



OFFICE USE	Presubmittal Code _____
	Planner Initials _____
	Identifier _____

SUBMITTAL CHECKLIST
SUBDIVISION—LAND PRESERVATION, EXEMPTION

*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 \$_____ If approved, a \$600 plat review fee will be charged
 - 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
 - Written narrative / description of compliance with LPS Design Standards (Refer to Section 5, Routt County Subdivision Regulations)
 - Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
 - 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
 - Topography with minimum 10-foot contours
 - 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 Exemption name (and filing, if applicable)
 - Basis of bearings
 - Location and names of all streets
 - Open spaces, remainder parcels and contingent lots
 - Location and dimension of all easements (shown using dashed lines)
 - Description of monuments, found and set, marking boundary and lot lines, including control monuments
 - Designated "no build" zones
 - Digital copy of plat
 - Information regarding designation, dedication, and maintenance of open space
 - Reports, prepared by a qualified engineer, of water availability and quality and sewage disposal system
 - Engineered plan and profiles for all new public streets and Common Roads
 - Final plans for all other improvements
 - Cost estimates for all improvements

**SUBMITTAL CHECKLIST
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Additional information as required by Planning Director _____

- | | |
|--|---|
| <input type="checkbox"/> CDOT Access Permit (submitted or approved), if applicable | <input type="checkbox"/> Draft Covenants, if required |
| <input type="checkbox"/> Wildlife Mitigation Plan, if required | <input type="checkbox"/> 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

**EXAMPLE ONLY
FOR REFERENCE ONLY**

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