



**Town of Monument
Planning Department**

Final Plat/Replat/Vacation Checklist

Name of Project: _____ **Project No.** _____

The following checklist must be returned with the application to the Planning Department. Any waivers must be requested prior to submittal.

All final plats shall contain the following information:

Submittal Requirements

<u>Applicant</u> (initial each item submitted)	<u>Town Staff</u>
_____ 1. Development application.	_____
_____ 2. Narrative.	_____
_____ 3. Fee and retainer.	_____
_____ 4. Submit addressed referral packages (see attached list which should be tailored for your project).	_____
_____ 5. Copies: The number of 24"x36" sized drawings and 11"x17" sized drawings is determined at the time of the pre-application, based on the number of referral agencies the plans will be sent to (to be included in submittal package). An addressed envelope, <u>unsealed</u> , with a copy of the project plans, narrative, and application inserted is required for each referral agency, along with file copies.	_____
_____ 6. A commitment for title insurance showing the ownership of the property.	_____
_____ 7. Treasurer's certificate of taxes, reflecting that taxes have been paid.	_____
_____ 8. Proof that all essential services will be provided. Evidence of water availability as required by the Town. See Section 13.04 of Town Code, attached checklist, and Appendix WA.10 of Town Code if water will be provided by the Town. If water will be provided by a metro district provide a "will serve" letter from a water district indicating that the district will provide service, and that they have an adequate water supply to serve the development in conformance with Statuary Requirements.	_____

- _____ 9. Subdivision improvement agreement in accordance with Section 16.36.040 through 16.36.080. _____
- _____ 10. Traffic impact study, **if not being submitted concurrently with a site plan.** _____
- _____ 11. Access management plan. _____
- _____ 12. Drainage Study – **unless being submitted concurrently with a site plan.** _____
- _____ 13. Warranty deed which deeds to the Town, or other entity, all lands which are to be held for or used for public purposes for any tracts that are to be dedicated separately (not by the subdivision plat) _____
- _____ 14. If there are any existing buildings on the property, an improvement location survey by a professional land surveyor is required. _____
- _____ 15. Warranty Deed for water. _____
- _____ 16. State Engineer’s consent forms for water. _____
- _____ 17. Show all abutting properties with zoning designations. _____
- _____ 18. Provide closure sheets of overall subdivision boundary and of interior lots, tracts and streets. _____

Subdivision Plat (Map) Requirements

- _____ 1. Proposed name of subdivision (to be approved at pre-application meeting). _____
- _____ 2. Names and addresses of: subdivider, owners, land planner, registered land surveyor in the state of Colorado. _____
- _____ 3. North arrow and date of preparation, with chart to list revision dates. _____
- _____ 4. Date of field work either commenced or completed. _____
- _____ 5. Scale, written and graphic. _____
- _____ 6. Vicinity map including a north arrow, and nearest major roads and intersection(s), nearby local roads, and subdivisions. Outline the subdivision boundary and show adjacent parcels. _____
- _____ 7. Notation of streets to be dedicated by plat or conveyed to the Town by warranty deed, as determined by the Town at a pre-application conference. _____

- _____ 8. A key or index on the first page if the plat consists of more than one page and a graphic index depicting the plan sheets. _____
- _____ 9. Metes and bounds legal description of the subdivision with total acreage. _____
- _____ 10. A statement or tabulation reflecting the total acreage and percentage of the subdivision and breakdown for lots, streets, tracts, open space, parks, and drainage tracts. _____
- _____ 11. Certification blocks (see attached samples). _____
- Legal Description.
 - Owners and mortgagee's certificate and dedication.
 - Dedication to the Town or other entity approved by the Town for each right-of-way, easement, park and open space tract, and water rights.
 - Surveyor's certificate of survey, **signed with his seal, and the date of the survey – required at time of initial submittal.**
 - Title certificate.
 - Planning Department block.
 - Town approval and acceptance certificate.
 - County Clerk and Recorder's Certificate.
- _____ 12. Lines depicting limits of existing 100-year floodplain if applicable to the site or within 100 feet of property. Note if the floodplain lines shown are by graphical depiction only or if the necessary survey was performed to determine the actual line and the source of information. In addition, show any proposed modifications to floodplains. _____
- _____ 13. Specific lot layout, fully surveyed, reflecting exact location of all boundaries, streets, recreational easements, utility easements, public areas and other proposed divisions. _____
- _____ 14. Streets. The plat shall show the existing and proposed right-of-way limits, names of each street, and the widths of rights-of-way. The widths, locations, and names of adjacent streets and other public properties shall be shown. If any street in the subdivision is a continuation or approximately a continuation of an existing street, the conformity or the amount of nonconformity of such street to such existing streets shall be accurately shown. Whenever the centerline of a street has been established or recorded, the data shall be shown on the final plat. _____
- _____ 15. Subdivision boundary and interior streets. An accurate and complete boundary survey and survey of interior street lines shall be made of the land to be subdivided. Every lot should close mathematically within .01 of a foot, and field measurements should meet or exceed

the accuracy's of 1' in 15,000' when conventional equipment or methods are used. If field measurements are obtained using GPS methods whether static or RTK (Real Time Kinematics) they shall meet the requirements of 95% confidence level and 0.07 feet (or 20mm) + 50ppm (Parts per Million). The boundaries of the subdivision shall be clearly indicated on the plat. All lines shown on the plat which do not constitute part of the subdivision shall be dashed. Any area enclosed by the subdivision, but not a part thereof, areas outside of the subdivision depicted on the map, shall be labeled "NOT A PART OF THIS SUBDIVISION". Adjacent subdivisions shall be identified by official (recorded) names.

_____ 16. Dimensions, bearings or angles, curve data. The final plat shall show all recorded information and data necessary to locate all monuments and to locate any and all interior and exterior boundary lines appearing thereon.

_____ 17. Lots and blocks. All lots and blocks and all parcels/tracts offered for dedication for any purpose shall be particularly delineated and designated with all dimensions, boundaries, and courses clearly shown and defined in every case. Parcels offered for dedication, other than for streets and easements, shall be designated or labeled by a letter on the map, and provide an explanation of ownership and/or maintenance within the notes of the title sheet. Sufficient linear, angular and curve data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is part thereof. All lots, and wherever practical, blocks in their entirety, shall be shown on one sheet. No ditto marks shall be used for lot dimensions. All lots and blocks shall be numbered and lettered systematically.

_____ 18. If the application is for a replat, and/or vacation, provide a drawing showing the existing lot lines, easements and rights-of-way, and a separate drawing showing those as replatted and/or vacated.

_____ 19. All boundary evidence to be shown on the map as necessary to comply with Colorado Revised Statute 38-51-106(f). If a monument is shown then the record lines must be shown also to provide the relationship to the subject property including record and measured dimensions.

SURVEYOR'S CERTIFICATE:

I, _____, a Professional Land Surveyor in the State of Colorado, do hereby certify that the survey represented by this plat was made under my direct supervision and the monuments shown hereon actually exist and this plat accurately represents said survey.

Professional Land Surveyor

TITLE CERTIFICATE:

I, an authorized representative of _____, a title insurance company licensed to do business in the State of Colorado, have made an examination of the public records and state that all owners, mortgagees, and lienholders of the property are listed in the certificate of ownership and dedication.

Signed this _____ day of _____, 20_____.

By: _____ as _____ of _____.

State of Colorado)
) ss.
County of El Paso)

Signed this _____ day of _____, 20____, County _____,
State _____

Notary signature

My commission expires

PLANNING DEPARTMENT REVIEW:

This plat was reviewed by the Town of Monument Planning Department this _____ day of _____, 20_____.

Planning Director

Notes:

- 1. Person signing for a corporation must be the President or a Vice President of the corporation and title must be stated with signature.**
- 2. Notarization (acknowledgment) must also be completed.**
- 3. Please attach any separate legal description.**

**STATE OF COLORADO
OFFICE OF THE STATE ENGINEER
DIVISION OF WATER RESOURCES**

NON-TRIBUTARY GROUND WATER CONSENT LANDOWNERSHIP STATEMENT

I, (We) _____
Name

whose mailing address is _____
Street

City State Zip

claim and say that (we) am (are) the owner(s) of the following described property consisting of approximately _____ acres in the County of El Paso, State of Colorado: (insert legal description)

and that I (we) have granted written consent to Town of Monument to withdraw ground water from the _____* aquifer as evidenced by the attached copy of a deed or other document recorded in the County or Counties in which the land is located, and that said ground water has not been conveyed or reserved to another, nor has consent been given to withdrawal by another except as indicated in the attached deed or other recorded document.

Further, I (we) claim and say that I (we) have read the statements made herein; know the contents hereof; and that the same are true to my (our) own knowledge.

Signature Date

Signature Date

*Enter Dawson, Denver, Arapahoe or Laramie-Fox Hills – one form required for each aquifer.