

**GENERAL INFORMATION**  
**SUBDIVISION PRELIMINARY/FINAL/PLAT/REPLAT**

What is the Purpose of a Subdivision/Plat/Replat?

A subdivision of plat is needed any time lot lines are moved so as to create a different number of lots that existed before, or when lots are created from an unplatted parcel of land.

How do I apply for a Preliminary or Final Subdivision?

Only the owner(s) of the property may apply for Subdivision. A representative of the owner(s) may apply if the representative can produce a Power of Attorney to act on the owners behalf.

Use the attached forms to apply for each stage of the process. Submit all the appropriate application material with the \$100.00 non-refundable application fee to the Public Works Department. (Make checks payable to: City of Alamosa)

Processing of the plat applications are outlined on the attached ordinance excerpt. Plat applications must conform to City of Alamosa Subdivision Ordinances.

Your request for preliminary plat will be heard by the Planning Commission through a public hearing. The property will be posted at least 10 days prior to the meeting with information about the hearing allowing interested parties to attend and voice any comments. The hearing is also advertised in the legal notice section of the local newspaper.

The Planning Commission may recommend changes to the preliminary plat. Upon the acceptance of the changes by the owners, the Planning Commission will approve the plat in preliminary form. The approval of the preliminary plat is valid for one year.

Upon receipt of an application for final plat approval, the Planning Commission will conduct a public hearing on the final plat. The property will be posted at least 10 days prior to the meeting with the information about the hearing allowing interested parties to attend and voice any comments. The hearing is also advertised in the legal notice section of the local newspaper.

Planning Commission will make a recommendation to City Council following its decision on the final plat. City Council then addresses the final plat at the first available City Council meeting following the Planning Commission meeting. City Council will make a decision whether to approve or disapprove the plat.

The Applicant or authorized representative will be requested will be required to attend all of these meetings to present the request and answer questions.

How long does this process take?

Planning Commission meets on the fourth Wednesday of each month. In order to meet advertisement requirements and allow review by the City Engineer, the application must be received in the Public Works office 30 days prior to the Planning Commission meeting.

City Council meets on the first and third Wednesday of each month. Upon receiving a recommendation by the Planning Commission, the request will be set for public hearing at the City Council meeting on the first Wednesday of the following month.

This schedule is based upon the presumption that there are no delays. Meeting schedules may be affected by holidays or unforeseen circumstances which may lengthen the process. If application materials provide insufficient information, Planning Commission or City Council may table action until the information is provided.

**CITY OF ALAMOSA  
APPLICATION FOR FINAL SUBDIVISION/PLAT/REPLAT**

- 1) Name(s) of property owner(s) \_\_\_\_\_
- 2) Mailing address of owner(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) Phone number of owner(s) \_\_\_\_\_
- 4) Application information if different from owner. Attach Power of Attorney.
  - Name \_\_\_\_\_
  - Mailing Address \_\_\_\_\_
  - Phone number \_\_\_\_\_
- 5) Proposed subdivision name \_\_\_\_\_
- 6) Legal description of Property \_\_\_\_\_
- 7) Description of Action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8) Attach final plat and other required documents.  
  
E-mail electronic file to: [engineer@ci.alamosa.co.us](mailto:engineer@ci.alamosa.co.us)
- 9) Attach list of adjacent property owners' names & addresses for notification. (Available at County Assessors Office)
- 10) Application fee - \$100.00 (non-refundable)

Owner(s)  
\_\_\_\_\_  
Signature

Applicant(s)  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name                      D                      ate

P      \_\_\_\_\_  
Print Name                      D                      ate