



# MAJOR SUBDIVISION

## Step 3: Final Plat Application Instructions

<b>Staff Use Only</b>	
Application Number:	_____
Received by:	_____
Date:	_____
Fees Paid: \$	_____
Complete:	Y N

The purpose of the final plat is to complete the subdivision of land consistent with the technical standards of the Town of Hayden. The application for final plat shall substantially conform to the preliminary plat previously approved by the Town and must meet any conditions of approval imposed by the Town Board. Applications must be submitted within twelve (12) months of the approval of the preliminary plat (unless otherwise specified by the Town Board) and within a reasonable time before the Planning Commission meeting at which the application will be reviewed.

The following items must be included in the Final Plat Application packet. Incomplete applications will not be accepted for processing and preliminary plat approvals will expire if final plat applications are not made within the timeframe set out at the time of preliminary plat approval.

**Required for Final Plat consideration**  
**(ref. Hayden Municipal Code 16.04.070.)**

**Staff use only**

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|--|-----|
| 1. Application fee of \$500.00.  | Y N |
| 2. Completed Land Use application form ( <b>marked for Major Subdivision 3</b> ).<br>(1 copy)  | Y N |
| 3. Original signed agreement for payment of development review expenses incurred by the Town.  | Y N |
| 4. Current Title Commitment. (Dated less than 30 days from date of final plat submittal.)<br>(1 copy)  | Y N |
| 5. Mailing labels (1 set) (Avery 8160 format) for all referral agencies and current property owners within 150 feet of the affected property, mineral interest owners of record; mineral, oil and gas lessees for the property and appropriate Ditch Companies. <i>Applicant must certify that the label set is complete and the information no more than 30 days old.</i> | Y N |

6. Final Plat (20 copies sized 24" x 36"; 10 reductions sized 11" x 17") including:

Y N

**General Instructions**

Must be prepared by or under direct supervision of a registered land surveyor and meet State requirements. Non-contiguous parcels cannot be in one (1) plat and only one (1) plat shown per sheet. Contiguous parcels owned by different parties may be on one (1) plat, provided all owners join in dedication and acknowledgment. Show lengths to nearest one hundredth (100<sup>th</sup>) of a foot and bearings in degrees, minutes and seconds. Perimeter survey description of proposed subdivision must include at least 1 tie to an existing section monument of record and a description of monuments. Survey error cannot be greater than 1/10,000. Bearings, distances and curve data of all perimeter boundary lines must be indicated outside boundary line with lot dimensions. Names and signatures of all owners of equitable interest in the property must be on the plat in black drawing ink.

**Plat must include the following information**

- a) Title of project
- b) North arrow, scale (not greater than 1" = 100') and preparation date
- c) Vicinity map
- d) Legal description
- e) Basis for establishing bearing
- f) Names and addresses of owners, applicant, designers, engineers and surveyors
- g) Total acreage of subdivision
- h) Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights of way and easements
- i) Lot and block numbers, numbers in consecutive order, and square footage of each lot or tract
- j) Parcels excepted from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances
- k) Existing rights of way in and adjacent to property (labeled and dimensioned)
- l) Existing and proposed street names for all streets on and adjacent to property
- m) Existing easements and their type in and adjacent to property (labeled and dimensioned)
- n) Location and description of monuments
- o) Floodplain boundary and source of information (if no such source, state this on the plat)
- p) Signature block for registered land surveyor certifying accuracy of boundary survey and plat
- q) Signature block for certification of approval by the Town Board with a signature for the Mayor and Town Clerk
- r) Signature block for utility providers
- s) Certification of ownership
- t) Dedication of streets, rights of way, easements and public sites to the Town of Hayden
- u) **Certification language (see next page), complete with signature lines and inclusion of any amendments required by the Town of Hayden:**

**6. cont'd**

**DEDICATION OF PUBLIC PROPERTY**

The owner of the real property described in this Plat has caused the real property to be surveyed, laid out and subdivided under the name of \_\_\_\_\_, and does hereby sell, grant, dedicate, and convey to the Town of Hayden in fee simple, free and clear of all liens and encumbrances, and set apart all of the streets, roads, alleys, easements, and other public ways and places, and Tracts \_\_\_\_, \_\_\_\_, and \_\_\_\_ as shown on the accompanying plat to the use of the public forever. The owner shall be responsible for construction and maintenance of all improvements of said streets, alleys, easements, public ways and places, until acceptance of maintenance therefore by the Town as provided in the Hayden Municipal Code.

**CERTIFICATE OF TITLE**

I, \_\_\_\_\_ an authorized representative of \_\_\_\_\_, a title company licensed to do business in the State of Colorado, have made an examination of the public records and state that all owners, mortgagees, and lienholders of the property are listed in the certificate of ownership and dedication. We further certify that there are no recorded liens or encumbrances not shown on this plat. Title Company representative signature and date:  
\_\_\_\_\_.

**CERTIFICATE OF OWNERSHIP**

I/We certify that \_\_\_\_\_ is/are the owners of the property, \_\_\_\_\_ are all of the mortgagees and holders of liens upon the property, and each and all hereby consent to this plat and join in the conveyance and dedication of all streets, roads, alleys, easements, public ways, and places shown hereon.

**RESTRICTION ON CONVEYANCE AND BUILDING PERMITS**

I, \_\_\_\_\_, PLS # \_\_\_\_\_, a duly registered land surveyor in the State of Colorado, do hereby certify that this Plat of \_\_\_\_\_ was performed by me or under my direct supervision, and that this plat has been prepared in compliance with all applicable laws of the state of Colorado at the time of this survey and within my control and is accurate to the best of my knowledge, information and belief.

**PLANNING COMMISSION CERTIFICATE**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 200\_, by the Planning Commission of the Town of Hayden, Colorado.

**BOARD OF TRUSTEES CERTIFICATE**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 200\_, by the Board of Trustees, Hayden, Colorado. This approval is conditioned upon all expenses involving necessary improvements for all utility services, paving, grading, landscaping, curbs, gutters, street lights, street signs, and sidewalks shall be financed by others and not the Town. (All signers, except the Town, Planning Commission and Surveyor must have signatures notarized)

**ROUTT COUNTY CLERK AND RECORDER'S ACCEPTANCE**

(to be placed in lower right hand corner of cover sheet)

This Plat was accepted for filing in the office of the Clerk and Recorder of Routt County, Colorado this \_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_, at Book Number \_\_\_\_\_, Page Number \_\_\_\_\_, Reception Number \_\_\_\_\_. Time: \_\_\_\_\_ a.m./p.m.

**RECORDATION OF PROTECTIVE COVENANTS**

(if applicable)

Protective covenants recorded in File Number \_\_\_\_\_.

**7. General Development Information. (20 copies)**

Provide a written description confirming that the final plat conforms to the preliminary plat with only those changes to the Preliminary Plat that were required by the Board. In addition, the description shall address how the proposed development conforms to this Code.

**Y N**

**8. Update of any plans or reports provided with the Preliminary Plat for which there is a change of conditions.**

**Y N**

**9. Special Documents (as needed) (1 copy unless otherwise requested by Town Staff)**

**Y N**

- a)** Special agreements (as may be required).
- b)** Floodplain Use Permit (from Town).
- c)** State Highway Utility Permit (from Colorado Department of
- d)** Transportation).
- e)** State Highway Access Permit (from Colorado Department of
- f)** Transportation).
- g)** Construction Dewatering Permit (from Colorado Department of
- h)** Public Health and Environment).
- i)** 404 Permit (from Army Corps of Engineers).
- j)** Air Pollution Emission Notice (APEN) (from Colorado
- k)** Department of Public Health and Environment).
- l)** Work in ditch right-of-way permit (from individual ditch companies).
- m)** Rare Species Occurrence Survey (from U.S. Fish and Wildlife Service).
- n)** Subdivision Improvement Agreement (SIA).
- o)** Improvements Guarantee – Cash, certified check, or a letter of credit from a bank in Colorado or other acceptable collateral in the amount stipulated to in the SIA, posted in favor of the Town in an amount sufficient to assure construction of public improvements for either part or all of the plat, as determined by the Town Board.

- p) Approved Adjudication of Water Rights and a Plan of Augmentation (if applicable).
- q) Protective Covenants, Homeowners Association (HOA) Documents, Articles of Incorporation for HOA, and Architectural Design Guidelines, if any, finalized and in a form for recording. If there are open space areas to remain in private ownership within the subdivision, the HOA documents must have in place a mechanism which will assure maintenance will be funded in perpetuity.
- r) FEMA approved applications (i.e., Conditional Letter of Map Revisions [CLOMR] or Letter of Map Revisions [LOMR]).
- s) Documentation showing who will own and maintain the open space.
- t) Documentation for dedication of public sites for open space or other civic purposes.

**The following items should be submitted to Town Hall AFTER Final Plat approval.**

- 10. Complete Engineering Plans and Specifications. (10 copies sized 24" x 36")**  
**A. Construction Plans and Profiles.**

Y N

*The Plans and Profiles will be prepared by a Colorado registered professional engineer, sized twenty-four (24) inches high by thirty-six (36) inches wide and provide the following information :*

- a. The horizontal to vertical scales will be chosen to best depict the aspects of the design.
- b. Minimum horizontal scale: 1"=100'.
- c. Minimum vertical scale: 1"=10'.
- d. The typical road geometric and structural cross-section is to be shown on each plan sheet.
- e. The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii, and all other features to enable construction in accordance with approved standards and standard engineering practice. Construction plans should also include water, sewer, sanitary sewer and any other utilities such as irrigation ditches.
- f. The profiles shall include ground lines, grade lines of curb and gutter or centerline of street elevation at point of intersection of vertical curves, intersections and other critical points, structures, and all other features required to enable construction in accordance with approved standards.
- g. Signature blocks for all utility providers unless otherwise provided in agreement form.
- h. Structure Details. Sufficient data shall be given for construction of major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc; detail must include orientation line and grade, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc.



<b>19.</b> Security for public improvements in the form of a letter of credit or other security equal to 125% of the estimated cost of public improvements unless otherwise provided in the SIA.	<b>Y</b>	<b>N</b>
<b>20.</b> Deed for public lands conveyed through the submittal of a warranty deed and title insurance for all lands dedicated to the Town on the final plat and accepted by the Town.	<b>Y</b>	<b>N</b>
<b>21.</b> Prior to issuance of a building or grading permit, the following must be submitted to Town Hall: <b>(1 copy unless otherwise instructed by Town Staff)</b>	<b>Y</b>	<b>N</b>
a. List of contractors performing all improvements		
b. Proof of worker's compensation and liability insurance for each contractor		
c. Open space deed restriction		
d. Other certificates, affidavits, enforcements or deductions required by the Town Board.		

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## Review Process

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*Within a reasonable period of time, staff may either certify the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. Applicant will then correct any deficiencies in the application package, if necessary, and submit the required number of copies of the application to the Town Clerk. The original and all documents requiring a signature must be signed in [blue ink](#).*

*The Town Clerk will send a written notice to all referral agencies from which comments were received during the preliminary plat review.*

*Staff will complete a final review of the resubmitted materials and then prepare a report to the Planning Commission explaining how the application is or is not consistent with the final plat review criteria. The Planning Commission may then make a recommendation to the Town Board to approve, conditionally approve, or deny the Final Plat Application.*

*The final plat will be presented to the Town Board for its review and action according to the Final plat review criteria. For additional information regarding the Final Plat Review Criteria and Process, please see the Hayden Municipal Code 16.04.070C. Board action shall be by Resolution.*

*See Items 10-21 above for required post approval submittals.*