



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 document
 - ___ PDF in 24 x 36-inch format
 - ___ 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 or Dropbox/Drive links

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), if applicable
- ___ 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 (case numbers will be provided by staff)
- ___ 12. Plat note in the form of, and if required by, Code section 26-421 declaring race or religion-based covenants on the subject property, if any, to be illegal and unenforceable

Graphical information

- ___ 13. Graphical representation of the property boundary corresponds with the legal description
- ___ 14. Point of Beginning and Point of Commencement are shown
- ___ 15. Monument information – including City-based monument identification number and coordinates on Current City Datum
- ___ 16. 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”
- ___ 17. 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”
 - ___ c. Label street names
- ___ 18. 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
- ___ 19. Location and dimensions of public right-of-way dedication, if any
- ___ 20. Subdivision name and lot and block numbers for adjacent properties – all adjoining parcels not previously platted are shown as “UNPLATTED”
- ___ 21. Legend, north arrow, and scale – scale not to exceed 1”= 100’
- ___ 22. Section ties to a minimum of two (2) property corners are included
- ___ 23. NOS/NGS Statement of Accuracy included
- ___ 24. All Set & Found property pins are identified
- ___ 25. All encroachments or gaps have been clearly identified including any necessary note(s)
- ___ 26. All lineal units are shown as being in U.S. SURVEY FEET
- ___ 27. A description of the Current City Datum is included (refer to Geodetic Surveying Requirements)
- ___ 28. Location of the 100-year floodplain and floodway, if applicable
- ___ 29. 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 (*Adobe .pdf file is required*):

- ___ 1. Trip generation or traffic report
- ___ 2. Final Drainage Report & Plan
- ___ 3. Grading, drainage, and erosion control plan

- ___ 4. Stormwater management plan (SWMP)
- ___ 5. Stormwater operations and maintenance manual (O&M Manual)
- ___ 6. Civil construction plans, including details and street sections for construction of all public improvements (if applicable)
- ___ 7. Subdivision Improvement Agreement or Development Covenant Agreement – template to be provided by staff
- ___ 8. Owners’ association declaration or agreement – required for subdivisions where an owners’ association is required by City due to presence of common elements or tracts, to be submitted prior to building permit
- ___ 9. Conceptual utility plans – required to gauge the appropriateness of proposed easements
- ___ 10. Soils Report
- ___ 11. Phase I Environmental Assessment
- ___ 12. Improvement Survey Plat and/or Improvement Location Certificate
- ___ 13. Site Plan (if being processed concurrently with site plan application)

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 (2nd) full review, I will be subject to the applicable resubmittal fee.

Signature: _____

Date: _____

Name (please print): _____

Phone: _____