



**SUBMITTAL CHECKLIST
 FINAL SUBDIVISION PLAT**

| | |
|--------------------|-------------------|
| Activity No. _____ | OFFICE USE |
| Reviewed By _____ | Date _____ |

*This checklist shall be completed by the applicant and **must** accompany a complete application form. 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).***

Signed application form

- Application fee \$ _____
- PDF of complete submittal package: CD/Flash Emailed
- Proof of ownership: Deed Current title policy commitment
- Statement of Authority, if required
- Legal description: Attached On application form
- 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
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- Written narrative / detailed description of subject tract and proposed subdivision, including any changes from Preliminary Plan
- 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
 - 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
 - Designated "no build" zones
- Provide a summary on plans to satisfy the public sites and/or fee-in-lieu requirement in Chapter 3 of the Routt County Subdivision Regulations
- Digital copy of plat
- Engineered plans for all utilities, including water and sewer systems and utility lines
- 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 _____
 - CDOT Access Permit (submitted or approved), if applicable
 - Draft Covenants, if required
 - Wildlife Mitigation Plan, if required
 - Draft Development Agreement, if required
 - Information regarding conditions of approval of Sketch and/or Preliminary Subdivision Plan, if applicable