



**Town of Monument
Development Services
Department
05/29/09**

Preliminary/Final Plat 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 preliminary plats shall contain the following information:

Submittal Requirements

<u>Applicant</u> (initial each item submitted)	<u>Town Staff</u>
_____ 1. Development application.	_____
_____ 2. Narrative describing the project location, total subdivision acreage, range of lot sizes, average lot size and amount of open space and parks, and trails corridors that will be dedicated. Also provide a written narrative addressing how the Preliminary and Final Plat approval criteria have been satisfied. Include data which estimates and documents how the project will affect population, employment, schools, parks, streets, utilities, public safety, and other Town services as applicable.	_____
_____ 3. Fee and retainer.	_____
_____ 4. Submit addressed referral packages (see attached list).	_____
_____ 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 with a copy of the project plans, narrative, and application inserted is required for each referral agency, along with file copies.	_____
_____ 6. The subdivider shall submit any agreements as may be required by Town Code Sections 16.32 and 16.36.040 through 16.36.090 relating to improvements.	_____
_____ 7. The subdivider shall furnish documentary evidence 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 checklist). If water is	_____

to be supplied by a special district, a letter from the district must be provided indicating that an adequate water supply is available in conformance with Statutory requirements.

- Sanitary Sewer
- Electricity
- Gas
- Stormwater drainage
- Telephone/cable

_____ 8. The subdivider shall furnish a letter addressing the land dedication requirement of Chapter 16.32 and detailing how this requirement is proposed to be satisfied. _____

_____ 9. Title Report. _____

_____ 10. Geotechnical Report. _____

_____ 11. Wildlife Impact Report. _____

_____ 12. Special Warranty Deed(s) for water rights conveyances. _____

_____ 13. State Engineer's Office "Consent Form" for water. _____

_____ 14. Traffic Impact Analysis (required if a site plan is not being submitted that requires a traffic report). The report must include an access plan. _____

_____ 15. A map showing 100-year floodplains, drainage, drainage channels, existing trees, and 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 within a 100-year floodplain, indicate this in a note. _____

_____ 16. In the event that the preliminary/final plat covers only a portion of the subdivider's entire holding, a plan of the prospective street systems and approved zoning for the entire tract shall accompany the plat. _____

_____ 17. 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 floodplain location shall be shown on all preliminary plans and final plats. The supporting data must relate how the subdivision will satisfy the provisions of the Town's floodplain regulations and the map shall show: _____

- All lots in the subdivision, and any part 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 a 100-year floodplain. Those must be platted as tracts and denoted as permanent open space.

All lands adjacent to the above described lots for a distance of two hundred (200) 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.

_____ 18. Final drainage plan if not included in a concurrent site plan submittal. _____

_____ 19. Warranty deed which deeds to the School District or other entity any land to be used for public purposes that is being dedicated by the Warranty Deed instead of by subdivision plat. _____

_____ 20. 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.** _____

_____ 21. If any existing buildings are located on the property, an improvement survey by a professional surveyor is required. _____

_____ 22. Provide a full size copy of the recorded final plats for all abutting property. _____

_____ 23. Provide closure sheets of overall subdivision boundary and of interior lots, tracts and streets. _____

_____ 24. Additional items as determined to be necessary by Town Staff. _____

Subdivision Plat (Map) Requirements

_____ 1. Proposed name of subdivision (to be approved at pre-application meeting, it will include the title Preliminary/Final Plat when submitted for review. It will be called "Final Plat" when it is recorded). _____

_____ 2. Names, phone numbers, and addresses of: subdivider, owners, land planner, professional land surveyor in the state of Colorado. _____

_____ 3. North arrow. _____

_____ 4. Date of preparation, with chart to list revision dates. _____

_____ 5. Scale, written and graphic. _____

_____ 6. Vicinity map including a north arrow, bar and graphic scales, and nearest major roads and intersection(s), nearby local roads, and subdivisions. _____

_____ 7. Date of field work either commenced or completed. _____

- _____ 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. Statement or tabulation reflecting the total acreage and percentage of the subdivision platted as lots, streets, and which summarizes open space tracts, parks, trails, and drainage tracts. _____
- _____ 11. Certification blocks (see attached samples). _____
- Legal Description.
 - Owners and mortgagee's certificate and dedication.
 - Statement describing dedications to the Town or other entity approved by the Town for each right-of-way, easement, water rights, and park, trails, and open space tract(s).
 - 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 certificate.
 - Clerk and Recorder's Certificate.
- _____ 12. Dedication granting all water and water rights to the Town or other entity approved by the Town for projects receiving Town water service, or dedication granting all water and water rights to Triview Metropolitan District, or other metro district providing service. _____
- _____ 13. On Site – Specific lot layout reflecting existing and proposed lot and property boundaries with dimensions, lot and block numbers, street and street names, public areas, utility easements, and drainage structures with easements. 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. Lots and blocks. All lots and blocks and all parcels 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. Tracts 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 readily determine 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 systematically.

_____ 15. Streets. Show existing and proposed (dimensioned) 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 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.

_____ 16. Easements. The boundary lines of all existing and proposed 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**, if available, 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 definitively 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 and listed in the Town's approval certificate. If an entity other than the Town is accepting the easement, a dedication and separate acceptance certificate for the entity must be included.** 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. Include any easements needed for shared access.

_____ 17. A chart listing **each** tract and easement, the entity that will own it, the entity that will maintain it, the purpose of it, and the acreage.

_____ 18. Boundary lines of the subdivision in a heavy solid line.

_____ 19. 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 with .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 (millimeters) + 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.

_____ 20. Dimensions, bearing 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.

_____ 21. 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.

_____ 22. Note: do not include any notes stating the plat is preliminary and not "plat checked". All plats must be approved by the applicant's licensed surveyor and thoroughly reviewed for typographical errors, correct grammar and punctuation. Also check to eliminate any overlapping printing.

_____ 23. 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.

_____ 24. Additional items as determined to be necessary by the Town Staff.

MY COMMISSION EXPIRES _____

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

DEVELOPMENT SERVICES DEPARTMENT REVIEW:

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

Director of Development Services

STREET MAINTENANCE

It is mutually understood and agreed by the subdivider and the Town of Monument that the dedicated public roads shown on this plat will not be maintained by the Town until and unless the subdivider constructs the streets and roads in accordance with the subdivision improvement agreement, if any, and the subdivision regulations and other Ordinances of the Town of Monument

SPECIAL WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, That _____

_____, of the County of El Paso, and the State of Colorado whose address is _____, for the consideration of

One dollar and other good and valuable consideration in hand paid, hereby sell and convey to THE TOWN OF MONUMENT, of the County of El Paso, and State of Colorado, whose address is P.O. Box 325, Monument, CO 80132, the following property situate in the County of El Paso and State of Colorado, to-wit:

All water and water rights, including nontributary and not nontributary groundwater, appurtenant to and underlying the following described real property:

(enter legal description of property and description of any existing decree for water rights).

with all its appurtenances and warrant(s) the title against all persons claiming under us, and further warrant that said water rights are free and clear of all liens and encumbrances.

Signed and delivered this ____ day of _____, 200_.

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of

_____, 200_, by _____.

Witness my hand and official seal.

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.