

---

---

# DEVELOPMENT APPLICATION REVIEW CRITERIA

---

---

## SUBDIVISION PLATS REVIEW CRITERIA:

### **7.7.303: FINAL PLAT REQUIREMENTS:**

#### A. Submission:

1. Application Form: The subdivider shall submit with the final plat subdivision a completed application and a plat submittal checklist form as provided by City Planning.
2. Submission Fee: The subdivider shall pay an application fee at the time of submitting the subdivision.
3. Required Number Of Plats: The subdivider shall submit the required number of plats as specified on the subdivision application form.
4. Public Notice: The public notice requirements as defined by part 2 of this article shall apply.

#### B. Sheet Size: The sheet size shall be twenty four inches by thirty six inches (24" x 36") including one-half inch (1/2") border with "landscape" orientation. North may be oriented from plus ninety degrees (+90?) to minus ninety degrees (-90?) of "True North".

#### C. 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.

#### D. Information Required On 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 property (legal) description of the overall boundary of the subdivision with the acreage of the subdivision. All courses in the property (legal) description shall be shown and labeled on the plat drawing, with all bearings having the same direction as called out in the legal description. The only exception being where more than one description is required, going a different direction over the same course. The direction shall then hold for the description having more weight (i.e., the overall boundary) for purposes of the plat. If both record and "as-measured" dimensions are being used, show both and clearly label on the plat drawing. Point of commencement and/or point of beginning shall be clearly labeled on the plat drawing.
3. Dedication Statements: Statements of land to be dedicated to the City for parks, playgrounds 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 public easements and/or tracts must have the following sentence in the dedication statement:

---

# DEVELOPMENT APPLICATION REVIEW CRITERIA

---

*The undersigned does hereby dedicate, grant and convey to the City of Colorado Springs those Public Easements (and tracts) 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 release or quitclaim all or any such Public Easements shall remain exclusively vested in the City of Colorado Springs.*

- b. All plats with public streets shall have the following sentence in the dedication statement:

*All public streets are hereby dedicated to the City of Colorado Springs for public use.*

- c. All plats with private streets shall have the following sentence in the dedication statement:

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

- d. All plats with other tracts being dedicated to the City shall have:

(1) A sentence in the dedication statement similar to "Tract X is hereby dedicated to the City of Colorado Springs for public use".

(2) A special numbered plat note defining the purpose and perpetual maintenance responsibility for the tract such as "Tract X is for public drainage, landscaping, trail and open space with maintenance of the surface being vested in the (District Name) Special Maintenance District".

4. Statement Of Ownership And Acknowledgment: The signature of the mortgagee, if any, consenting to the dedication is required.
5. Notary Statement: Acknowledgment of the execution of the plat before a notary public.
6. Surveyor's Statement: Statement by a registered land surveyor to the effect that the layout represents a survey made by him and that the monuments thereon actually exist as located and that all dimensional and other details are correct.
7. Development Of Area Subject To Code: A statement that the area included in the plat is subject to this Code as such applies to the development of the land. See also part 11 of this article for other language that shall be included.
8. 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.
9. Vicinity Map: A vicinity location map necessary to locate the tract.

---

---

# DEVELOPMENT APPLICATION REVIEW CRITERIA

---

---

10. Preparation Date: Date of preparation of plat.

11. Easement Statement: Statement of standard easements as required on all side, rear and front lot lines for utilities and 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.

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

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

- a. City Engineer.
- b. Manager of City Planning.
- c. City Clerk.
- d. El Paso County Clerk and Recorder.

14. Layout: The exact layout including:

a. 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, 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).

b. 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 center line. All street center lines defined by the plat will be clearly distinguishable from other map lines by use of 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. The plat shall show the right-of-way lines, widths, locations and street names of all existing and proposed public or private streets:

(1) Within the proposed subdivision, and

(2) Immediately abutting the proposed subdivision, and

(3) 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.

---

# DEVELOPMENT APPLICATION REVIEW CRITERIA

---

- c. Easements: All easements as required by City Utilities, the City Engineer and other public and quasi-public agencies. Said 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 recording information, that cross, abut or are located within the subdivision boundary.
- d. 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 (5,000).
- e. Readability: All line annotation and all other text will be easily and clearly readable. No text shall overwrite other text or be overwritten by map lines.
- f. Leader Lines: Use leader lines whenever a dimension is not clearly and unmistakably associated with a given line, line segment or arc.
- g. 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 when any feature is shown on multiple sheets.
- h. 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.
- i. Legend: Provide a legend which designates all lines and symbols except where called out on plat drawing.
- j. Inundation Mark: 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.
- E. Easements: Book and page and/or reception number for all existing and newly created easements.
- F. Other Information: All other information required by State law.
- G. Bar Scale And North Arrow: Plat shall include an appropriately demarcated bar scale and a correctly orientated north arrow.
- H. 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.
- I. 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

---

---

## DEVELOPMENT APPLICATION REVIEW CRITERIA

---

---

is not common with the subdivision boundary, it shall be accurately tied to the boundary with bearings and distances.

- J. 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.
- K. 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.
- L. 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.
- M. Square Footage: The area in square feet of all lot and tracts sought to be platted.
- N. Material Prior To Final Plat: Material required prior to recording final plat.
- O. Fees: Recordation fees.
- P. Check Or Cash: Certified check or cash in an amount equal to drainage basin fees, detention pond fees and arterial roadway bridge fees.
- Q. Closure Sheets: One copy of the computed closure sheets for the entire subdivision area. Such sheets shall not be required, if not more than five (5) lots in the subdivision are irregular (not rectangular) in shape.
- R. Proof Of Ownership: Proof of ownership of the land sought to be platted or power of attorney from the owner of the land sought to be platted. Such proof of ownership may consist of a deed, title insurance policy, Tax Assessor's statement or sworn statement of the owner.
- S. 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 years prior to the year in which the final plat is submitted have been paid. Verification may be in the form of a paid tax receipt, or an archive report, or a certificate for ad valorem property taxes.
- T. Bikeway Plan: If an on street or off street bikeway is located within or adjacent to the proposed subdivision, ten (10) copies of a master facilities plan for the bikeway portion showing the placement and size of all public facilities including curb, gutter, sidewalks, pavement, utility lines and storm drainage facilities and easements shall be required.
- U. Final Drainage Report: The City Engineer must sign the final drainage report prior to recording the plat.
- V. Code Requirements: The proposed subdivision shall meet all requirements of the Zoning Code of this chapter and this Subdivision Code, as amended, the public works design manual, subdivision policy manual, City engineering standard specifications, traffic engineering policy and design standards,

---

## DEVELOPMENT APPLICATION REVIEW CRITERIA

---

drainage criteria manual, streetscape design manual and any other applicable City ordinances and resolutions.

- W. Preparation: A registered surveyor, professionally licensed by the State of Colorado, shall clearly and legibly prepare the final plat. (Ord. 96-44; Ord. 98-185; Ord. 01-42)