



SUBMITTAL CHECKLIST CONSOLIDATION | LOT LINE ADJUSTMENT | PLAT CORRECTION | BUILDING ENVELOPE ADJUSTMENT | DIVISION OF LAND FOR PUBLIC PURPOSE

This checklist shall be completed by the staff planner at the pre-application meeting and must be submitted online. Failure to submit all required information may delay the review of the application.

Applicant is responsible for notice to mineral interest owners (refer to Mineral Interest Notice Requirements).

Project Type Subdivision Planning Type Plat Correction

- ☒ Statement of approval from property owner
- ☒ Application fee \$600, if approved an additional \$600 plat review fee will be charged
- ☒ Proof of ownership: ☐ Deed ☐ Current title policy commitment
- ☒ Statement of Authority, if required
- ☐ Title policy commitment (less than 30 days old) (This may be submitted prior to plat recording; consult with Planning Staff)
- ☐ Deed to transfer title of property between owners (to be recorded with plat), if applicable
- ☐ Acknowledgement of Merger of Title (to be recorded with plat), if applicable
- ☒ Written narrative / detailed description of subject tract and proposed subdivision, including any relevant special features and characteristics of the property and proposed subdivision
- ☐ Mitigation Plan for any significant negative impacts (Refer to Section 6, Routt County Zoning Regulations)
- ☐ Survey plat (24" x 36" sheet size), prepared and sealed by registered land surveyor, drawn to scale of not less than 1" = 50', including the following information, as applicable:
 - ☐ Scale, written and graphic
 - ☐ North arrow (designated as true north)
 - ☐ Written property description referencing county, state, section, township, range, and principal meridian or established subdivision, block, and lot number or other established and accepted method
 - ☐ Boundary and lot lines with exact lengths and bearings
 - ☐ Lots and blocks numbered in consecutive order
 - ☐ Names of abutting subdivisions, or "unplatted" for abutting unplatted property
 - ☐ Curve data (in chart) including radii, internal angles, points of curvature, arc lengths, chord distance and bearing
 - ☐ Designated "no build" zones
 - ☐ Signature blocks as required by Appendix B, Routt County Subdivision Regulations
 - ☐ Cross references and plat notes as required by Appendix B, Routt County Subdivision Regulations
 - ☐ Subdivision name (and filing, if applicable)
 - ☐ Basis of bearings
 - ☐ Location and names of all streets
 - ☐ Open spaces, public parcels and similar areas
 - ☐ Location and dimension of all easements (shown using dashed lines)
 - ☐ Description of monuments, found and set, marking boundary and lot lines, including control monuments
 - ☐ Seal of Registered Land Surveyor
- ☐ Digital copy of plat
- ☐ Information regarding water availability and quality, documentation of water rights, if applicable, and letter of intent to serve from a special district, if applicable (Refer to Section 4.5.2, Routt County Subdivision Regulations)
- ☐ Engineered plan and profiles for all new public streets and Common Roads
- ☐ Final plans for all other improvements
- ☐ Cost estimates for all improvements
- ☒ Additional information as required by Planning Director Existing conditions document and exhibit document showing note
 - ☐ CDOT Access Permit (submitted or approved), if applicable
 - ☐ Draft Development Agreement, if required