

### Final Plat Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

\_\_\_\_\_ Water Supply Information Summary Form (Office of State Engineer Requirement)

\_\_\_\_\_ Plat shall conform to Preliminary Plan as approved by BCC. However, BCC may approve a Final Plat which has been modified under certain conditions.

\_\_\_\_\_ **Letter of Request** (Please follow the requested format shown below)

1. Date of Application.
2. Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email).
3. Site location, dimensions, and size of property (in feet and acres), and present zoning.
4. Action requested and the reason/purpose for the request.
5. Existing and proposed facilities, structures, roads, etc.
6. WAIVER OF ANY REQUIRED INFORMATION/REPORTS AND JUSTIFICATION FOR THE WAIVER MUST BE INCLUDED IN THIS LETTER.

\_\_\_\_\_ Letter of Consent (When Applicant Role is as Designated Representative)

\_\_\_\_\_ **Final Plat:** surveyed/prepared by a Colorado Licensed Land Surveyor and to the Standards of a Land Survey Plat which includes ties to Global Positioning System in .pdf format

\_\_\_\_\_ Name of subdivision Final Plat

\_\_\_\_\_ Subtitle containing: Lot, Block, Subdivision Name/Tract Number (Pueblo West)/ Unit Number (Colorado City), Quarter Section, Section, Township, Range, 6<sup>th</sup> P.M., Pueblo County, Colorado

\_\_\_\_\_ Name and address of owner(s)

\_\_\_\_\_ Name and address of subsurface mineral right owner(s) & lessees

- \_\_\_\_\_ Legal description of property with total acreage
- \_\_\_\_\_ Graphic and written scale: Scale not less than 1" = 100'. Variations can be accepted in case of large subdivisions & different scale can be used if approved in advance by the Director of the Dept of Planning and Development.
- \_\_\_\_\_ Vicinity map with general location of subdivision, related existing and planned streets and highway systems, zoning district, taxing and other special districts, significant vegetation patterns.
- \_\_\_\_\_ All lands within the boundaries accounted for either as lots, walkways, streets, alleys, or excepted parcels; streets named and bearings and dimensions given..
- \_\_\_\_\_ Subdivision boundary layout with bearings, distances, and curve data
- \_\_\_\_\_ Lot layout with appropriate bearings, distances, and curve data
- \_\_\_\_\_ All easements shall be designated as such, and bearings and dimensions given.
- \_\_\_\_\_ All blocks and all lots within each block, shall be consecutively numbered
- \_\_\_\_\_ Excepted parcels marked "not included in this subdivision" or "not included in this plat" and boundary completely indicated by bearings and distances.
- \_\_\_\_\_ All subdivision boundary monuments, block corners & lot corners established pursuant to C.R.S.38-51-105. In addition, the following monuments, at a minimum shall be required:
  - \_\_\_\_\_ All monuments that mark the boundaries of the property, both found and set, and all control monuments that were used in conducting the survey shall be clearly shown and described. Survey monuments for external boundaries of all platted subdivisions shall be set not more than 1,400 feet apart along any straight boundary line, at all angle points, at the beginning, end, and all points of change of direction or change of radius of any curved boundaries defied by circular arcs, at the beginning and end of any spiral curve, and at all public land corners.
  - \_\_\_\_\_ Permanent internal subdivision survey monuments shall be established at all road centerline intersections, the center of radius for cul-de-sacs, the road centerline PC's and PT's of curves, or the PI's of curves, and at the end of the centerline for dead-end streets. GPS coordinates shall be clearly shown for each internal subdivision survey monument in NAD83 State Plane Colorado South (US Feet) North American Datum of 1992 coordinates. The center point of the permanent marker must be horizontally accurate to within not more than 0.02 feet.
  - \_\_\_\_\_ Proper monuments shall be set at section, quarter, or sixteenth corners, if applicable, and proper records filed in accordance with section 38-53-104, C.R.S. The Physical Standards of Monumentation set forth by the

most recent revisions to the Bylaws and Rules of Procedure and Rules of Professional Conduct of The State Board of Registration for Professional Engineers and professional Land Surveyors.

- \_\_\_\_\_ Global Position System (ref to Pueblo County Code, Title 16, Subdivisions, Chapter 16.52)
- \_\_\_\_\_ Drawing showing layout and detailed design of all proposed utilities and easements.
- \_\_\_\_\_ Statements from utility companies as applicable, that service will be provided.
- \_\_\_\_\_ Plan, profile & typical cross section drawings of proposed roads, bridges, culverts, & other drainage structures.
- \_\_\_\_\_ Grading & Drainage Plan
  - \_\_\_\_\_ Proposed grading as solid contour lines
  - \_\_\_\_\_ Existing topography as dashed line contours
  - \_\_\_\_\_ One (1) foot interval for predominantly level topography
  - \_\_\_\_\_ Two (2) foot intervals for predominant ground slopes of five percent grade.
- \_\_\_\_\_ Erosion Control Plan when required for Preliminary Plan review or required as a result of such review.
- \_\_\_\_\_ Guarantee of public improvements (Subdivision Improvements Agreement – see Pueblo County Code, Title 16, Subdivisions, Chapter 16.54)
- \_\_\_\_\_ Title insurance Commitment, Title Policy, or Attorney’s Title Opinion, certified to a date not more than 30 days prior to the submittal of the Final Plat to the Department of Planning and Development.
  - \_\_\_\_\_ Where dedication of land for school or park sites is required, a partial release of interest shall be obtained from all lienholders & said releases shall accompany any deed to school district or board.
  - \_\_\_\_\_ Where portion of existing easement is contiguous to a proposed easement or right-of-way of a new subdivision proof of the dedication of the existing easement or right-of-way acceptable to the board must be submitted.
- \_\_\_\_\_ Where subdivider is to dedicate land for schools, roads, parks, or other public purposes, a letter of intent is required from board stating that board will accept the lands to be dedicated subject to applicable improvement standards.
- \_\_\_\_\_ When a new street will intersect with a state highway, a copy of the state highway permit shall be submitted.
- \_\_\_\_\_ Copies of deed restriction, including those required by board, to govern future use of each lot & any common land with regard to future construction of water & sewer systems, resubdivision, &

other potential changes which might significantly alter the subdivision as approved by bcc with regard to criteria & standards of the Code.

- \_\_\_\_\_ Certificate of Taxes Due: County treasurer's certification that all prior year's taxes have been paid be submitted a minimum of 15 days prior to consideration by the Board of County Commissioners (*refer to Pueblo County Code, Title 16 Subdivision, Chapter 16.20.080*)
- \_\_\_\_\_ Boundary and Lot Closure Sheets reflecting mathematical closure, relative error of closure, & area for subdivision boundary & each lot. (***MUST BE STAMPED BY A REGISTERED COLORADO SURVEYOR OR ENGINEER***)
- \_\_\_\_\_ Notice of Fire Impact Fee, included as a note on the plat and a draft letter to be provided to future property owners
- \_\_\_\_\_ Supplemental Map: Showing layout and detailed design of all proposed utilities and easements (*as applicable when there are proposed public/private easements*).
- \_\_\_\_\_ Draft Easement Agreement, including legal description (*as applicable when there are proposed public/private easements*)
- \_\_\_\_\_ Cross Deeds
- \_\_\_\_\_ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority (*as applicable to LLC property ownership*).
- \_\_\_\_\_ Articles of Incorporation and By Laws (*as applicable for Corporation Property ownership*).
- \_\_\_\_\_ Trust Documents (*as applicable for Trust Property ownership*).