

## FINAL SUBDIVISION PLAT SUBMITTAL REQUIREMENTS

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**Purpose:** The purpose of the final plat is to complete the subdivision of land consistent with the technical standards as an instrument for recording.

**Land Use Application Form**

**Application Review Fee Deposit**

**Title Commitment**

The title commitment must be current and the date must be no more than thirty (30) days from the date of sketch plan application.

**Surrounding and Interested Property Ownership Report**

Provide the Town Planner with a current list (not more than thirty [30] days old) of the names and addresses of the surrounding property owners (within three hundred [300] feet of the property), mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. The applicant shall certify that the report is complete and accurate and include the following:

***Public Hearing Notification Labels***

Provide the Town with six (6) sets of notification labels. The labels shall be addressed to the surrounding property owners (within three hundred (300) feet of the property), mineral interest owners of record, mineral and oil and gas lessees for the property.

**Final Plat**

The final plat drawing shall comply with the following:

- i. The plat shall be prepared by or under the direct supervision of a registered land surveyor and meet applicable State of Colorado requirements.
- ii. Lengths shall be shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes, seconds.
- iii. The perimeter survey description of proposed subdivision shall include at least one (1) tie to an existing section monument of record and a description of monuments. The survey shall not have an error greater than one (1) part in ten thousand (10,000).
- iv. The final plat shall be twenty-four (24) inches high by thirty-six inches wide and shall provide the following information:
  1. That information required for Preliminary Plan in Section 4.17.130.F.6

2. Title of project.
3. North arrow, scale (not greater than 1" = 100') and date of preparation.
4. Vicinity Map.
5. Legal description.
6. Basis for establishing bearing.
7. Names and addresses of owners, applicants, designers, engineers and surveyors.
8. Total acreage of subdivision.
9. Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.
10. Lot and block numbers, numbers in consecutive order, and square footage of each lot or tract.
11. Excepted parcels from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.
12. Existing and proposed rights-of-way in and adjacent to subject property (labeled and dimensioned).
13. Existing and proposed street names for all streets on and adjacent to the property.
14. Existing and proposed easements and their type in and adjacent to subject property (labeled and dimensioned).
15. Location and description of monuments.
16. Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat) and high water mark.
17. Signature block for registered land surveyor certifying to accuracy of boundary survey and plat (request examples from Town staff).
18. Signature block for certification of approval by Town Council with a signature block for the Mayor and Clerk (request examples from Town staff).
19. Signature block for certification of approval by the Planning Commission with a signature block for the Chairman.
20. Signature block for utility providers (request examples from Town staff).
21. Certification of ownership and dedications of streets, rights-of-way, easements and public sites (request examples from Town staff).
22. Certification of title to property (request examples from Town staff);

23. Certification of Mortgagee or Lienholders (see Appendix G).
24. Statement concerning vested property rights as required by Section 4.17.080.G..

**General Development Information**

Provide a written description that the final plat conforms to the preliminary plat. In addition, the description shall address how the proposed development complies with the goals, policies and regulations of the town.

**Complete on-site and off-site Engineered Construction Plans and Specifications for Grading, Streets, Pedestrian/Bicycle Ways, Traffic Control, Utilities, Drainage, Erosion Sediment Control and Slope Stabilization, Re-vegetation, Landscaping and Lighting**, subject to the following:

- i. Construction Plans and Profiles. The Plans and Profiles shall be prepared by a registered professional engineer licensed in the State of Colorado, shall be twenty-four (24) inches high by thirty-six (36) inches wide and meet the following minimum standards:
  1. The horizontal to vertical scales shall be chosen to best depict the aspects of the design.
  2. Maximum horizontal scale: 1"=50'.
  3. Maximum vertical scale: 1"=10'.
- ii. **Final Traffic Study.**
- iii. **Final Utility Impact Report.**
- iv. **Final Drainage Plans and Reports.** Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with applicable storm drainage design criteria and as determined by the Town Engineer.
- v. **Final Soils Reports and Design Requirements.** The soils reports shall detail special foundation requirements and pavement design.

**Special Documents (as needed)**

Special documents will need to accompany any final plat application (to the extent practical necessary special documents will be determined during review of the preliminary plan). The documents are, but not limited to, the following:

1. Special improvement district documents.
2. Maintenance bonds.

3. Special agreements (as may be required by the Town).
4. Work in Right-of-Way Permit (from Town).
5. Floodplain Use Permit (from Town and/or FEMA).
6. Grading Permit (from Town).
7. State Highway Utility Permit (from Colorado Department of Transportation).
8. State Highway Access Permit (from Colorado Department of Transportation).
9. Construction Dewatering Permit (from Colorado Department of Public Health and Environment).
10. 404 Permit (from Army Corps of Engineers).
11. Air Pollution Emission Notice (APEN) (from Colorado Department of Public Health and Environment).
12. Work in Ditch Right-of-Way Permit (from individual owners).
13. Subdivision Improvements Agreement for Public and Private Improvements (SIA) - This agreement assures construction of the required improvements. This document shall be signed by the developer and the Town, the signatures shall be notarized, and the document shall be recorded by the Town Clerk with the County Clerk and Recorder.
14. General Warranty Deed - This deed conveys to the Town all public lands other than streets shown on the plat or, in lieu of a deed, a check in an amount to be determined by the Town.
15. Improvements Guarantee - A letter of credit from a bank in Colorado or other acceptable collateral in the amount stipulated to in the SIA or other agreements or contracts, posted in favor of the Town in an amount sufficient to assure construction of public improvements for either part or all of the plat, as the Town Council shall determine.
16. Approved Adjudication of Water Rights, Fee in lieu of water rights dedication, dedication of water rights and/or a *Plan of Augmentation* (as may be applicable).
17. Protective Covenants, *Homeowners Association (HOA) Documents, Articles of Incorporation for HOA, and Architectural Design Guidelines* finalized and in a form for recording. If there are open space areas to remain in private ownership within the subdivision, the HOA documents must have in place a mechanism which will assure maintenance will be funded in perpetuity.
18. FEMA approved applications (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).

19. Documentation showing who will own and maintain the open space (refer to Section 2.13.C.6 for details).
20. Documentation for dedication of public sites for open space or other civic purposes

**“Clean” Final Plat for Addressing**

- i. Title of project.
- ii. North arrow, scale (not greater than 1"=100') and date of preparation.
- iii. Vicinity map.
- iv. Lot and block numbers, numbered in consecutive order.
- v. Rights-of-way and street names.
- vi. Property boundary.