



FINAL SUBDIVISION PLAT CHECKLIST

Thirty hard copies and one electronic version of all of the following information shall be submitted with any application that requires a final plat, unless one or more items are specifically waived in writing by the Town Administrator:

- The Land Use Application form provided by the Town Administrator.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- Proof of taxes paid.
- A cover letter including a statement of the purpose of the application and a brief description of the proposed subdivision.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- Names and mailing addresses of all persons owning property within three hundred (300) feet, excluding public rights-of-way, of the property subject to the application.
- Names and mailing addresses of any mineral owners/lessees of the property subject to the application.
- Mailing envelopes for notification of property owners and mineral owners/lessees.
- A copy of the Colorado State land survey monument record forms for any survey corners as required to be filed by Colorado law.
- Utility, drainage and traffic impact studies in accordance with the Town's engineering standards.
- Utility and ditch company service agreements and written commitments when applicable.
- A draft subdivision improvements agreement prepared in substantial compliance with such format as adopted by the Town, to establish the obligations for the construction and warranty of public improvements. The draft subdivision agreement shall be inclusive of any financial security agreements and all terms and conditions, if any, of subdivision approval established by the Board of Selectmen. (The submission of the draft agreement can be delayed at the applicant's discretion until after the public hearing on the proposed final plat.)
- Draft engineering plans and specifications for all public infrastructure and facilities, e.g., water and sewer systems, streets/paving, drainage, curb, gutter and sidewalk.
- A proposed map/final plat drawn at a scale of not more than 1" = 100' and prepared in compliance with Article 51, Title 38, C.R.S., by a licensed professional land surveyor or engineer on one (1) or more numbered sheets 24" × 36" in size. The initial proposed map/final plat may be prepared on paper in pencil or ink so that changes or additions to the map/plat as may be required after final revision and approval of the same may be more easily accommodated. Maps/plats of two (2) or more sheets shall include an index identifying each sheet on the first sheet.



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- In addition to the information required to be provided on the preliminary plat, the final plat shall contain the following:
 - The title under which the subdivision is to be recorded.
 - Accurate dimensions for all lines, angles and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use, and other important features. All curves shall be circular arcs and shall be defined by the radius, central angle, tangent, arc and chord distances. All dimensions, both linear and angular, are to be determined by an accurate control survey in the field which must balance and close within a limit of one (1) in ten thousand (10,000). No final plat showing plus or minus dimensions will be approved.
 - Names of all adjoining subdivisions with dotted lines of abutting lots. If the adjoining land is unplatted, it should be shown as such.
 - An identification system for all lots and blocks and names for streets.
 - An identification of the streets, alleys, easements, parks and other public facilities as shown on the plat, and a dedication thereof to the public use. Areas reserved for future public acquisition shall also be delineated on the plat.
 - Total acreage and surveyed description of the area.
 - A description of all monuments, both found and set, which mark the boundaries of the property, and a description of all control monuments used in conducting the survey.
 - A statement by the land surveyor that the survey was performed by him or her in accordance with applicable state laws or under his or her direct responsibility, supervision and checking.
 - A statement by the land surveyor explaining how bearings, if used, were determined.
 - Signature and seal of the registered land surveyor.
 - A delineation of the extent of the one-hundred-year flood plain, the effective date thereof and that the same is subject to change.
 - Certification of approvals and signature blocks (see templates) for the following:
 - The Planning Commission by the Chairperson.
 - The Board of Selectmen by the Police Judge/Mayor.
 - Attestation and acceptance by the Town Clerk.
 - Clerk and Recorder for Clear Creek County acceptance.
 - Landowner ownership and dedication certificates.
 - Title company/attorney title certificate.
 - Surveyor's certificate.
 - Mortgagee's certificate (when applicable).
- An application fee per the Fee Schedule.
- A deposit to cover the reasonable anticipated costs for outside professional services.