



## Submittal Checklist: Subdivision

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

### Application Contents:

The following items represent a complete subdivision application. This submittal checklist applies to all types of plat applications, including major, minor, and administrative subdivision plats. Please contact a staff planner with any questions about your specific application.

- \_\_\_ 1. Completed, notarized land use application form
- \_\_\_ 2. Application fee
- \_\_\_ 3. Signed submittal checklist (this document)
- \_\_\_ 4. Proof of ownership—e.g. deed
- \_\_\_ 5. Written authorization from property owner(s) if an agent acts on behalf of the owner(s)
- \_\_\_ 6. Mineral rights certification form—required for plats are reviewed at a public hearing
- \_\_\_ 7. Commitment for title insurance—required for all major and minor subdivisions and right-of-way dedications
- \_\_\_ 8. Written request and description of the proposal
- \_\_\_ 9. Geodetic Surveying Requirements for Final Plats checklist—completed & signed by surveyor
- \_\_\_ 10. Closure sheet for the exterior boundary and for all individual lots—boundary must close within a limit of 1:50,000
- \_\_\_ 11. Subdivision plat
  - \_\_\_ Two (2) full size paper copies (24" x 36")
  - \_\_\_ One (1) reduced size paper copy (11" x 17")
  - \_\_\_ AutoCAD .dwg file format—confirm acceptable version with city staff
- \_\_\_ 12. Civil documents, if required
- \_\_\_ 13. Exhibit and deed for right-of-way dedication prepared by surveyor—only required if partial right-of-way is being dedicated by separate document
- \_\_\_ 14. Electronic (Adobe .pdf) files of all submittal documents—these may be provided via email, CD, DVD, or USB flash drive

### Form and content of Subdivision Plat:

#### *Project information*

- \_\_\_ 1. Title of document – centered at top of page “[Subdivision Name] Located in the \_\_\_ 1/4 Section, Township 3 South, Range 69 West of the 6th Principal Meridian...”
- \_\_\_ 2. Complete metes and bounds legal description compliant with Geodetic Surveying Requirements:
  - \_\_\_ a. On Current City Datum (ground-based modified form of NAD83/92 (NAD83 HARN) State Plane coordinate system)
  - \_\_\_ b. Includes section ties to Section corners, Quarter Section corners, or to City of Wheat Ridge Permanent High Accuracy Control (PHAC) points
- \_\_\_ 3. Basis of bearing statement
- \_\_\_ 4. Small scale vicinity map – with north arrow and scale
- \_\_\_ 5. Name/Address/Phone number(s) of architect, engineer, or surveyor associated with the project

- \_\_\_6. Certification blocks – including for surveyor, owner, City, and County (see cover items handout)
- \_\_\_7. Standard easement notes (see cover items handout)
- \_\_\_8. Ownership/unified control statement, if applicable
- \_\_\_9. Dedicatory statement, if applicable
- \_\_\_10. Data table with total area of site and area of individual lots (in square feet and acres)
- \_\_\_11. Case history box and date of preparation

*Graphical information*

- \_\_\_12. Graphical representation of the property boundary corresponds with the legal description
- \_\_\_13. Point of Beginning and Point of Commencement are shown
- \_\_\_14. Monument information – including City-based monument identification number and coordinates on Current City Datum
- \_\_\_15. Existing and proposed lot lines, with appropriate information:
  - \_\_\_a. Include distances and bearings on Current City Datum
  - \_\_\_b. Round all distances to the nearest 0.01-foot and all angular measurements to the nearest second
  - \_\_\_b. Provide the arc length, chord length, chord bearing, central angle, and radius for all curves
  - \_\_\_d. Show lot lines as “Hereby [created/removed] by this plat”
- \_\_\_16. Existing and proposed street right-of-way, with appropriate information:
  - \_\_\_a. Include all adjacent ROW widths and distances from ROW centerline to corners of subject property boundary
  - \_\_\_b. Show right-of-way dedications as “Hereby dedicated by this plat”
- \_\_\_17. Existing and proposed easements
  - \_\_\_a. Show location, purpose, and dimensions of all easements
  - \_\_\_b. Distances and bearings shall be consistent with the Current City Datum
- \_\_\_18. Location and dimensions of public dedication/reservation, if any
- \_\_\_19. Subdivision name, lot and block numbers, and zoning for adjacent properties – all adjoining parcels not previously platted are shown as “UNPLATTED”
- \_\_\_20. Legend, north arrow, and scale – scale not to exceed 1”= 100’
- \_\_\_21. Section ties to a minimum of two (2) property corners are included
- \_\_\_22. NOS/NGS Statement of Accuracy included
- \_\_\_23. All Set & Found property pins are identified
- \_\_\_24. All encroachments or gaps have been clearly identified including any necessary note(s)
- \_\_\_25. All lineal units are shown as being in U.S. SURVEY FEET
- \_\_\_26. A description of the Current City Datum is included (refer to Geodetic Surveying Requirements)
- \_\_\_27. Location of the 100-year floodplain (if applicable)
- \_\_\_28. The sheet margins are 2” on the left, 1” on top, and ½” on sides

**Additional information which may be required:**

Depending on the size, scope, and complexity of the request additional documents may be required. The submission of these documents will be discussed during the pre-application meeting. This includes, but is not limited to, the following documents (*one paper copy plus Adobe .pdf file is required*):

- \_\_\_1. Traffic study
- \_\_\_2. Trip Generation Study
- \_\_\_3. Drainage Letter & Plan
- \_\_\_4. Drainage, Grading, and Erosion Control Plan
- \_\_\_5. Final Drainage Report & Plan

- \_\_\_6. Conceptual utility plans – required to gauge the appropriateness of proposed easements
- \_\_\_7. Street sections – required to gauge the appropriate widths of ROW dedications and access easements
- \_\_\_8. Soils Report
- \_\_\_9. Engineering plans which detail construction of all public improvements
- \_\_\_10. Development Covenant Agreement
- \_\_\_11. Phase I Environmental Assessment
- \_\_\_12. Complete set of construction drawings (2 copies)
- \_\_\_13. Improvement Survey Plat
- \_\_\_14. Improvement Location Certificate
- \_\_\_15. Site Plan
- \_\_\_16. HOA Covenants
- \_\_\_17. Subdivision Improvement Agreement – template to be provided by staff, exhibits to be provided by applicant

*As applicant for this project, I hereby ensure that all of the above requirements have been included with this submittal. I fully understand that if any one of the items listed on this checklist has been excluded, the documents will NOT be distributed for City review. In addition, I understand that in the event any revisions need to be made after the second (2<sup>nd</sup>) full review, I will be subject to the applicable resubmittal fee.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Phone: \_\_\_\_\_