



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

DATE: March 28, 2024	ITEM NO.	SUBJECT: Resolution to Adopt Land Use Application Checklists
Presented by: Town Administrator		

Background

This Resolution is drafted to request Board adoption of land use application checklists, as previously adopted on 2/22, Ordinance 2-2024, authorizing application checklists describing the criteria for complete submittal of land use applications.

Enclosed 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.