



# ARAPAHOE COUNTY

## Public Works & Development Department Subdivision Plat Checklist

Case No.: \_\_\_\_\_ Project Name: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

The purpose of this checklist is to provide the minimum submittal requirements for subdivision plats of the following types:

Administrative Replat – **PAR**    Final Plat – **PF\***    Minor Subdivision – **PM**    Subdivision Exemption Plat – **PX**

\* Applies also to Full Replats not processed as a PAR case.

The primary source of the Subdivision Plat requirements is Part 2, Sections 2-16, 2-17 and 2-20 of the Arapahoe County Development Applications Manual.

This checklist is intended to minimize redline comments on the check prints and to maintain consistency among plan reviewers. A completed checklist must be attached to the Subdivision Plat when submitted for first review. The following Certification Statement must be signed by the Professional Land Surveyor of record certifying that all applicable requirements on this checklist have been met.

### CERTIFICATION

**I CERTIFY THAT THE REFERENCED PLANS COMPLY WITH ALL APPLICABLE STATE AND COUNTY REGULATIONS AND STANDARDS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED – YOU WILL BE REQUIRED TO RESUBMIT.**

PROFESSIONAL LAND SURVEYOR'S NAME: \_\_\_\_\_

PROFESSIONAL LAND SURVEYOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Complete and return (1) this checklist, (2) the redline comments and (3) the response to the redline comments with your next submittal. Questions regarding redline comments or checklist requirements are to be referred to the Mapping Manager at (720) 874-6691.

The Colorado Professional Land Surveyor (**PLS**) (Preparer) must fill out all boxes in the first column as either  (Addressed) or  **N/A** (Not Applicable). Public Works and Development Mapping reviewer (**PWD**) (Staff) shall check the second column either  (Addressed) or  **X** (Required) when requirements have not been properly addressed. Indicate the type of plat being submitted:  **PAR\***     **PF‡**     **PM**     **PX**

\* Administrative Replats cannot include any easements dedicated to Arapahoe County.

‡ Check box if preparing either a Final Plat or a Full Replat (not processed as a PAR case).

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### **“INTAKE MEETING” REQUIREMENTS**

See **LAND DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST** for additional items required. In addition, the following shall be required for all PAR, PF, PM, PX plats, as indicated:

#### **PLS PWD**

- A signed and completed Subdivision Plat checklist. (Checklist provided to Applicant with final Pre-Submittal notes.)
- One (1) copy of a gross area computer closure signed and sealed by a Colorado Professional Land Surveyor with the error of closure not to exceed 1/15,000 precision.
- Monument Record Sheets for all section corners, quarter section corners, one-sixteenth corners, government lot corners, or any corner established by a Public Land Survey Monument, as defined by Section 38-53-103(18) C.R.S. that are referenced on the plat.
- Title Documentation (must be current within 30 days of application and include the following: owner information, property land description, effective date of document, encumbrances/Schedule B items, and hyperlinked connections to the documents referenced in the report.

### **COVER SHEET AND NOTE REQUIREMENTS**

- Provide a title and land description for the proposed plat at the top of each sheet along with a subtitle, in smaller lettering indicating the quarter section(s), section(s), township and range in which the subdivision is located. If the subdivision is a replatting of a previously approved subdivision, the replatting information shall be included in the subtitle. All titles are to include Sixth Principal Meridian, County of Arapahoe, State of Colorado shall also be included in the subtitle.
- The name of the owner(s) of the platted property listed in the **Certificate of Dedication and Ownership** must match title documentation.
- Provide the name, address and seal of the Colorado Professional Land Surveyor (PLS) preparing the plat as part of the Surveying Certificate.
- Date plat was prepared. This is to be indicated in the title block or on in the signed and dated PLS seal. The signed and dated seal shall be provided only when plat is approved as final. Plats that are not final may indicate their status with statements such as “Working Copy Only”, “Preliminary Not For Recording” or similar note placed near or over the unsigned seal. Do not use revision dates.
- Provide a Vicinity Map with graphic scale (scale of 1”=2000’ minimum) showing the subject property in relation to section lines and existing or proposed major roadway network and drainage ways within one (1) mile, with scale and north arrow.
- Provide an Index of Sheets for plats of two (2) sheets or more identifying the title of each sheet. All sheets shall be titled as they are listed in the index.
- Provide the case number on each sheet in the bottom left corner that reads, “Arapahoe County CASE NO. XX-XX.” Public Works and Development assigns the case number at first review.
- An accurate and complete Monumented Land Survey pursuant to Section 38-51-102(13), C.R.S. shall be made of the land to be subdivided and shall be an accurate reflection of the land description. The method of description shall be by use of metes and bounds, except that in a replat, the subdivision, block, tract, and/or lot may be used.
- Place the sheet number on each sheet either beneath each sheet’s subtitle or near the lower right corner, as Sheet 1 of 10, for example.
- The note: “Any person who knowingly removes alters or defaces any public land survey monument or land boundary monument or accessory commits a Class Two (2) misdemeanor pursuant to State Statute 18-4-508, of the Colorado Revised Statute.”

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- Basis of Bearings statement. Statement shall conform to the requirements of section 6.8 of 4 CCR 730-1 except that assumed bearings are not permitted per section 2-16 B.4.g. of the Arapahoe County Development Applications Manual.
- The note: “Distances on this plat are ground distances expressed in U.S. Survey Feet and decimals thereof. A U.S. Survey Foot is defined exactly as 1200/3937 meters.”
- Floodplain Statement.

NO FIRM / NO FHAD

This subdivision is outside of the FEMA Special Flood Hazard Area as per Flood Insurance Rate Map (FIRM), Map Number 08005C0XXXX, effective date XXX. This subdivision is outside the Special Flood Hazard Area boundaries of a Flood Hazard Area Delineation (FHAD) study.

OR

YES FIRM / NO FHAD

This subdivision includes a FEMA Special Flood Hazard Area as per Flood Insurance Rate Map (FIRM), Map Number 08005C0XXXX, effective date XXX. This subdivision is outside the Special Flood Hazard Area boundaries of a Flood Hazard Area Delineation (FHAD) study.

OR

NO FIRM / YES FHAD

This subdivision is outside of the FEMA Special Flood Hazard Area as per Flood Insurance Rate Map (FIRM), Map Number 08005C0XXXX, effective date XXX. This subdivision includes a Special Flood Hazard Area, as per (insert name of FHAD) Flood Hazard Area Delineation (FHAD) study, date XXX.

OR

YES FIRM / YES FHAD

This subdivision includes a FEMA Special Flood Hazard Area as per Flood Insurance Rate Map (FIRM), Map Number 08005C0XXXX, effective date XXX. This subdivision further includes a Special Flood Hazard Area, as per (insert name of FHAD) Flood Hazard Area Delineation (FHAD) study, date XXX.

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- Benchmark information (location and type). Benchmark shall be to the NAVD88 datum.
- If applicable, the note: “No offset monuments were set with this plat.”
- The note: “Notice: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.”
- Existing zoning.
- Provide a blank rectangular space in the upper left hand corner of each sheet measuring 2-in (H) by 4-in (W) for staff use.

All Standard Certificates and Dedications, with signature blocks required by the Arapahoe County staff as described in the Arapahoe County Land Development Code, along with Standard Notes and Specific Notes.

The **Board of County Commissioners Approval, Surveying Certificate, Recorder’s Certificate** and optional **Surveyor Note** and **Attorney Certificate** shall be placed on the cover sheet. Any Notes or Dedications that cannot be placed on the cover sheet due to space limitation shall be placed on subsequent sheet(s). Refer to **Table A** for required Standard Certificates and Dedications by plat type, **Table B** for Standard Notes and **Table C** for Specific Notes. Any modifications to these notes must be approved by the County Attorney.

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**Table A – Standard Certificates**

Certificate Name	Plat Type				Note Applicability
	PAR	PF	PM	PX	
BOCC Approval	X	X	X	X	
Surveying Certificate	X	X	X	X	
Certification of Dedication & Ownership	X	X	X	X	
Planning Commission Recommendation			X		
Surveyor Note	*	*	*		Optional, Surveyor's Determination
Attorney Certificate	*	*	*		Required if Surveyor Note is used

X Required note

\* Required for applicability

**PLS PWD**

**BOARD OF COUNTY COMMISSIONERS APPROVAL**

APPROVED BY THE ARAPAHOE COUNTY BOARD OF COUNTY COMMISSIONERS, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ (leave 2-inch blank for month) A.D., 20\_\_\_\_.

CHAIR: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**SURVEYING CERTIFICATE**

I, \_\_\_\_\_ (insert typed or printed name) \_\_\_\_\_, A LICENSED PROFESSIONAL LAND SURVEYOR IN THE STATE OF COLORADO DO HEREBY CERTIFY THAT THE SURVEY REPRESENTED BY THIS PLAT WAS MADE UNDER MY SUPERVISION AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AND THIS PLAT ACCURATELY REPRESENTS SAID SURVEY.

\_\_\_\_\_  
LICENSED LAND SURVEYOR

**RECORDER'S CERTIFICATE** (no longer required)

As of January 2, 2021, the Arapahoe County Clerk and Recorder will no longer be hand writing the recording information on this recording block. The recording information is contained in the recording sticker on the cover sheet. Provide a 1"x3" rectangle area in the upper right corner of the cover sheet for sticker. Per county attorney, this certificate can be removed.

Provide individual certificates and acknowledgments for each owner, mortgagee or lien holder. (Note appears on the next page.)

**CERTIFICATE OF DEDICATION AND OWNERSHIP** (Note continues on next page.)

THE UNDERSIGNED CERTIFIES TO AND FOR THE BENEFIT OF THE BOARD OF COUNTY COMMISSIONERS OF ARAPAHOE COUNTY, THAT AS OF THE DATE SET FORTH BELOW AND THE DATE OF RECORDING OF THIS DOCUMENT, THE UNDERSIGNED CONSTITUTE ALL OF THE OWNERS OF THE PROPERTY WHICH IS THE SUBJECT OF THIS PLAT, THAT THE UNDERSIGNED HAVE GOOD RIGHT AND FULL POWER TO CONVEY, ENCUMBER AND SUBDIVIDE SAME, AND THAT THE PROPERTY IS FREE AND CLEAR OF ALL LIENS, ENCUMBRANCES, EASEMENTS AND RIGHTS OF WAY EXCEPT THE EASEMENTS AND RIGHTS-OF-WAY DEPICTED ON THIS PLAT, AND THE LIENS



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**SURVEYOR NOTE** (See Table A for applicability.)

THE DIMENSIONS, LOCATIONS AND OTHER INFORMATION REGARDING RECORDED RIGHTS-OF-WAY AND EASEMENTS WERE DERIVED FROM COPIES OF THE ACTUAL RECORDED DOCUMENTS. THE UNDERSIGNED SURVEYOR DID NOT PERSONALLY SEARCH THE PUBLIC RECORDS TO DETERMINE THE RECORDED RIGHTS-OF-WAY AND EASEMENTS AFFECTING THE PROPERTY, BUT INSTEAD RESEARCH WAS OBTAINED FROM \_\_\_\_\_ TITLE INSURANCE

COMPANY. THE RESEARCH IS BELIEVED BY THE UNDERSIGNED TO BE RELIABLE, COMPLETE AND CORRECT, AND IS NOT CONTRADICTED BY ANY OTHER INFORMATION KNOWN TO THE SURVEYOR. THIS DISCLOSURE IS PROVIDED TO COMPLY WITH 38-51-106, C.R.S. AND FOR NO OTHER PURPOSE.

**ATTORNEY CERTIFICATE** (See Table A for applicability)

I, \_\_\_\_\_ (insert typed or printed name) \_\_\_\_\_, AN ATTORNEY AT LAW DULY LICENSED TO PRACTICE IN THE STATE OF COLORADO, REGISTRATION NO. \_\_\_\_\_, STATE THAT I HAVE EXAMINED THE TITLE TO THE PROPERTY DESCRIBED IN THIS PLAT AND STATE FURTHER THAT, IN MY OPINION, TITLE TO ALL LANDS DESCRIBED IN THIS PLAT IS MERCHANTABLE IN THE OWNER AND IS FREE AND CLEAR OF ALL EASEMENTS, RIGHTS-OF-WAY, COVENANTS, LIENS AND ENCUMBRANCES EXCEPT (A) THOSE EASEMENTS AND RIGHTS-OF-WAY DEPICTED ON THE PLAT AND (B) THOSE HELD BY OTHER SIGNATORIES TO THIS PLAT. I FURTHER STATE THAT, IN MY OPINION, THE PERSON SIGNING AS OWNER IS AUTHORIZED TO DO SO.

**STANDARD NOTES**

Any modifications to these notes must be approved by the County Attorney. See **Table B** for **Standard Notes** required.

**Table B – Standard Notes**

Note Name	Plat Type				Note Applicability
	PAR	PF	PM	PX	
Standard Notes	X	X	X	X	
Street Maintenance	X	X	X	X	
Drainage Maintenance	X	X	X	X	
Emergency Access Note	X	X	X	X	
Drives, Parking Areas & Utility Easement Maintenance	X	X	X	X	
Private Street Maintenance	*	*	*	*	Plats with private roadways
Drainage Liability	*	*	*	*	Plats with Phase III Drainage Study or designs
Landscape Maintenance	X	X	X	X	
Sight Triangle Note	X	X	X	X	
Public Improvements Note	X	X	X	X	
Maintenance Easement	*	*	*	*	Plats with 0-ft setback
Drainage Master Plan	X	X	X	X	

X Required note

\* Required for applicability

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**STANDARD NOTES**

THE OWNER(S), DEVELOPER(S) AND/OR SUBDIVIDERS(S) OF THE (Type of Plat) KNOWN AS (Project/Subdivision Name), THEIR RESPECTIVE SUCCESSORS, HEIRS AND/OR ASSIGNS AGREE TO THE FOLLOWING NOTES:

**STREET MAINTENANCE**

IT IS MUTUALLY UNDERSTOOD AND AGREED THAT THE DEDICATED ROADWAYS SHOWN ON THIS PLAT/PLAN WILL NOT BE MAINTAINED BY THE COUNTY UNTIL AND UNLESS THE STREETS ARE CONSTRUCTED IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS IN EFFECT AT THE DATE CONSTRUCTION PLANS ARE APPROVED, AND PROVIDED CONSTRUCTION OF SAID ROADWAYS IS STARTED WITHIN ONE YEAR OF THE CONSTRUCTION PLAN APPROVAL. THE OWNERS, DEVELOPERS AND/OR SUBDIVIDERS, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, SHALL BE RESPONSIBLE FOR STREET MAINTENANCE UNTIL SUCH TIME AS THE COUNTY ACCEPTS THE RESPONSIBILITY FOR MAINTENANCE AS STATED ABOVE.

**DRAINAGE MAINTENANCE**

THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL DRAINAGE FACILITIES INSTALLED PURSUANT TO THE SUBDIVISION AGREEMENT. REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO MAINTAINING THE SPECIFIED STORM WATER DETENTION/ RETENTION VOLUMES, MAINTAINING OUTLET STRUCTURES, FLOW RESTRICTION DEVICES AND FACILITIES NEEDED TO CONVEY FLOW TO SAID BASINS. ARAPAHOE COUNTY SHALL HAVE THE RIGHT TO ENTER PROPERTIES TO INSPECT SAID FACILITIES AT ANY TIME. IF THESE FACILITIES ARE NOT PROPERLY MAINTAINED, THE COUNTY MAY PROVIDE NECESSARY MAINTENANCE AND ASSESS THE MAINTENANCE COST TO THE OWNER OF THE PROPERTY.

**EMERGENCY ACCESS NOTE**

EMERGENCY ACCESS IS GRANTED HERewith OVER AND ACROSS ALL PAVED AREAS FOR POLICE, FIRE AND EMERGENCY VEHICLES.

**DRIVES, PARKING AREAS, AND UTILITY EASEMENTS MAINTENANCE**

THE OWNERS OF THIS PLAN OR PLAT, THEIR SUCCESSORS, AND/OR ASSIGNS IN INTEREST, THE ADJACENT PROPERTY OWNER(S), HOMEOWNERS ASSOCIATION OR OTHER ENTITY OTHER THAN ARAPAHOE COUNTY, IS RESPONSIBLE FOR MAINTENANCE AND UPKEEP OF ANY AND ALL DRIVES, PARKING AREAS, AND EASEMENTS, I.E.: CROSS-ACCESS EASEMENTS, DRAINAGE EASEMENTS, ETC.

**PRIVATE STREET MAINTENANCE** (See Table B for applicability)

IT IS MUTUALLY UNDERSTOOD AND AGREED THAT THE PRIVATE ROADWAYS SHOWN ON THIS PLAT/PLAN ARE NOT IN CONFORMANCE WITH ARAPAHOE COUNTY ROADWAY DESIGN AND CONSTRUCTION STANDARDS AND WILL NOT BE MAINTAINED BY THE COUNTY UNTIL AND UNLESS THE STREETS ARE CONSTRUCTED IN CONFORMANCE WITH THE SUBDIVISION REGULATIONS IN EFFECT AT THE DATE OF THE REQUEST FOR DEDICATION. THE OWNERS, DEVELOPERS, AND/OR SUBDIVIDERS, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, SHALL BE RESPONSIBLE FOR STREET MAINTENANCE UNTIL SUCH TIME AS THE COUNTY ACCEPTS RESPONSIBILITY FOR MAINTENANCE AS STATED ABOVE.



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- DRAINAGE LIABILITY** (See Table B for applicability)

IT IS THE POLICY OF ARAPAHOE COUNTY THAT IT DOES NOT AND WILL NOT ASSUME LIABILITY FOR THE DRAINAGE FACILITIES DESIGNED AND/OR CERTIFIED BY (Developer's Engineer). ARAPAHOE COUNTY REVIEWS DRAINAGE PLANS PURSUANT TO COLORADO REVISED STATUTES TITLE 30, ARTICLE 28, BUT CANNOT, ON BEHALF OF (Owner) GUARANTEE THAT FINAL DRAINAGE DESIGN REVIEW WILL ABSOLVE (Owner) AND/OR THEIR SUCCESSORS AND/OR ASSIGNS OF FUTURE LIABILITY FOR IMPROPER DESIGN. IT IS THE POLICY OF ARAPAHOE COUNTY THAT APPROVAL OF THE FINAL PLAT AND/OR FINAL DEVELOPMENT PLAN DOES NOT IMPLY APPROVAL OF (Engineer and/or Firm's Name) DRAINAGE DESIGN.

- LANDSCAPE MAINTENANCE**

THE OWNERS OF THIS PLAN OR PLAT, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, THE ADJACENT PROPERTY OWNER(S), HOMEOWNER'S ASSOCIATION OR OTHER ENTITY OTHER THAN ARAPAHOE COUNTY IS RESPONSIBLE FOR MAINTENANCE AND UPKEEP OF PERIMETER FENCING, LANDSCAPED AREAS AND SIDEWALKS BETWEEN THE FENCE LINE/PROPERTY LINE AND ANY PAVED ROADWAYS.

THE OWNERS OF THIS SUBDIVISION, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, OR SOME OTHER ENTITY OTHER THAN ARAPAHOE COUNTY, AGREE TO THE RESPONSIBILITY OF MAINTAINING ALL OTHER OPEN SPACE AREAS ASSOCIATED WITH THIS DEVELOPMENT.

- SIGHT TRIANGLE NOTE**

SIGHT DISTANCE RESTRICTIONS, CONSISTING OF A 30 FOOT BY A 30 FOOT SIGHT DISTANCE TRIANGLE OR OF SUCH OTHER DIMENSIONS AS REQUIRED TO PROTECT AASHTO SIGHT LINES, SHALL APPLY TO ALL LAND AREAS ADJACENT TO ALL PUBLIC AND PRIVATE ROAD INTERSECTIONS ON THIS PLAT. THE OWNERS OF SUCH ADJACENT LAND AREAS ARE PROHIBITED FROM ERECTING, GROWING, OR OTHERWISE PERMITTING ANY OBSTRUCTION WITHIN SUCH LAND AREA THAT IS OVER 3 FEET IN HEIGHT ABOVE THE ELEVATION OF THE LOWEST POINT ON THE CROWN OF THE ADJACENT ROADWAY.

- PUBLIC IMPROVEMENTS NOTE**

AFTER FINAL DEVELOPMENT PLAN/FINAL PLAT APPROVAL, ISSUANCE OF INDIVIDUAL BUILDING PERMITS WILL BE SUBJECT TO THE FOLLOWING STIPULATIONS AND/OR CONDITIONS PRECEDENT, WHICH OWNER AGREES TO IN CONJUNCTION WITH APPROVAL OF THE FINAL DEVELOPMENT PLAN AND/OR FINAL PLAT. SUCH BUILDING PERMITS WILL BE ISSUED ONLY AFTER THE OWNERS GUARANTEE PUBLIC IMPROVEMENTS IN A FORM ACCEPTABLE TO THE BOARD OF COUNTY COMMISSIONERS PURSUANT TO STATE STATUTE.

- MAINTENANCE EASEMENT** (See Table B for applicability)

A MAINTENANCE EASEMENT IS REQUIRED FOR DEVELOPMENTS WITH ZERO SIDE SETBACKS IF ONE STRUCTURE IS BUILT ON THE LOT LINE. IN ORDER TO MAINTAIN STRUCTURE WITH THE ZERO SIDE SETBACK, A MAINTENANCE EASEMENT MAY BE REQUIRED ON THE ADJACENT LOT TO ENABLE MAINTENANCE TO BE PERFORMED ON SAID STRUCTURE FROM THE ADJOINING PROPERTY. EACH LOT OWNER AGREES TO ALLOW ADJACENT LOT OWNERS ACCESS ACROSS THEIR LOT, WITHIN FIVE FEET OF THE COMMON LOT LINE, AS MAY BE NEEDED TO MAINTAIN AND REPAIR THE ADJACENT OWNER'S PRINCIPAL STRUCTURE. EACH ADJACENT OWNER AGREES TO REPAIR ANY DAMAGE WHICH MAY BE CAUSED TO THE LOT OWNER'S PROPERTY FROM THE ADJACENT OWNERS USE OF THIS MAINTENANCE EASEMENT, AND TO TAKE ALL NECESSARY STEPS TO AVOID CAUSING SUCH DAMAGE.



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**DRAINAGE MASTER PLAN**

THE POLICY OF THE COUNTY REQUIRES THAT ALL NEW DEVELOPMENT AND REDEVELOPMENT SHALL PARTICIPATE IN THE REQUIRED DRAINAGE IMPROVEMENTS AS SET FORTH BELOW:

1. DESIGN AND CONSTRUCT THE LOCAL DRAINAGE SYSTEM AS DEFINED BY THE PHASE III DRAINAGE REPORT AND PLAN.
2. DESIGN AND CONSTRUCT THE CONNECTION OF THE SUBDIVISION DRAINAGE SYSTEM TO A DRAINAGEWAY OF ESTABLISHED CONVEYANCE CAPACITY SUCH AS A MASTER PLANNED OUTFALL STORM SEWER OR MASTER PLANNED MAJOR DRAINAGEWAY. THE COUNTY WILL REQUIRE THAT THE CONNECTION OF THE MINOR AND MAJOR SYSTEMS PROVIDE CAPACITY TO CONVEY ONLY THOSE FLOWS (INCLUDING OFFSITE FLOWS) LEAVING THE SPECIFIC DEVELOPMENT SITE. TO MINIMIZE OVERALL CAPITAL COSTS, THE COUNTY ENCOURAGES ADJACENT DEVELOPMENTS TO JOIN IN DESIGNING AND CONSTRUCTING CONNECTION SYSTEMS. ALSO, THE COUNTY MAY CHOOSE TO PARTICIPATE WITH A DEVELOPER IN THE DESIGN AND CONSTRUCTION OF THE CONNECTION SYSTEM.
3. EQUITABLE PARTICIPATION IN THE DESIGN AND CONSTRUCTION OF THE MAJOR DRAINAGEWAY SYSTEM THAT SERVES THE DEVELOPMENT AS DEFINED BY ADOPTED MASTER DRAINAGEWAY PLANS (SECTION 3.4 OF THE ARAPAHOE COUNTY STORMWATER MANAGEMENT MANUAL) OR AS REQUIRED BY THE COUNTY AND DESIGNATED IN THE PHASE III DRAINAGE REPORT.

**SPECIFIC NOTES**

Any modifications to these notes must be approved by the County Attorney. See **Table C** for **Specific Notes** required.

**Table C – Specific Notes**

Note Name	Plat Type				Note Applicability
	PAR	PF	PM	PX	
RTIF Area	*	*	*	*	Located within RTIF Area
RUTIF Area	*	*	*	*	Located within RUTIF Area
Airport Influence Area Note	*	*	*	*	Located within the 55 DNL
Airport Influence Area Note – Avigation Easement/Hazard Easement	*	*	*	*	Located within Airport Influence Area
Airport Influence Area Note – Off-Site Improvements	*	*	*	*	Located within Airport Influence Area
Four Square Mile Area Note	*	*	*	*	Located within Four Square Mile Area
Private Open Space	*	*	*	*	Developments with Private Parks
Street Lighting	X	X	X	X	
Drainage	*	*	*	*	Plats with Stormwater Easements
Public Use Easement	*	*	*	*	Plats with Public Use Easement(s)
Stormwater Maintenance	*	*	*	*	Plats with Stormwater Facilities – O&M Manual

X Required note

\* Required for applicability

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- REGIONAL TRANSPORTATION IMPROVEMENT FEE (RTIF) AREA**  
(See Table C for applicability)

THIS (subdivision/development) IS LOCATED WITHIN AN AREA THAT HAS BEEN IDENTIFIED AS DEFICIENT IN REGIONAL INFRASTRUCTURE IMPROVEMENTS, PRIMARILY REGIONAL TRANSPORTATION INFRASTRUCTURE. THE BOARD OF COUNTY COMMISSIONERS HAS ADOPTED RESOLUTION 375-95A, WHICH REQUIRES FEES, PURSUANT TO THE FEE SCHEDULE ADOPTED BY THIS RESOLUTION, TO BE CHARGED BY THE BUILDING DIVISION, AND COLLECTED UPON THE ISSUANCE OF ALL BUILDING PERMITS FOR NEW CONSTRUCTION WITHIN THE REGION BOUNDARIES. THE FEES, THE REGION BOUNDARIES, THE REGIONAL TRANSPORTATION INFRASTRUCTURE PROPOSED TO BE FUNDED BY THE FEES, AND OTHER PERTINENT PORTIONS OF THE FEE SCHEDULE MAY BE FURTHER STUDIED AND AMENDED FROM TIME TO TIME, AS NEEDED TO ENSURE A FAIR BALANCED SYSTEM.

- RURAL TRANSPORTATION IMPACT FEE (RUTIF) AREA** (See Table C for applicability)

THIS (subdivision/development) IS LOCATED WITHIN AN AREA WHICH IS SUBJECT TO A RURAL TRANSPORTATION IMPACT FEES TO DEFRAY COSTS OF IMPACTS TO CAPITAL ROAD FACILITIES CAUSED BY NEW DEVELOPMENT WITHIN THE AREA AS SET FORTH IN BOARD OF COUNTY COMMISSIONERS RESOLUTION NO. 160669. SAID RESOLUTION ESTABLISHES THE FEE SCHEDULE, WHICH FEES WILL BE CHARGED BY THE BUILDING DIVISION AND COLLECTED UPON THE ISSUANCE OF ALL BUILDING PERMITS FOR NEW CONSTRUCTION WITHIN THE IMPACT FEE AREA BOUNDARIES. THE FEES, THE IMPACT FEE AREA BOUNDARIES, THE RURAL TRANSPORTATION INFRASTRUCTURE PROPOSED TO BE FUNDED BY THE FEES AND OTHER PERTINENT PORTIONS OF THE FEE SCHEDULE MAY BE FURTHER STUDIED AND AMENDED FROM TIME TO TIME BY ACTION OF THE BOARD OF COUNTY COMMISSIONERS, AS NEEDED TO ENSURE A FAIR BALANCED SYSTEM.

- AIRPORT INFLUENCE AREA NOTE** (See Table C for applicability)

ALL PROPERTY WITHIN THE 55 DAY-NIGHT AVERAGE SOUND LEVEL (DNL) IS EXPECTED TO BE EXPOSED TO DAILY AIRCRAFT NOISE LEVELS THAT EQUAL OR EXCEED AN AVERAGE OF 55 DECIBELS (DNL), A LEVEL OF AIRCRAFT NOISE THAT THE ARAPAHOE COUNTY BOARD OF COMMISSIONERS HAS DETERMINED IS THE MAXIMUM ACCEPTABLE LEVEL FOR RESIDENTIAL USE. BECAUSE OF THIS, ARAPAHOE COUNTY HAS REQUIRED THAT ALL RESIDENCES IN THIS AREA AND WITHIN ( Project Name ) BE CONSTRCTUED IN WAYS THAT LESSEN THE EFFECTS OF THE AIRCRAFT NOISE TO THE RESIDENTS OF ( Project Name ). THESE CONSTRUCTION TECHNIQUES REQUIRE, BUT ARE NOT LIMITED TO, AIR CONDITIONING, ADDITIONAL INSULATION, INSULATED FENESTRATIONS, AND SIMILAR TECHNIQUES INTENDED TO ACHIEVE AN EXPECTED INTERIOR NOISE LEVEL OF 45 DECIBELS (DNL) IN THE EXPOSURE AREA.

- AIRPORT INFLUENCE AREA NOTE** (See Table C for applicability)  
**(AVIGATION EASEMENT/HAZARD EASEMENT)**

AN AVIGATION AND HAZARD EASEMENT AFFECTING ALL PROPERTY CONTAINED WITHIN THIS (Type of Plan) HAS BEEN LEGALLY EXECUTED. SAID EASEMENT DOCUMENT CAN BE FOUND IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, OF THE RECORDS OF THE ARAPAHOE COUNTY CLERK AND RECORDER.

THE LANDS CONTAINED WITHIN THIS (Type Of Plan) LIE WITHIN THE AIRPORT INFLUENCE AREA, AN AREA WHICH IS LIKELY TO BE AFFECTED BY AIRCRAFT OPERATIONS AND THEIR POTENTIAL NOISE AND/OR CRASH HAZARDS TO A GREATER DEGREE THAN LANDS SITUATED OUTSIDE OF THE INFLUENCE AREA.

ALL LANDS CONTAINED WITHIN THIS (Type of Plan) SHALL COMPLY WITH F.A.R. PART 77, "HEIGHT AND OBSTRUCTIONS CRITERIA".

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- AIRPORT INFLUENCE AREA NOTE** (See Table C for applicability)  
**(OFF-SITE IMPROVEMENTS)**

TO CARRY OUT ONE OR MORE OF THE FOLLOWING AS MAY BE REQUIRED BY THE BOARD OF COUNTY COMMISSIONERS:

- 1) TO INCLUDE SAID DEVELOPMENT WITHIN A SPECIAL DISTRICT FOR THE PURPOSE OF PARTICIPATION IN THE CONSTRUCTION OF NECESSARY OFF-SITE IMPROVEMENTS AT THE TIME OF APPROVAL OF FINAL DEVELOPMENT PLANS.
- 2) TO COOPERATE WITH OTHER OWNERS OF OTHER PARCELS AND/OR OTHER SPECIAL DISTRICTS IN OFF-SITE ROADWAY IMPROVEMENTS AS NECESSITATED BY THE DEVELOPMENT IMPACTS AS MAY BE DETERMINED BY THE BOARD OF COUNTY COMMISSIONERS.
- 3) TO COMPLETE SUCH OTHER IMPROVEMENTS TO PUBLIC ROADWAYS BROUGHT ABOUT OR IMPACTED BY THIS DEVELOPMENT AS MAY BE DETERMINED BY THE BOARD OF COUNTY COMMISSIONERS.
- 4) TO PARTICIPATE AND COOPERATE IN ANY TRANSPORTATION MANAGEMENT PROGRAM AS SPECIFIED IN THE AIRPORT INFLUENCE AREA TRANSPORTATION STUDY, IF SUCH A PROGRAM IS APPROVED AND/OR ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS.

- FOUR SQUARE MILE AREA NOTE** (See Table A for applicability.)

- A. TO INCLUDE SAID DEVELOPMENT WITHIN A SPECIAL DISTRICT FOR THE PURPOSE OF PARTICIPATING IN THE CONSTRUCTION OF NECESSARY OFF-SITE IMPROVEMENTS AT THE TIME OF APPROVAL OF FINAL DEVELOPMENT PLANS.
- B. TO COOPERATE WITH OTHER OWNERS OF OTHER PARCELS AND/OR SPECIAL DISTRICTS IN OFF-SITE ROADWAY AND OPEN SPACE IMPROVEMENTS AS NECESSITATED BY DEVELOPMENT IMPACTS AS MAY BE DETERMINED BY THE BOARD OF COUNTY COMMISSIONERS.
- C. TO INCLUDE SAID DEVELOPMENT IN A MASTER DRAINAGE IMPROVEMENT DISTRICT IF SUCH A DISTRICT IS FORMED.

- PRIVATE OPEN SPACE** (See Table C for applicability)

- A. THE PRIVATE PARK SITE AS SHOWN ON THIS PLAT OR PLAN SHALL BE MAINTAINED IN PERPETUITY BY THE OWNER(S), HOMEOWNER'S ASSOCIATION, AND/OR ENTITY OTHER THAN ARAPAHOE COUNTY.
- B. BUILDING PERMITS WILL BE ISSUED FOR ONLY ONE-HALF OF THE LOTS IN THIS SUBDIVISION UNTIL THE PARK FACILITIES HAVE BEEN INSTALLED IN ACCORDANCE WITH THE APPROVED PLAN.
- C. WHEN A PROJECT CONSISTS OF ONE LOT, THE PRIVATE PARK SHALL BE INSTALLED PRIOR TO THE CERTIFICATE OF OCCUPANCY.

- STREET LIGHTING**

ALL LOTS ARE SUBJECT TO AND BOUND BY TARIFFS WHICH ARE NOW AND MAY IN THE FUTURE BE FILED WITH THE PUBLIC UTILITIES COMMISSION OF THE STATE OF COLORADO RELATING TO STREET LIGHTING IN THIS PLAN OR PLAT, TOGETHER WITH RATES, RULES, AND REGULATIONS THEREIN PROVIDED AND SUBJECT TO ALL FUTURE AMENDMENTS AND CHANGES THERETO. THE OWNER OR OWNERS, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, SHALL PAY AS BILLED, A PORTION OF THE COST OF PUBLIC STREET LIGHTING IN THE PLAN OR PLAT ACCORDING TO APPLICABLE RATES, RULES, AND REGULATIONS, INCLUDING FUTURE AMENDMENTS AND CHANGES ON FILE WITH THE PUBLIC UTILITIES COMMISSION OF THE STATE OF COLORADO.

**Arapahoe County Public Works & Development Department  
Subdivision Plat Checklist – Page 12 of 19**

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**PLS PWD**

- DRAINAGE** (See Table C for applicability)

ALL DRAINAGE, DETENTION POND AND STORM SEWER EASEMENTS SHOWN HEREON BURDEN AND RUN WITH ALL LANDS DESCRIBED IN THIS PLAT TO THE BENEFIT OF ARAPAHOE COUNTY AND ITS ASSIGNS, AND ARE BINDING UPON THE OWNERS AND THEIR RESPECTIVE SUCCESSORS, HEIRS AND ASSIGNS. THE EASEMENTS ARE GOVERNED BY THE TERMS AND CONDITIONS OF ARAPAHOE COUNTY'S STORMWATER AND DRAINAGE REGULATIONS AND STANDARDS AND ALL TERMS AND CONDITIONS OF RECORD, INCLUDING THOSE RECORDED ON JUNE 5, 1997, AT RECEPTION NUMBER A7066570, AS THOSE REGULATIONS, STANDARDS, TERMS AND CONDITIONS EXIST AT THE TIME OF COUNTY APPROVAL OF THIS DOCUMENT AND AS THEY MAY BE AMENDED FROM TIME TO TIME.

- PUBLIC USE EASEMENT** (See Table C for applicability)

ALL PUBLIC USE EASEMENTS SHOWN HEREON BURDEN AND RUN WITH ALL LANDS DESCRIBED IN THIS PLAT TO THE BENEFIT OF ARAPAHOE COUNTY AND ITS ASSIGNS, AND ARE BINDING UPON THE OWNERS AND THEIR RESPECTIVE SUCCESSORS, HEIRS AND ASSIGNS. THE PUBLIC USE EASEMENTS ARE GOVERNED BY THE TERMS AND CONDITIONS OF ARAPAHOE COUNTY'S EASEMENT REGULATIONS AND STANDARDS AND ALL TERMS AND CONDITIONS OF RECORD, IF ANY, AS THOSE REGULATIONS, STANDARDS, TERMS AND CONDITIONS EXIST AT THE TIME OF COUNTY APPROVAL OF THIS DOCUMENT AND AS THEY MAY BE AMENDED FROM TIME TO TIME.

- STORMWATER MAINTENANCE** (See Table C for applicability)

THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL PERMANENT BEST MANAGEMENT PRACTICES (BMP'S) AND STORMWATER FACILITIES INSTALLED PURSUANT TO THE SUBDIVISION AGREEMENTS AND THE OPERATIONS AND MAINTENANCE (O AND M) GUIDE IN THE CASE OF PERMANENT BMP'S. REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO, MAINTAINING THE SPECIFIED BMP'S CONTAINED IN THE O AND M MANUAL RECORDED AT RECEPTION NUMBER \_\_\_\_\_, AND THE STORMWATER FACILITIES SHOWN IN THE APPROVED PHASE III DRAINAGE REPORT AND SHOWN ON THE APPROVED CONSTRUCTION DRAWINGS.

THE OWNERS OF THIS SUBDIVISION, THEIR SUCCESSORS AND/OR ASSIGNS IN INTEREST, OR SOME ENTITY OTHER THAN ARAPAHOE COUNTY, AGREE TO THE RESPONSIBILITY OF MAINTAINING ALL PERMANENT BMP'S AND/OR STORMWATER FACILITIES ASSOCIATED WITH THIS DEVELOPMENT. IF THE PERMANENT BMP'S AND STORMWATER FACILITIES ARE NOT PROPERLY MAINTAINED, THE COUNTY MAY PROVIDE NECESSARY MAINTENANCE AND ASSESS THE MAINTENANCE COST TO THE OWNER OF THE PROPERTY.

**PLAN SHEET REQUIREMENTS**

- All plats shall be prepared on 24" x 36" sheets.
- All lettering and numbering shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. Font size shall be readable when reduced to 11" x 17" size.
- No plat shall include copyright restrictions.
- Maps will be in compliance with national map accuracy standards.
- Provide a true North Arrow, Graphic Scale and Numeric Scale. Plan scale shall be 1" = 20', 40', 50', 60' or 100'. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet. Plat orientation shall be with the north up or north to the left on the plan with text oriented to read from the bottom and right edges of the sheet.

**Arapahoe County Public Works & Development Department**  
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**PLS PWD**

- Provide a Legend of line types, symbols and abbreviations used.
- The boundary of the subdivision shall be delineated with a heavy solid line. Lot and tract boundary lines shall be delineated with a thin solid line.
- All lines within the proposed subdivision shall be solid except for easements and centerlines that are not part of the subdivision boundary.
- Dimension the property and show relationship of the site to the adjacent streets and property.
- The boundary of the subdivision shall be tied to two different section corners, quarter section corners, one-sixteenth corners, government lot corners, or any corner established by a Public Land Survey Monument, as defined by Section 38-53-103(18) C.R.S.
- Lots shall show all bearings and distances, determined by an accurate survey in the field.
- All easements shall be clearly labeled, identified, dimensions shown and tied to reference points within the subdivision and be shown by dashed lines. Existing easements shall bear notation of dedication of conveyance by reception or Book and Page number. If any easement of record cannot be definitely located, a statement of the existence, the nature thereof and its recorded reference shall be placed in the note section. Easements shall be designated and the disposition thereof indicated in the note section, including easements that abut the exterior boundary of the subdivision.
- The lines of all proposed lots shall be fully dimensioned with distances and bearings. Where a lot line intersects a street line at right angles, the bearing may be omitted. If a lot line intersects a curved street, the bearing on the line shall be shown. If the lot line is not radial to a curved street line or a curved property line, the lot line shall be labeled as N.R. and their radial bearing at the point of intersection.
- Horizontal curves are to be labeled with their radius, central angle and arc length. Chord bearings and distances are not to be used in either plan annotation or in curve tables. Curves that are not tangent at the ends or ones that do not share a radial with a compound or reverse curve are to be labeled as N.R. and their radial bearing.
- Provide a Line Table for any lines of insufficient length to adequately annotate on the plan noting the bearing and length of each line designated in the table. Line tables shall be shown on the sheet where the line designation was used.
- Provide a Curve Table for any curves of insufficient length to adequately annotate on the plan noting the radius, central angle and arc length of each curve designated in the table. Curve tables shall be shown on the sheet where the curve designation was used.
- Show location, dimensions, and names of all existing or proposed rights-of-way within, on, adjacent to and extending from the site.
- Show the location of lots, blocks, tracts and parcels adjoining the subdivision shall be shown. Adjoining lots and blocks shall be labeled and the name of adjoining subdivisions, as dedicated, shall be shown. For un-platted land note "un-subdivided".
- The blocks in the subdivision shall be numbered consecutively throughout the subdivision, commencing with Block 1. The lots in each block shall be numbered consecutively commencing with Lot 1. "Exceptions", "tracts", "drainage ways" and "easements" shall be clearly designated and dimensioned.
- The names and widths of all public streets shall be shown on the plat. Existing right(s)-of-way shall bear notations of dedication by *reception or* Book and Page number. Private drives and streets shall be labeled as such.

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**PLS PWD**

- Where the exterior boundary lines of the plat shows bearings and distances which vary from those recorded in adjoining plats or surveys, a note shall be placed along those lines, in parenthesis, stating the recorded bearing and distance and the reception number or plat book and page of the adjoiners, as shown in the following form: N41°27'29"E (Recorded as N41°10'23"E in Book 98 at Page 98).
- Provide closure reports for the gross boundary, rights-of-way, lots and tracts within the gross boundary of the plat.
- Provide Area Table on cover sheet. Provide closure computations in tabulated form. Computations are to be compiled for each block (lots and tracts) separately and total of rights-of-way. The sum of blocks and total rights-of-way shall is to be reported in the table and that area shall be the same as that reported for the gross boundary included with the land description. Individual areas to be reported to the nearest square-foot and one-thousandth of an acre. (See example Area Table.)

**AREA TABLE**

Area Description	Area	
	Sq.-Ft.	Acres
Block 1	37,485	0.861
Lot 1	6,526	0.150
Lot 2	7,211	0.166
Lot 3	7,326	0.168
Lot 4	6,299	0.145
Tract A	10,123	0.232
Block 2	42,611	0.978
Lot 1	6,320	0.145
Lot 2	6,613	0.152
Lot 3	7,206	0.165
Tract B	5,961	0.137
Tract C	16,511	0.379
Total Rights-of-Way	26,165	0.601
<b>Gross Boundary</b>	<b>106,261</b>	<b>2.439</b>

**Arapahoe County Public Works & Development Department  
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**PLS PWD**

- Provide Easement Table defining the type and use of each easement created by the plat along with the entity to which each is granted and the entity responsible for surface maintenance.

**EASEMENT CHART**

<b>Easement Type</b>	<b>Easement Use</b>	<b>Easement Granted To</b>	<b>Surface/Improvement Maintenance Responsibility</b>
Drainage Easement (D.E.)	Drainage Facilities and/or Conveyance	Arapahoe County	Property Owner
Floodplain Easement (F.E.)	Special Flood Hazard Area	Arapahoe County	Property Owner
Utility Easement (U.E.)	Dry Utilities	Arapahoe County	Property Owner
Public Use Easement (P.U.E.)	Public Use	Arapahoe County	Property Owner
Access Easement (A.E.)	Access‡	*, †	Property Owner

‡ Public and Emergency accesses are dedicated by the Certificate of Dedication and Ownership and are to be listed in the Table as access, granted to Arapahoe County and maintained by property owner.

\* Indicate By Joint Agreement or By Easement Agreement.

By Joint Agreement – Access straddling property line granted for the benefit of both parcels. When both parcels are under the same ownership, grant easement on plat. For separate ownership, joint access by separate agreement with easement drawn on plat bearing reception number.

By Easement Agreement – Access to a landlocked parcel over neighboring parcel(s). When both parcels are under the same ownership, grant easement on plat. For separate ownership, access to be granted by separate agreement by Owner(s) to specified Grantee(s) and Assigns or to Owner(s) and Assigns with easement drawn on plat bearing reception number.

All accesses by separate agreement are to be submitted for review prior to their being recorded.

† Indicate Property Owner if entire private access is within plat boundary. No separate agreement required.

**PLS PWD**

- Provide Tract Table for all tracts being platted. All tracts are to be named sequentially stating with Tract A. Tract requiring two letters are to be named sequentially stating with Tract AA, Tract AB, Tract AC, ..., Tract AZ, Tract BA, Tract BB, ...

**TRACT TABLE**

<b>Tract Name</b>	<b>Area</b>	<b>Intended Use</b>	<b>Maintenance</b>	<b>Final Ownership</b>
Tract A	SQ.-FT. and AC.	Park	HOA or Metro District	HOA or Metro District
Tract B	SQ.-FT. and AC.	Detention Pond	HOA or Metro District	HOA or Metro District
Tract C	SQ.-FT. and AC.	Private Street‡	HOA or Metro District	HOA or Metro District
Tract D	SQ.-FT. and AC.	Open Space	HOA or Metro District	HOA or Metro District
Tract E	SQ.-FT. and AC.	Future Roadway‡	HOA or Metro District	HOA or Metro District

‡ All platted single-family residential private roadways or those granted for future use, including by separate agreement, shall be designated as one or more tracts.



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As part of first review, Mapping reviewer will provide address assignments for all lots of the subdivision and street names for any public streets and any private streets as necessary. Address plats are not recorded and not subject to recording fees.

### PLS PWD

- Address Plat (Second and subsequent reviews only.)

### ADDITIONAL REQUIREMENTS FOR SUBDIVISION EXEMPTION PLATS – PX

- Topography of the site at 2-foot contour interval shall be shown for the entire land parcel comprising the Subdivision Exemption Plat.
- Significant features including, but not limited to; existing structures, utility lines, natural and artificial drainage ways, well sites, leach fields, septic systems, ditches, lakes, vegetative groundcover, rock outcroppings, geological features and hazards, dams, reservoirs, mines, fence lines, driveways, paved areas, easements, shall be shown for the entire land parcel comprising the Subdivision Exemption Plat. The significant features are not to be shown on second and subsequent reviews. Applicant and Surveyor may include additional sheets which show topography and significant features.
- At recordation, the Applicant or Surveyor shall record the Subdivision Exemption Plat without topography and significant features.

### FINAL PLAT APPROVAL

Once the reviewer is satisfied that all redline corrections have been made, the Applicant or Surveyor will be instructed to submit the final copies prior to scheduling the plat for County approval. The following items shall be required at final approval:

- Any blanks (typically reception numbers for easements or Operations and Maintenance manuals) must be filled in before Mylar set is submitted. All hand lettering shall be solid black and a minimum of 12 point height. (See "Surveyor and/or Owner(s)' Acknowledgement of Changes to Plat Mylar Policy and Procedure" attached to this checklist.)
- One (1) copy of the final plat, submitted on photographic Mylar or equivalent measuring 24 inches by 36 inches. The Mylar sheets shall have original signatures, notary stamps and Colorado Professional Land Surveyor (P.L.S.) seal on the cover sheet. Signatures shall be signed with a black, fine-tip non ball point pen that does not smudge. All seals and stamps shall be in black, non-smear ink and shall be legible.
- Updated Title Documentation, current to within 30 days of the owner's signature appearing on the Certificate of Dedication and Ownership, with the property land description, effective date of document, encumbrances/Schedule B items, and hyperlinked connections to the documents referenced in the report. The owner signing the Certificate and the owner information in the report shall match.
- One (1) flash drive or disc with CAD/GIS versions of the final plat along with a scanned copy of the signed Mylar set.
- Address plat Mylar as required.

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Plan review fees cover three submittals. Additional review fees may be charged for subsequent plan reviews.

Plan review correction cycles are valid for 12 months. Approvals are valid for 60 days. Additional review fees shall be charged for extensions/reinstatements to update expired plan reviews.

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Pursuant to Section 38-53-104(2) C.R.S., a PLS “shall submit a monument record within six months after the date on which the monument was used for control or was established, restored, or rehabilitated.”

**PLS PWD**

- Do any monuments exist on this plat that were used for control that require being established, restored, or rehabilitated pursuant to the requirements Section 38-53-104, et seq. C.R.S. and Section 6.4 of 4 CCR 730-4?     Yes     No
- Monument Record Certification.

**MONUMENT RECORD CERTIFICATION**

**I CERTIFY THAT ALL REQUIRED MONUMENT RECORD SHEETS HAVE BEEN OR WILL BE DEPOSITED WITH THE COLORADO DEPARTMENT OF REGULATORY AGENCIES PURSUANT TO SECTION 38-53-104(2) C.R.S.**

PROFESSIONAL LAND SURVEYOR’S NAME: \_\_\_\_\_

PROFESSIONAL LAND SURVEYOR’S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SURVEYOR OF RECORD'S AND/OR OWNER(S)' ACKNOWLEDGMENT  
OF CHANGES TO MYLAR PLAT PLANS**

**POLICY AND PROCEDURE**

**Policy**

The reception number of easement(s) required on a plat to be recorded and easement(s) to be vacated are to be placed on the plat by the surveyor of record prior to issuing the Mylar plat for approval and processing by Arapahoe County staff.

Occasionally, the Public Works and Development Department staff may require a change to the plat after receiving the Mylar for approval and processing before recording. In addition to adding reception numbers, the changes that may be required include: modification, addition, or removal of a note; addition or removal of a signature block; corrections to line, curve, tract or easement tables; or other minor corrections.

Modifications will only be made with the surveyor of record's and/or owner(s)' approval. Only the PWD Colorado licensed Professional Land Surveyor, or his designee, will make the necessary and approved modifications.

In no instance will modifications by PWD staff be made on plat plans for items previously requested to be changed during the review process. In cases where required changes were not made, the Mylar will be returned for correction.

**Procedure**

1. When modifications are to be made, the surveyor of record and the owner(s) will be notified by the case planner and informed of the required modifications.
2. The surveyor of record and owner(s) will be given the option of making the modifications themselves or giving permission for the PWD PLS, or his designee, to make the modifications. If the former, arrangements will be made for the surveyor of record or an owner to make the modifications. If the latter, this policy and the sample letter will be provided to the surveyor of record and the owner(s) for processing.
3. The completed letter will be returned to the case planner.
4. The PWD PLS, or his designee, will complete the required modifications.

**SURVEYOR OF RECORD'S AND/OR OWNER(S)' AUTHORIZATION  
TO MAKE CHANGES TO MYLAR PLAT PLANS**

**SAMPLE LETTER**

Date

**ARAPAHOE COUNTY  
PUBLIC WORKS AND DEVELOPMENT DEPARTMENT**  
6924 South Lima Street  
Centennial, Colorado 80112

RE: Arapahoe County Case No. \_\_\_\_\_

This letter is written to confirm that I/we have read and understand the PWD policy and procedure regarding changes made to Mylar plat plans.

I/we hereby authorize that necessary hand changes to the Mylar sheets be made to the limitations of the policy and only by the Public Works and Development PLS, or his designee.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
PLS License No.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**AND/OR**

\_\_\_\_\_  
Owner of Record or  
Authorized Agent (Printed)

\_\_\_\_\_  
Owner of Record or  
Authorized Agent (Signature)

\_\_\_\_\_  
Date

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Owner of Record or  
Authorized Agent (Printed)

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Owner of Record or  
Authorized Agent (Signature)

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Date

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Owner of Record or  
Authorized Agent (Printed)

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Owner of Record or  
Authorized Agent (Signature)

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Date