



Plat Checklist

A complete Plat submittal will contain the following information. Please check off the items to ensure that your application is complete. Please submit one (1) hardcopy and one (1) electronic copy of each document required. Plan sets should be 24" x 36". Recommended scales include 20', 50' and 10'. Both PDF and DWF formats are acceptable.

Pre-Application Meeting: Date _____ Planner _____

Submittal Checklist

Req'd	Cmpl'd	Subm'd	
	✓		LAND USE APPLICATION (completed/signed)
	✓		DEVELOPMENT REVIEW FEE
	✓		PLAT (see formatting checklist below)
	✓		CLOSURE CALCULATIONS FOR PLAT
	✓		TITLE COMMITMENT (current within 180 days)
			LOMR APPLICATION FOR ANY PROPOSED MODIFICATIONS TO FEMA FLOODPLAIN
	✓		CONSTRUCTION DOCUMENTS AND COST ESTIMATE FOR PUBLIC IMPROVEMENTS
			UPDATED TRAFFIC STUDY (if needed)
	✓		PHASE III DRAINAGE REPORT
	✓		FINAL UTILITY REPORT
	✓		NOTICE TO ABUTTERS
	✓		MINERAL RIGHTS NOTICE CERTIFICATION
	✓		APPLICANT SUGGESTED SUBDIVISION IMPROVEMENT PROVISIONS (optional)
			OTHER SUPPLEMENTARY MATERIALS (optional)

Formatting Checklist

Req'd	Cmpl'd	Subm'd	
	✓		PREPARER - must be prepared by Colorado registered land surveyor
	✓		TITLE - plat name and brief legal preamble in large letters at top center of each sheet; plat name and Town project number in smaller letters in lower right-hand corner of each sheet; plat name to be consistent with previous platted area name
	✓		NAMES AND ADDRESSES - owners, mortgagees, developer (if different from owner), surveyor, land planner
	✓		SIGNATURE BLOCKS AND DEDICATIONS IN TOWN FORMAT (see Development Procedures Manual) - Certificate of Dedication and Ownership, Lienholder Subordination Certificate, Title Certification, Property Description, Water Rights Dedication Agreement, Surveyor's Statement, Statement of Town Approval and Acceptance (Town Manager's Certificate), Statement of Development Services Director's Approval, Douglas County Clerk and Recorder's Certificate

Formatting Checklist

Req'd	Cmpl'd	Subm'd	
	✓		SHEET INDEX - on first sheet and key map on subsequent sheets as needed
	✓		VICINITY MAP - including site (shaded), north arrow, scale and nearest major roads
	✓		FULL WRITTEN LEGAL DESCRIPTION
	✓		NORTH ARROW, GRAPHIC SCALE AND WRITTEN SCALE
	✓		PROPERTY SURVEY INFORMATION (per State Statutes) - dimensions, bearings or angles, curve data and vertical data; location and description of all aliquot corners and permanent survey monuments in or near the tract (subdivision shall be referenced to at least one aliquot corner having State Plane coordinates); basis of bearings, legend of symbols; all adjacent plats with recording information, closure calculations for each public tract, right-of-way and exterior boundary (minimum error of closure after geometric adjustment must be 1:50,000)
	✓		PROPERTY LINES - boundary of site in heavy solid lines; lots and tracts in thinner solid lines; adjoining subdivisions in dashed lines (with subdivision names); dimensions, angles or bearings of all lots, blocks and tracts; square footage of all lots and tracts that are less than an acre; acreage of all lots and tracts that are greater than an acre;
	✓		STREETS - all adjoining and internal streets; right-of-way widths; street names
	✓		EASEMENTS - all existing easements, with recording information; all easements being proposed for abandonment; all proposed easements
	✓		DRAINAGE AND FLOODPLAIN - boundary of existing 100-year floodplain or note stating floodplain is not within plat area; modifications to drainage channels and floodplains in dashed lines
	✓		SUMMARY TABLE - breakdown of acreage for lots, right-of-ways, public land dedications, private and public open space
	✓		TRACT SUMMARY TABLE - area, purpose, ownership and maintenance for each tract