



<b>OFFICE USE</b>	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

## 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 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 \_\_\_\_\_

- ☐ Application fee \$600, if approved an additional \$600 plat review fee will be charged
- ☐ Proof of ownership: Deed or Assessor's Property Record Card **for both lots**
- ☐ Statement of Authority, if required **This is a document allowing whoever that signs the application to sign on behalf of SSSD.**
- ☐ 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

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☐ Additional information as required by Planning Director \_\_\_\_\_

☐ CDOT Access Permit (submitted or approved), if applicable      ☐ Draft Development Agreement, if required

Note - a title policy commitment, less than 30 days old, will be required prior to plat recording; consult with Planning Staff

#### **Owner Signature(s)**

I consent to this application being submitted and that all information contained within is true and correct to the best of my knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print/type name of owner

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print/type name of owner