

# MINOR SUBDIVISION PLAT DRAWING CHECKLIST

PROJECT NAME: \_\_\_\_\_  
SUBMITTAL DATE: \_\_\_/\_\_\_/\_\_\_  
SUBMITTED BY: \_\_\_\_\_  
SUBMITTAL REVIEWED BY: \_\_\_\_\_

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The final plat shall be drawn by a registered land surveyor with permanent India ink or produced by a photographic process on a linen or polyester (Mylar) film.

Size of sheets: 24" x 26".

Scale: 1" = 20', 1" = 50', 1" = 100'. Plats covering over 160 acres or which are made up of a majority of lots of five (5) acres or more may be drawn at a scale of 1" = 200'. However, all plats drawn to this scale must illustrate the required information clearly and legibly.

If more than one sheet is used, all sheets must be indexed and contain an index map showing the relationship of the sheet to the whole. Each sheet shall show the scale, date of the survey, north point, and name of the subdivision.

## **The following information shall be shown on the plat:**

Name of the subdivision.

Date of preparation, north point, written and graphic scale.

Name of owner or owners of record.

Name of County and State.

Total acreage of subdivision, total number of lots, and acreage per lot.

Location and description of the subdivision referenced by quarter section, section, township, range; if said description contains references to recorded documents, said information shall be indicated on the map.

## **Certification Statements, to include:**

Certification of Dedication, Ownership, and Maintenance.

Certification of Approval by Board of County Commissioners.

Certification by Clerk and Recorder.

Certification of Survey by a Colorado Registered Land Surveyor.

Certification of the Planning Director.

An accurate and complete boundary survey shall be made of the land to be subdivided. A traverse of the exterior boundaries of the tract, and of each block, when computed from field measurements on the ground must close within a limit of one (1) foot to ten thousand (10,000) feet of perimeter. Boundaries shall be clearly indicated on the plat.

The exact location and width of all existing or recorded streets, rights- of-way, and easements adjacent to the boundaries of the subdivided tract shall be identified by dashed lines. Adjacent subdivisions shall be identified by official names.

On curved boundaries and all curves on the plat sufficient data shall be given to enable the reestablishment of curves on the ground. Curve data shall include:

- (1) Central angle -
- (2) Radius – R
- (3) Arc length - L

Bearings and/or angles and lengths shall be given for all lot lines. In cases where a lot line is a common line only one set of figures, adjacent to the line described, need be given if the lot descriptions are given to the same bearing, not a reverse bearing. If table data is used, each individual lot must be separately described giving all bearings and/or angles and lengths making each lot close by data provided and a table must be included on the same page as the plat. Should the plat drawing be of such a size as to preclude the data table then the drawing must be developed in such a manner as to show a portion of the plat and its pertinent table on each sheet as required. All bearings and lengths on the plat must close to within plus or minus 0 degrees, 01 minute.

The right-of-way lines, widths, locations, and names of all proposed or existing public or private streets, alleys, greenways, bikeways, paths, trails, and other transportation links dimensioned by lengths, widths, bearings. Centerline data or right-of-way data for all curves shall be indicated on the plat.

All easements (existing or proposed) and utility rights-of-way shall be clearly labeled, identified, dimensioned, and tied to reference points and shall be shown by fine dashed lines. Existing easements must bear notation of dedication or conveyance. If any easement of record cannot be definitely located, a statement of the existence, the nature, and the easement's record reference must be placed in the note section. (This provision shall apply to easements and the disposition thereof indicated in the note section).

All lots shall be numbered without duplication.

Parcels other than lots, streets, or easements shall be designated by letter with disposition indicated in the note section. 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 shall be so identified. Public tracts shall be dedicated by a statement on the plat; responsibility of maintenance of all other tracts shall be noted.

Excepted parcels (parcels not a part of the subdivision) shall be marked and dimensioned and shall include the statement "not included".

Lots which require special studies for development or which present significant hazards to development shall be indicated by letter and limitations placed in the note section.

The 100-year (standard project) floodplain, if applicable, shall be delineated on a plat. No lots will be located in a floodplain except to the extent that development conforms with existing El Paso County regulations and lots with these limitations shall be located, and so identified on the plat.

Monuments:

(1) Permanent reference monuments shall be set on the external boundary of the subdivision pursuant to Colorado Revised Statutes.

(2) Block and lot monuments shall be set pursuant to Colorado Revised Statutes.

(3) Subdivision will be tied by angles and distances to the nearest accepted monuments.

(4) All monuments shall be located and described. Information adequate to locate and trace all monuments shall be noted on the plat.