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# DEVELOPMENT APPLICATION REVIEW CRITERIA

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## 7.7.303: FINAL PLAT REQUIREMENTS:

### A. Submission:

1. Application Form: The subdivider shall submit with the final subdivision plat a completed application and a plat submittal checklist form as provided by the Department.
2. Submission Fee: The subdivider shall pay an application fee at the time of submitting the final subdivision plat.
3. Required Number Of Plats: The subdivider shall submit the required number of plats as specified on the subdivision application form.
4. Proof Of Ownership Of Land Proposed To Be Platted: Such proof of ownership may consist of a deed, title insurance policy or Tax Assessor's statement.
5. Public Notice: The public notice requirements as defined by article 5, part 9 of this chapter shall apply.

### B. Specifications Of A Final Plat:

1. Code Requirements: The proposed subdivision shall meet all requirements of the Subdivision Code and any other applicable City policies, standards and ordinances.
2. Preparation: A professional land surveyor, licensed by the State of Colorado, shall clearly and legibly prepare the final plat.
3. Readability: All line annotation and all other text shall be easily and clearly readable. No text shall overwrite other text or be overwritten by map lines.
4. Sheet Size: The sheet size shall be twenty four inches by thirty six inches (24" x 36") including one-half inch ( $\frac{1}{2}$ " ) border with "landscape" orientation. North may be oriented from plus ninety degrees (+90°) to minus ninety degrees (-90°) of "True North".
5. Scale: The final plat shall be drawn to a fixed scale. One inch equals ten feet (1" = 10'), one inch equals twenty feet (1" = 20'), one inch equals thirty feet (1" = 30'), one inch equals forty feet (1" = 40'), one inch equals fifty feet (1" = 50'), one inch equals sixty feet (1" = 60'), one inch equals one hundred feet (1" = 100') and one inch equals two hundred feet (1" = 200') are the acceptable scales. The City Engineer may, however, disapprove any scale as inappropriate if it results in an overly cluttered or illegible plat drawing. Alternative scales may be considered on a case by case basis and will require approval by the City Engineer. A bar scale reflecting this scale shall be placed on the final plat.

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6. Leader Lines: Use leader lines whenever a dimension is not clearly and unmistakably associated with a given line, line segment or arc.
7. Identification System: All lots and blocks in the subdivision shall be numbered, beginning with the numeral "1" and continuing consecutively throughout the tract, with no omissions or duplications. All tracts shall be likewise labeled beginning with the letter "A". Lots and tracts shall be labeled with the area of the lot or tract.
8. Multiple Sheets: Whenever a plat drawing spans multiple sheets, clear and well labeled match lines and a key map shall be included on each sheet. Labels will be of the nature "see sheet of". Duplicate street names, widths, lot numbers, tract names, easement labeling or any such labeling is required when any feature is shown on multiple sheets.

## C. Information Required To Be Shown Upon A Final Plat:

1. Subdivision Name, Subtitle: Name of subdivision at the top of the sheet, followed by a subtitle identifying the section, township and range information along with City, County and State.
2. Property Description: An accurate and clear metes and bounds property (legal) description of the overall boundary of the subdivision with the acreage of the subdivision. All courses, calls, monuments, etc., used in the description shall be shown and labeled on the drawing, including the point of beginning and point of commencement. Property descriptions in any other format, as may be provided by a title company, deed, etc., may be shown, followed by "also described as (metes and bounds description)". Replats may utilize the legal description of the recorded subdivision including the name of the subdivision, blocks and lots, as appropriate.
3. Dedication Statements: Statements of tracts of land to be dedicated to the City for parks, open space, drainage or other public uses, grants of easements and dedication of public streets and alleys to the City of Colorado Springs are required.

- a. All plats with dedicated public streets, easements or tracts must have the following sentence in the dedication statement:

*The undersigned does hereby dedicate, grant and convey to the City of Colorado Springs those public streets, tracts and public easements as shown on the plat; and further restricts the use of all public easement to the City of Colorado Springs and/or its assigns; provided, however, that the sole right and authority to vacate, release or quitclaim all or any dedicated public streets, tracts and public easements shall remain exclusively vested in the City of Colorado Springs.*

- b. All plats with public streets or additional public right of way shall have the following sentence in the dedication statement:

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*All public streets or additional public right-of-way are hereby dedicated to the City of Colorado Springs for public use.*

- c. All plats with other tracts being dedicated to the City shall have the following similar sentence in the dedication statement for each tract:

*Tract X is hereby dedicated to the City of Colorado Springs for (list the purposed public use, i.e., park, open space or drainage) and any other public use the City deems appropriate.*

- d. Not a part of the dedication statement, all plats with private streets shall have a special numbered plat note with the following sentence:

*All private streets (insert names) are privately owned and maintained by (list owner name, owner's association, etc.).*

- e. Not a part of the dedication statement, a special numbered plat note defining the purpose and perpetual surface maintenance responsibility for public easements or tracts shall be included such as:

*Easement or Tract X is for (list the purposed public use i.e., park, open space or drainage) with maintenance of the surface being vested in the (City, owner, homeowners' association or district, etc.).*

- f. Not a part of the dedication statement, a special numbered plat note defining the purpose and perpetual maintenance responsibility for private easements or tracts, shall be included, such as:

*Easement of Tract X is for (list the purposed private use, i.e., landscaping, private pocket park or drainage) with maintenance of the surface being vested in the (owner, homeowners' association or district, etc.).*

4. Statement Of Ownership And Acknowledgment: The notarized signature of the owner is required.
5. Statement Of Mortgagee And Acknowledgement: The signature of the mortgagee, if any, consenting to the dedication is required.
6. Notary Statement: Acknowledgment of the execution of the plat before a notary public.
7. Surveyor's Statement: The Surveyor's statement shall read:

*The undersigned Professional Land Surveyor licensed in the State of Colorado, hereby states and declares that the accompanying plat was surveyed and drawn under his/her responsible charge and accurately shows the described tract of land, and subdivision thereof, and that the requirements of Title 38 of the Colorado Revised Statutes, 1973, as amended, have been met to the best of his/her knowledge and belief.*

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8. Development Of Area Subject To Code: A statement that the area included in the plat is subject to this Code as it applies to the development of the land per section [7.7.1101](#) of this article, to read:

*No building permits shall be issued for building sites within this plat until all required fees have been paid and all required public and private improvements have been installed as specified by the City of Colorado Springs or alternatively until acceptable assurances including but not limited to letters of credit, cash subdivision bonds or combinations thereof guaranteeing the completion of all required public improvements including but not limited to drainage, street and erosion control have been placed on file with the City of Colorado Springs.*

9. Access Provisions:

- a. Statement Restricting Access: A statement restricting access rights across the right of way lines of major highways, parkways, streets or freeways, where required, as a provision of approval.
- b. Provision Of Adequate Access: Proof of adequate, suitable access must be provided and clearly indicated on the face of the plat. If access is not directly gained from public right of way, a separate signed and recorded easement must be provided and referenced on the face of the plat.

10. Vicinity Map: A vicinity location map necessary to locate the tract.

11. Preparation Date: Date of preparation of plat.

12. Easement Statement: When applicable, statement of standard easements as required on all side, rear and front lot lines for public utilities, drainage and/or public improvements, as well as standard "triangle" public improvement easements at street intersections, as necessary. When all easements are shown and clearly labeled on the plat drawing, an "as shown on plat" statement may be used. Perpetual surface maintenance of all public easements created by the plat shall be assigned.

13. Fee Block: Fee block (drainage, bridge, school and park).

14. Certificates For Execution: Certificates for execution by each of the following or their duly appointed representative(s):

- a. City Engineer.
- b. Community Development Manager.
- c. City Clerk.
- d. El Paso County Clerk and Recorder.

15. Boundary Lines: The subdivision boundary will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance,

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and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. All dimensions to be determined by accurate field survey which must balance and close within limit of one in five thousand (5,000). Show adjacent and/or intersecting plat/deed lines and label appropriately to include recording information (book and page and/or reception number).

16. Streets: All street rights of way defined by the plat will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance, and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all nontangent curves. Widths shall be labeled from each right of way line normal to the corresponding street centerline. All street centerlines defined by the plat will be clearly distinguishable from other map lines by use of distinct line type and/or thickness. The plat shall show the right of way lines, widths, locations and street names of all existing and proposed public or private streets:
  - a. Within the proposed subdivision, and
  - b. Immediately abutting the proposed subdivision, and
  - c. Any private street shall include the designation "(private)" immediately following street name; any other private right of way that is not named shall include the designation "(private)" in a manner that clearly conveys such a status.
17. Easements: All easements as required by City Utilities, the City Engineer and other public and quasi-public agencies. All easements shall be clearly labeled to include width, use and identification as public or private, if necessary. Tie to property lines and annotate with bearings and distances as necessary. Clearly show and label all existing easements, to include width and book and page and/or reception number recording information, that cross, abut or are located within the subdivision boundary.
18. Lots And Blocks: All lines of lots, blocks and other parcels of land defined by the plat will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance and all curves will be labeled with a radius and arc length. Lots must close to one in five thousand (1:5,000).
19. Legend: Provide a legend which designates all lines and symbols except where called out on plat drawing.
20. Inundation Mark: If within a designated FEMA flood hazard area, the plat shall clearly show the 100-year floodplain line. Reference the appropriate FEMA panel by which the location of this line has been determined as a plat note.
21. Other Information: All other information required by State law.

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22. Bar Scale And North Arrow: Plat shall include an appropriately demarcated bar scale and a correctly orientated north arrow.
23. Adjacent Subdivision: Names of adjacent platted areas along with the reception and/or plat book and page number shall be shown. If unplatted, so indicate. Existing street rights of way that intersect the subdivision boundary or are adjacent to said boundary lines shall be clearly labeled with the street name, right of way width and appropriate deed or plat recording information wherein the right of way is defined. Show and label all existing lots and blocks that are immediately adjacent to the subdivision boundary.
24. Basis Of Bearing: A clearly defined basis of bearings shall be provided, both verbally and graphically. All monumentation defining said line shall be shown and labeled on the plat drawing. When said line is not common with the subdivision boundary, it shall be accurately tied to the boundary with bearings and distances or relevant curve information.
25. Public Land And/Or Land Reserved In Deeds: Location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision.
26. Monuments: All monuments used to determine and/or describe a boundary (including basis of bearings, point of beginning and point of commencement) shall be shown and clearly labeled on the plat drawing. Monuments for corners defined by the plat, or otherwise found to be missing in the field, shall be placed and set in accord with the requirements of the State of Colorado.
27. Not A Part Of Subdivision: All areas enclosed within the subdivision boundary which do not constitute a part of the subdivision shall be labeled "Not a part of this subdivision". All lines pertaining to such areas shall be dashed.
28. Square Footage: Label all lots and tracts with area in square feet (and/or acres when exceeding 1 acre).
29. Districts And Associations: Recordation information (reception number, etc.) shall be given on the plat for any maintenance district, metropolitan district, owners' association, etc., that is referenced on the plat as a body for any ownership and/or maintenance responsibility per the plat.

## D. Supplemental Information And/Or Attachments Required Prior To Recording The Final Plat:

1. Fees: Recordation, review and processing fees.
2. Fee Payment: Check (certified check may be required) or cash in an amount equal to drainage basin fees, detention pond fees, arterial roadway bridge, surcharge and/or special district fees.
3. Proof Of Ownership Of Land Proposed To Be Platted: Proof of ownership may consist of a deed, title insurance policy or Tax Assessor's statement.

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4. Ad Valorem Taxes: Verification by the El Paso County Tax Assessor's Office that all ad valorem taxes applicable to the land comprising the proposed subdivision for the current year up to the date of recording and for years prior to the year in which the final plat is submitted for recordation have been paid. Verification may be in the form of a paid tax receipt, an archive report, or a certificate for ad valorem property taxes.
5. Final Drainage Report: A final drainage report (or "drainage letter" when applicable), signed by the City Engineer, must be submitted with the mylar prior to recording.
6. Geologic Hazard Study: Copy of the approved Geologic Hazard Study or exemption.
7. Reception Numbers: Reception numbers of all applicable easements, agreements and documentation as may be referenced on the subdivision plat drawing, or accompanying documentation for recording.
8. Documentation: Any or all accompanying documentation fully executed and ready for recordation concurrent with the subdivision plat.
9. Assignments: Fully executed assignments of any reimbursements and/or land dedication credits, as applicable.
10. Financial Assurances: Acceptable financial assurances as required. (Ord. 96-44; Ord. 98-185; Ord. 01-42; Ord. 09-79)