



## FINAL PLAT CHECKLIST

**Two hard copies and one electronic version of all of the following information shall be submitted with any application that requires a final plat, unless one or more items are specifically waived in writing by the Town Manager:**

- A final plat document drafted legibly in AutoCad computer file format, on sheets measuring twenty-four inches (24") by thirty-six inches (36") with clear margins of two inches (2") on the left side of the plat and one-half inch (1/2") on the remaining sides. Where multiple sheets are necessary to depict the total filing, the legal description of the subdivision boundary and all certifications and dedications shall be shown on the cover or title sheet and a key map indicating the location of subsequent sheets of the subdivision shall also be shown on the cover or title sheet. The scale of the final plat shall not exceed one inch (1") equals fifty feet (50'). The final plat shall meet the minimum standards for land survey and subdivision plats as required by the laws of the state of Colorado. All final plats shall clearly and accurately set forth and include the following information in the format prescribed in addition to any other information required to be shown on the final plat as a condition of the preliminary plat approval.
  - The name of the subdivision.
  - The legal description of the subdivision.
  - The date of the survey and monumentation of the subdivision and the location and description of the primary control points for the survey and all of the property monumentation on the perimeter boundary of the subdivision and the basis of bearing of the survey.
  - The definition of the scale of the final plat and an arrow indicating north relative to the basis of bearing used.
  - The names of all streets or roads, block indicators and lot numbers depicted in a manner permitting easy lot identification.
  - A vicinity map at a scale of one inch (1") equals two thousand feet (2,000') showing the subdivision in relation to section lines and township and range lines.
  - The perimeter boundary and the boundaries of lots, blocks and road rights-of-way shall be drawn in solid black lines; easements or other rights-of-way shall be shown in dashed lines. Each lot shall be numbered with dimensions and area noted. The following standards shall be complied with:
    - Perimeter and lot boundaries shall be shown to the nearest one-hundredth foot (0.01');
    - Areas of less than one (1) acre shall be shown to the nearest one (1) square foot and areas of greater than one (1) acre shall be shown to the nearest one-thousandth (0.001) acre;
    - Bearings shall be shown to the nearest second of arc;
    - Central angles of all curves shall be shown to the nearest second of arc;



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- Curve radii, arc lengths, tangent lengths, and other curve data shall be shown to the nearest one-hundredth foot (0.01');
  - Widths, and other dimensions of all easements, rights-of-way and roads shall be shown; and
  - The location of all irrigation facilities and major drainage channels and facilities shall be shown.
- The final plat shall include the following certifications in a form substantially compliant with the templates provided in Appendix Two.
- The owner(s) of record signature block;
  - A certificate of dedication and ownership executed by all owners of the property to be subdivided and also signed by all holders of any recorded security interest in the property to be subdivided. Each signature shall be notarized. An indication of the purpose for dedication or reservation of sites other than residential lots shall be included in the certification.
  - A surveyor's certificate signed by a registered professional land surveyor licensed by the state of Colorado;
  - An attorney's certificate or title company certificate indicating that all lands shown on the final plat are free and clear of liens claims or encumbrances of record except as noted;
  - The Board of Trustees approval certificate; Note: Substitute the Town Manager certificate for administrative plat approvals.
  - The Garfield County Clerk and Recorder's certificate which shall indicate the time of recording and reception number. Note: This certificate will not be completed until the final plat is recorded.