

**SUBMITTAL CHECKLIST**  
**SUBDIVISION—REPLAT (ALL TYPES)**

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 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 Exemption

Application fee ~~\$400, if approved an additional \$400 plat review fee will be charged~~ **\$2,400**

Proof of ownership: Deed or Assessor's Property Record Card

Statement of Authority, if required

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:

- |  |   |
|--|---|
| <input type="checkbox"/> Scale, written and graphic  | <input type="checkbox"/> Subdivision name (and filing, if applicable)   |
| <input type="checkbox"/> North arrow (designated as true north)  | <input type="checkbox"/> Basis of bearings  |
| <input type="checkbox"/> 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 |   |
| <input type="checkbox"/> Boundary and lot lines with exact lengths and bearings  | <input type="checkbox"/> Location and names of all streets  |
| <input type="checkbox"/> Lots and blocks numbered in consecutive order   | <input type="checkbox"/> Open spaces, public parcels and similar areas  |
| <input type="checkbox"/> Names of abutting subdivisions, or "unplatted" for abutting unplatted property  | <input type="checkbox"/> Location and dimension of all easements (shown using dashed lines)                                   |
| <input type="checkbox"/> Curve data (in chart) including radii, internal angles, points of curvature, arc lengths, chord distance and bearing  | <input type="checkbox"/> Description of monuments, found and set, marking boundary and lot lines, including control monuments |
| <input type="checkbox"/> Designated "no build" zones   | <input type="checkbox"/> Seal of Registered Land Surveyor   |
| <input type="checkbox"/> Signature blocks as required by Appendix B, Routt County Subdivision Regulations  |   |
| <input type="checkbox"/> Cross references and plat notes as required by Appendix B, Routt County Subdivision Regulations   |   |

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