



SUBDIVISION PLAT SUBMITTAL CHECKLIST

- Land Development Application completed and signed by applicant and property-owner.
- Fees All applicable filing fees.
- Signed Acknowledgement to Pay form
- Property Ownership Disclosure. The disclosure of ownership must be dated within two (2) months of the application submittal.
- Affidavit of Property Owner's List
- Public Notices
- Authorized Representative Form if applicant is not the property-owner.
- Certification of Title and Title Report including Schedules A&B
- Written Statement briefly describing the project. Explain its purpose and how it satisfies the findings required by the Land Development Code.
- Site Photographs Provide adequate photos to show entire project site and all adjacent buildings. Where possible, take wide-angle shots showing project site and adjacent buildings together. Color preferred.
- Survey Plat of the property; no more than three (3) years old, stamped by a surveyor licensed in the State of Colorado.
- Site Plan (see *Site Plan Requirements checklist*)
- Project Fact Sheet
- Address Application
- SFE Water Allocation Assigned to the Property (*provided by Town Engineer*).
- Utility Approval and Verification Form
- Preliminary Plan for Subdivision
- Final Plat (see *Final Plat Requirements checklist*)
- Erosion and Sediment Control Plan. Applies to any disturbance within 100 ft of a stream, all grading unless waived by the Town Engineer, all residential development disturbing more than a ¼ acre, all mixed use, commercial, industrial development, all proposed subdivisions and PUDs. *Section 7.28.100(c), AMC.*
- Revegetation and Land Reclamation Plan Applies to all parcels of land that will be altered from its natural condition by man-made activities. *Section 7.28.100(c)(6) AMC.*
- Geologic Hazard Study. As required pursuant to *Section 7.28.100(e), AMC.*
- Stormwater Drainage Report. Applies to any proposed development within 100 ft of a waterbody and to any other development creating 10,000 sf or more impervious surface area. *Sec 7.32.100, AMC.*
- School Site Dedication. Proposed developments (including annexations) that increase the residential uses on property shall comply with the requirements of *Sec. 7.32.080, AMC.*
- Park Land Dedication. Any area zoned and to be used for residential purposes, including mixed use development, shall comply with the requirements of *Sec. 7.32.090, AMC.*
- Public Improvements Agreement. Any development proposing to construct or modify public infrastructure (includes, roads, sidewalks, utilities, parking facilities, trails, landscaping, lighting, shall comply with the requirements of *Sec 7.23.100, AMC.*
- Transportation Study. Any development proposal that generates 200 or more daily vehicle trip during an average weekday must submit a Transportation Impact Study.
- Vested Rights Option Form.
- Pre-Application Conference Summary
- Additional Requirements. May be required based on further review of the application:



1. Parking Study
2. Noise Study
3. Site Distance Diagrams
4. Shadow Study

Final Plat Exhibit

- Prepared by a registered professional land surveyor licensed in the State of Colorado
- Mylar drawing (only final version must be on mylar)
- Sheet size of 24" x 36" with a 1" minimum margin on all sides for each sheet
- Drafted at a scale that best conveys the subdivision (1"=50', 1"=100', or 1"=200')
- Title at the top of the sheet must include:
 - Name of the proposed subdivision or planned development
 - A general legal description
 - Total acreage, number of lots and tracts
- Include the following in a block in the lower right-hand corner:
 - Preparation date and date of revisions, if applicable
 - North arrow
 - Written and graphic scale
 - Names and addresses of the applicant, developer, engineer or surveyor
 - Sheet number and total number of sheets
- Vicinity map of the area to be subdivided and surrounding area within a 1-mile radius
- A written legal description of the subdivision limits and boundaries
- Identify the names and locations of all abutting subdivided parcels, unplatted parcels and public lands
- Display ties to section corners
- Identify and label all lots, tracts and appropriate building envelopes, if requested by staff, with the appropriate dimensions including the acreage within each lot to the nearest 0.01 of an acre
- Indicate all road names, and provide dimensions for the width of all rights-of-way
- Describe the purpose, widths and locations of all easements and abutting easements
- Accurately locate 100-year floodplain and other water or drainage ways
- Provide the following certificates on the title sheet: 1) Surveyor's Certificate 2) Town Certificate 3) Clerk and Records Certificate; and 4) Title Insurance Company or Attorney's Certificate
- Include plat notes explaining information pertinent to the ownership of tracts, reference the subdivision improvements agreement and conservation easements, maintenance responsibility for private roads, and easements.

Other Submittal Requirements (to be determined by Town Engineer)

- Plans & Reports dated & signed by appropriate Professionals:
 - Legal Description and Maps - Registered Surveyor
 - Utility, road, grading & drainage plans - Professional Engineer
 - Soils Reports - Soils Engineer
 - Landscape Plans - Licensed Architect or Professional Landscape Architect
 - Geologic Reports - Registered Geologist



- Wildfire Reports - Professional Forester
- Supplemental Plan for Roads & Drainage:
 - General Grading Plan
 - Existing & revised contours
 - Proposed retaining structures
 - Cross-sections at potentially difficult grade relationships
 - Street plan & profiles
 - Intersections with existing streets
 - Existing & proposed drainage areas & easements crossing or parallel to road
 - Areas of high water table, unsuitable soils & other geological hazards
 - Typical cross-sections showing road widths, driving surface, shoulders, curbs & gutters, barrow ditches, cut & fill slopes to point of intersection with natural ground
 - Include extremities of all cut & fill areas
 - Supplemental sheets as necessary to illustrate all drainage, retaining and bridge structures to be part of roadway
 - Drainage Study
 - Contour map showing all existing & proposed water courses
 - Computation of 10 & 100 year flows
 - Limits of 100 year floodplain on contour map
 - Computations for increase or decrease in flows resulting from development
 - Capacity & velocity through all drainage structures including open channels
 - Facilities for reduction of peak run-off and pollution control
- Utility Service & Fire Protection
 - Water supply, source, water rights & commitment for service
 - Sanitary sewer - commitment of service
 - Underground utilities, electric, gas, telephone & cable TV
 - Written evidence from utilities acknowledging proposed system & that design agreement has been reached
 - Written evidence that utilities will service the proposed subdivision
 - Compliance with International Fire Code
- Revegetation or Landscape Plan

Resubdivision or Amended Plat:

- Letters from utility companies agreeing to vacation or relocation of affected easement.
- Plat title acceptable and matches certificates

Condominium Subdivision:

- Building ties to site adequate
- Outside building dimensions and angles close
- Inside building dimensions match exterior dimensions
- Adequate details and sections provided to fully define airspace being conveyed
- Various types of ownership and locations fully defined
- Condominium Subdivision complies with approved lot use and density



- Location and designation of parking
- Basis of elevations (reference to Government B.M.)

Preliminary Plan Requirements

- Map Details
 - a. north arrow
 - b. graphic scale
 - c. date of plat preparation & revisions
 - d. contour interval
- Base Information
 - a. Boundary lines with bearings & distances
 - b. Metes & bounds property description of tract proposed for subdivision
- Owners of record of all adjoining parcels including across public rights of way.
- Existing contours
 - a. Proposed development areas 5 ft. intervals
 - b. Areas sloping less than 2% 2 ft. intervals
 - c. Non-disturb areas 10 ft. intervals
- 90% Contour intervals within 1/2 contour interval Remaining 10% within one contour interval
- Street Names
- Block & Lot Numbering System
- Approximate area & use each lot
- Public Facilities - Sites Reserved or Dedicated, including: public parks, schools, other public buildings or uses, common open space not reserved or dedicated to the public
- Additional Information:
 - a. Name of proposed subdivision
 - b. Proposed terms of reservation or dedications
 - c. Brief description of proposed covenants
 - d. Statement demonstrating need for proposed subdivision
- Statement of reference material reviewed by professionals
 - a. Statement that plans & documents reflect limitations & constraints