



**Town of Monument**  
**Development Services**  
**Department**  
**05/28/09**

**Final Plat/Replat/Vacation Checklist**

**Name of Project:** \_\_\_\_\_ **Project No.** \_\_\_\_\_

**The following checklist must be returned with the application to the Department of Development Services. Any waivers must be requested prior to submittal.**

All final plats shall submit the following information:

Submittal Requirements

<u>Applicant</u> (initial each submitted item)	<u>Town Staff</u>
_____ 1. Development application.	_____
_____ 2. Narrative.	_____
_____ 3. Fees and retainers.	_____
_____ 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 the submittal package). An addressed envelope 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 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 16.36.090. \_\_\_\_\_
- \_\_\_\_\_ 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. Provide a full size copy of the recorded final plats for all abutting property. \_\_\_\_\_
- \_\_\_\_\_ 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, bar and graphic scales, and nearest major roads and intersections, nearby local roads, and subdivisions. \_\_\_\_\_
- \_\_\_\_\_ 7. Notation of streets to be dedicated by plat or conveyed to the Town by warranty deed, as determined by the Town at 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 mortgagees' 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.
  - Development Services 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.

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\_\_\_\_\_ 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.

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\_\_\_\_\_ 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.

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\_\_\_\_\_ 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.

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\_\_\_\_\_ 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.

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My Commission Expires: \_\_\_\_\_

**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.**