



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

**OFFICE USE**

Activity No. \_\_\_\_\_

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
- Acknowledgement of Merger of Title (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 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 \_\_\_\_\_
  - CDOT Access Permit (submitted or approved), if applicable
  - Draft Development Agreement, if required