



ARAPAHOE COUNTY
COLORADO'S FIRST

Public Works & Development Department Preliminary Plat Checklist

Case No.: _____ Project Name: _____

Reviewed By: _____ Phone: _____ Date: _____

The purpose of this checklist is to provide the minimum submittal requirements for Preliminary Plats.

The primary source of the Preliminary Plat requirements is Part 2, Section 2-15.B of the Arapahoe Development Application 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 Preliminary 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 COUNTY REGULATIONS AND STANDARDS, INCLUDING FEDERAL AND STATE REGULATIONS. IN ADDITION, I CERTIFY THAT THIS CHECKLIST HAS BEEN COMPLETED ENSURING ALL ITEMS LISTED ARE PROPERLY ADDRESSED. I UNDERSTAND THAT IF I FAIL TO ADDRESS ALL APPLICABLE ITEMS IN THIS CHECKLIST, THE PLANS MAY BE IMMEDIATELY RETURNED TO ME WITHOUT ANY FORMAL REVIEW BEING PERFORMED.

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.

“INTAKE MEETING” REQUIREMENTS

See **LAND DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST** for additional items required.

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- A signed and completed Preliminary Plat checklist. (Checklist provided to Applicant with final Pre-Submittal notes.)
- 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

- A title shall be located at the top of each sheet containing the following information: project name, type of application (Preliminary Plat). Provide a 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 located in an approved subdivision, the subdivision name, block and lots number(s) 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.
- A legal description (full written lot and block or metes and bounds legal description per ownership information.
- Provide the names and addresses of the owners(s), plan preparer(s), landscape architect, engineer, and Colorado Professional Land Surveyor (PLS) preparing the plat and date of survey.
- Provide a Vicinity Map (scale of 1”=2000’ minimum) showing the subject property in relation to section lines and existing or proposed major roadway network and drainageways 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. PP-XX.” Public Works and Development assigns the case number at first review.
- 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.
- Basis of Bearings statement.
- 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.

This project contains a 100-year floodplain as shown on Flood Insurance Rate Map (FIRM) for Arapahoe County (Map No. 08005C0xxx x), dated _____ identified by its boundary and including the Special Flood Hazard Area (SFHA) zone designation(s).

AND/OR

This project contains a 100-year floodplain for (insert name of watercourse) per Flood Hazard Area Delineation (FHAD) (insert name of FHAD), dated _____ and identified by its boundary.

AND/OR

This project does not contain a 100-year floodplain as defined by either the Federal Emergency Management Agency (FEMA) or through a Flood Hazard Area Delineation (FHAD).

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- Benchmark information (location and type). Benchmark shall be to the NAVD88 datum.
- Revision Block updated as needed.
- 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 Notes, applicable Specific Notes and Certificates required by the Arapahoe County staff as described in the Arapahoe County Development Application Manual.

Signature blocks of the **Board of County Commissioners Approval, Certificate of Ownership, and PC Recommendation** shall be placed on the cover sheet. Any Notes that cannot be placed on the Cover Sheet due to space limitation shall be placed on subsequent sheet(s). Any modifications to these notes must be approved by the County Attorney.

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: _____

CERTIFICATE OF OWNERSHIP

I, _____, HEREBY AFFIRM THAT I AM THE OWNER OR AUTHORIZED AGENT OF ALL INDIVIDUALS HAVING OWNERSHIP INTEREST IN THE PROPERTY DESCRIBED HEREIN, KNOWN AS (Project Name and Case Number).

OWNER OF RECORD OR AUTHORIZED AGENT

STATE OF _____)

S.S.

COUNTY OF _____)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ (leave 2" for month), A.D., 20____ BY _____ (Name).

AS _____ (Title) OF _____ (Entity) AN AUTHORIZED SIGNATORY.

BY _____ WITNESS MY HAND AND SEAL
NOTARY PUBLIC

MY COMMISSION EXPIRES _____

NOTARY NUMBER: _____

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- Planning Commission Recommendation

PLANNING COMMISSION RECOMMENDATION

NOT RECOMMENDED/RECOMMENDED BY THE ARAPAHOE COUNTY PLANNING COMMISSION, THIS _____ DAY OF _____ (leave 2-inch blank for month) _____ A.D, 20____.

CHAIR: _____

STANDARD NOTES

Any modifications to these notes must be approved by the County Attorney.

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- STANDARD NOTES**

THE OWNER(S), DEVELOPER(S) AND/OR SUBDIVIDERS(S) OF THE PRELIMINARY 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.

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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.

MAINTENANCE EASEMENT (If applicable)

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.

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.

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- REGIONAL TRANSPORTATION IMPROVEMENT FEE (RTIF) AREA**
(If applicable)

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** (If applicable)

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** (If applicable)

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 COUNTY 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 CONSTRUCTED 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.

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- AIRPORT INFLUENCE AREA NOTE** (If applicable)
(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.

- AIRPORT INFLUENCE AREA NOTE** (If applicable)
(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".

- FOUR SQUARE MILE AREA NOTE** (If applicable)

- 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.

PLAN SHEET REQUIREMENTS

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- 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.
- 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.
- 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.
- All easements shall be clearly labeled, identified and dimensions shown within the subdivision and 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.
- All parcels of land to be dedicated for public use or reserved for the use of all property owners in the proposed subdivision, together with the purpose and conditions of such reservations. This shall include the locations and widths of proposed rights-of-way, streets and alleys, together with total lineal footage of public streets and public alleys.
- 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 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.

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- Show the location, widths and names of all existing and/or platted rights-of-way for streets or other public ways within the proposed subdivision and at least one hundred feet (100') immediately adjacent thereto, railroad rights-of-way, section lines and/or other such features. Existing right(s)-of-way shall bear notations of dedication by *reception or* Book and Page number. Proposed private drives and streets shall be labeled as such.
- Dimensions of proposed lots and blocks to the nearest foot.
- Drainage channels, wooded areas and other significant natural features within the proposed subdivision and at least one hundred feet (100') immediately adjacent thereto.
- Location, width and purpose of all existing and/or proposed public and/or private easements and/tracts, including existing and/or proposed sanitary sewers, utility main lines, culverts, storm sewers and storm water detention areas located within the proposed subdivision and at least one hundred feet (100') immediately adjacent thereto. The plat must include tables specifying the ownership and maintenance responsibilities for each easement and tract, formatted as follows:

EASEMENT TABLE

Easement Type	Easement Use	Easement Granted To	Surface/Improvement Maintenance Responsibility
Drainage Easement (D.E.)	Drainage Facilities and/or Conveyance	Arapahoe County	Property Owner
Floodplain Easement (F.E.)	100-year Floodplain	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 on the FINAL PLAT and are to be listed in the Chart 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 with plat boundary. No separate agreement required.

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- 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

Tract Name	Area	Intended Use	Maintenance	Final Ownership
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.

- Topography of the site at 2-foot contour interval shall be shown for the entire land parcel comprising the Preliminary Plat and at least one hundred feet (100') immediately adjacent thereto on NAVD88 datum. All contours, spot elevations and design elevations shall be to the benchmark shown on the plat for the NAVD88 datum.

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.
