all of the properties that would be affected by the proposed Application or their duly authorized agents.
		4. Subdivision Agreement. Using Town template as a starting point, adding in all requirements/conditions discussed during FDP process.
		5. Construction Documents. Electronic copies of proposed CD submittal. Must include Grading, Sanitary Sewer, Water, Storm Drainage, Streets, Sidewalks, Landscaping and Parks. Physical copies may be requested by Town Engineer.