



**Town of Monument
Planning Department**

Preliminary Plat 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 preliminary plats shall contain the following information:

Submittal Requirements:

<u>Applicant</u> (initial each item submitted)	<u>Town Staff</u>
_____ 1. Development application and fees (including retainer).	_____
_____ 2. Narrative describing the project location, total subdivision acreage, range of lot sizes, average lot size and amount of open space and parks, and trail corridors that will be dedicated. Also provide a written narrative addressing how the Preliminary Plat approval criteria have been satisfied.	_____
_____ 3. Copies: The number of 24"x36" sized drawings, and 11"x17" sized drawings is determined at the time of the pre-application conference, and is based on the number of referral agencies to whom the plans will be sent (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 for Town Staff.	_____
_____ 4. Any agreements as may be required by Town Code Sections 16.36.040 through 16.36.090 relating to improvements.	_____
_____ 5. Documentary evidence, of at least preliminary nature, indicating the manner in which the following essential items will be provided to the subdivision:	_____
<input type="checkbox"/> Water supply (See Appendix WA-10 of Town Code for standards and requirements and water supply checklist). <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Stormwater drainage <input type="checkbox"/> Telephone/cable	

- _____ 6. Narrative addressing the land dedication requirement of Chapter 16.32 and outlining in preliminary fashion how the application proposes to satisfy this requirement. This should be based on the discussion with Town Staff at the pre-application conference. _____
- _____ 7. Title report indicating ownership of the property. _____
- _____ 8. Geotechnical report, **unless submitted with a concurrent site plan application.** _____
- _____ 9. Wildlife Impact Report, **unless submitted with a concurrent site plan application.** _____
- _____ 10. A map showing drainage channels, 100-year floodplains, existing trees, shrubs/brush (including Gambel Oak), rock formations, and other significant natural features overlain on the proposed subdivision layout and extending to at least 100 feet into immediately adjacent property **unless included in a concurrent site plan submittal.** If the property is not in a 100-year floodplain, indicate this in a note. _____
- _____ 11. In the event any portion of the land to be subdivided lies within the boundary of the one hundred (100) year frequency floodplain, the subdivider shall submit a floodplain development plan consisting of a map and supporting data. The supporting data must demonstrate how the subdivision will satisfy the provisions of the Town's floodplain regulations, and the map shall show:
- All lots in the subdivision, any part of which lies within the one hundred (100) year floodplain. Boundary of existing 100-year floodplain, if applicable and source of floodplain information (FEMA panel). Note: lots cannot be platted within the floodplain. These must be platted as tracts with a note indicating they cannot be developed and are designated as open space.
 - All lands adjacent to the above described lots for a distance of two hundred feet in all directions.
 - Location of all reasonably anticipated structures on lots in the subdivision, when any part of the lot lies within the one-hundred (100) year floodplain. _____
- _____ 12. A slope map graphically showing existing slopes of 0-10%, 11-15%, 16-20%, 21-25%, and 26% and over, overlain on the proposed subdivision layout **unless included in a concurrent site plan submittal.** _____
- _____ 13. Traffic Impact Analysis (see Appendix TR.10 of Town Code requirements). **(required unless being submitted with a Site Plan application).** _____
- _____ 14. Preliminary drainage plan **if not included in a concurrent site plan submittal.** _____

- _____ 15. If any existing buildings are located on the property, an improvement location survey by a professional surveyor is required. _____
- _____ 16. Provide a full size copy of the recorded final plats for all abutting property. _____

Subdivision Plat (Map) Requirements:

- _____ 1. Proposed name of subdivision (to be approved at pre-application conference). Include the title Preliminary Plat after the name of the subdivision. _____
- _____ 2. Names, phone numbers, and addresses of subdivider, owners, land planner, and professional land surveyor licensed in the state of Colorado. _____
- _____ 3. North arrow. _____
- _____ 4. Date of preparation, with table to list revision dates. _____
- _____ 5. Date of field work either commenced or completed. _____
- _____ 6. Scale, written and graphic. _____
- _____ 7. Vicinity map including a north arrow, and nearest major roads and intersections, nearby local roads, and subdivisions. Outline the subdivision boundary and show adjacent parcels. _____
- _____ 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, and total acreage. _____
- _____ 10. Provide closure sheets of overall subdivision boundary and of interior lots, tracts, and streets. _____
- _____ 11. A statement or tabulation reflecting the total acreage and percent of the subdivision platted as lots, rights-of-way open space tracts, parks, trails, and drainage tracts. _____
- _____ 12. Certification blocks (see attached samples): _____
- Ownership certification
 - Legal Description
 - Town Certifications
- _____ 13. On site – Specific lot layout, reflecting existing and proposed lot and property boundaries with dimensions, lot and block numbers, streets and street names, public areas, utility easements and drainage structures with easement. Off site – Property lines and physical _____

features at least 100 feet adjacent thereto, adjacent proposed divisions, and dedications. All easements are to be labeled with dimensions to the nearest tenth of a foot.

- _____ 14. Streets. The plat shall show existing and proposed right-of-way lines, 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. Note: street names must be approved by the Enumerations Division within the Pikes Peak Regional Building Department.
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- _____ 15. Easements. The boundary lines of all easements shall be shown by fine dashed lines. If any easement already of record cannot be definitely located, a statement of the existence, the nature thereof, and its recorded reference must appear on the title sheet. Distances and bearings on the boundary lines of lots which are cut by an easement must be arrowed or so shown that the plat will indicate clearly the actual length of the lot lines. The widths of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision must be shown. All easements must be clearly labeled and identified. **If an easement is being dedicated by the plat, it shall be set out in the owner's certificate of dedication and dedicated to the Town.** If an easement is being created by the plat, it shall state "Per This Plat" within the depicted easement. If an easement shown on the plat is already of record, its recorded reference must be given.
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- _____ 16. Boundary lines of the subdivision in a heavy solid line.
- _____ 17. 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.
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- _____ 18. Plat notes describing each tract that will be dedicated, the purpose, and entity that will own and/or maintain the tract and acreage.
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- _____ 19. Note: do not include any notes stating the plat is not "plat checked". All plats must be approved by the applicant's professional surveyor and thoroughly reviewed for topographical errors, correct grammar, and punctuation. Also check to eliminate any overlapping printing.
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- _____ 20. 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. _____

_____ 21. Other items requested by the Planning Department at the time of the
pre-application conference. _____

TOWN APPROVAL:

This Preliminary Plat is approved by the Board of Trustees.

Signed this _____ day of _____, 20____.

Town of Monument

Mayor

ATTEST:

Town Clerk

Note: The Preliminary Plat is not recorded.