



## MINOR SUBDIVISION CHECKLIST

**An application for a Minor Subdivision shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:**

- The Development Review Application form.
- The applicable Minor Subdivision fee.
- Proof of legal ownership in the form of a current title policy.
- A project narrative or Letter of Interest, including a statement of the purpose of the application and a description of how the application meets the minor subdivision eligibility criteria of Section 18.2.230 of this title.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- A final plat document drafted in accordance with the Plat Specification Checklist (attach). All final plats shall clearly and accurately set forth and include the information in the format prescribed in addition to any other information required to be shown on the final plat by the Planning Director.
- Any other reports and information deemed necessary by Town Staff at the pre-application meeting.
- Copies of the submittal materials in a format and quantity as specified by Town Staff.

**Town of Monument  
645 Beacon Lite Road  
Monument, CO 80132-0325  
Ph: 719-884-8015**



## PLAT SPECIFICATIONS CHECKLIST

### All final plats shall be prepared in accordance with the following specifications:

- Plat size: twenty-four (24) inches by thirty-six (36) inches, with a one-half-inch margin on the top, bottom and right-hand side and a one-and-one-half-inch margin on the left-hand side.
- Sheets shall be numbered in sequence if more than one (1) sheet is used.
- Title: The title shall include the type of subdivision (Final Plat or Plat Amendment) and the following addition information:
  - Subdivision Name
  - Prior Reception Numbers (Plat Amendments only)
  - Legal Description
  - Town of Monument, El Paso County, Colorado
- A blank 2¼" x 3" vertical box in the lower right-hand corner of the plat inside the margin, for use by the El Paso County Clerk and Recorder to place a recording stamp.
- Each sheet shall show the written and graphic scale, north arrow and date of survey preparation.
- A general vicinity map.
- Names and addresses of the applicant and surveyor.
- A statement by the surveyor of the basis of bearing for laying out the boundaries.
- 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.
- Signature and seal of the land surveyor. See Plat Certifications for signature block text and format.
- Signature blocks for owners, lien holders (if any) and Board of Trustees. See Plat Certifications for signature block text and format.
- Dedication and depiction of access rights-of-way to adjacent lands, if applicable. See Plat Certifications for signature block text and format.
- All recorded and apparent easements and right-of-ways on and/or adjacent to the property.
- A land and improvements survey and metes-and-bounds legal description of the property in question by a registered surveyor.
- All dimensions necessary to establish the boundaries in the field.
- All signatures in black, permanent ink.
- A final plat in a GIS shapefile format compatible with the County GIS database.