



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: April 11, 2024	ITEM NO.	SUBJECT: Resolution to Adopt Land Use Application Checklists
Presented by: Town Administrator		

Background

This item requests Board adoption of land use application checklists, as code language was previously adopted on February 22, Ordinance 2-2024, authorizing application checklists that describe the criteria for complete submittal of land use applications.

The enclosed resolution includes a checklist for the following land use applications –

- Annexation
- Preliminary Plat
- Final Plat
- Vacation Plat
- Zoning Change
- Subdivision
- PUD Plan
- PUD Master Plan
- PUD Final Plan
- Sketch Plan

Recommendation

Staff requests that the Board approve the Resolution to adopt the application checklists to become effective.