



MINOR SUBDIVISION PLAT

**Community Development Department
8101 Ralston Road
Arvada, Colorado 80002**

January 2007

MINOR SUBDIVISION PLAT

Subdivisions consisting of five (5) or fewer lots are eligible for the minor subdivision process. In addition, the following will be processed through the minor subdivision platting:

- boundary/lot line adjustments;
- subdivisions that create individual town home lots;
- or individual duplex or single-family attached lots in a multi-family development that has already been approved by the City and
- utility easement vacations.

Applicants are encouraged to schedule and attend a Presubmittal meeting before filing a Minor Subdivision application.

Applications for Minor Subdivisions shall be submitted to the Community Development Department and will be reviewed for completeness. Staff will review each proposed Minor Subdivision application in relation to the approval criteria. The minor subdivision plat will be referred to the Engineering, Utility, City Attorney's office, and other appropriate agencies. Based on the results of those reviews, the Community Development Director will approve, approve with conditions, or deny the proposed Minor Subdivision.

The Applicant must consult with all public private utility companies services in the area, including without limitation QWEST Communications, XCEL Energy, AT&T, and U.S. Cable, and with the Community Development, Utility, and Engineering Departments before submitting the Minor Subdivision Plat application.

The Community Development Director may approve a Utility Easement Vacation application if no utility provider objects to the proposal and the Community Development Director determines that the easement is not currently or foreseeable necessary for the public health, safety, or welfare.

Subdivision plats submitted for approval and recording shall conform to the requirements of the State of Colorado. In addition to county and other city requirements all minor plats shall include the following:

1. Per state statutes and county requirements the plat shall meet the following requirements:
 - a. A top margin of at least one-inch and a left, right, and bottom margin of at least one-half inch. In Jefferson County the left one-third of top border shall be blank.
 - b. A three mil polyester sheet such as Mylar, with non-fading black permanent ink, shall be used for recording; Mylar sepia is not allowed (4 mil is required by Adams County).
 - c. The size required by Jefferson County is 24" x 36" and Adams County is 18" x 24".
2. Per state statutes and the State Board of Registration for Professional Engineers & Land Surveyors the plat shall contain:

- a. A title block referring to the section, township, range, and principal meridian.
 - b. A written property description; include the section, township, range, principal meridian, county, state and if it is a replat refer to the subdivision, block and lot.
 - c. A basis of bearings statement; monuments must be described in the statement or on the plat.
 - d. The drawing:
 - i. Shall be to scale and contain a north arrow, a statement of scale, and a bar type graphical scale.
 - ii. Shall show recorded and apparent rights-of-ways and easements; refer to source of information if researched by someone other than the surveyor; note the widths and the reception numbers.
 - iii. Shall give all dimensions necessary to establish boundaries.
 - e. Conflicting boundary evidence (fence lines, monuments, other plats and surveys).
 - f. Monuments
 - i. All boundary monuments found and/or set; boundary monuments shall be reasonably permanent with cap and reception number of surveyor.
 - ii. All section control monuments used; section monument shall Meet State Rule XIII requirements.
 - g. A statement by the professional land surveyor that the survey was performed by such surveyor or under such surveyor's responsible charge.
 - h. The signature and seal of the land surveyor.
3. Plat title
- a. The subdivision name must not duplicate another subdivision name within the City of Arvada or within the county it will be recorded.
 - b. If the plat is a resubdivision of an existing subdivided parcel, state this in subtitle.
 - c. If the plat is a minor plat, state "Minor" in the title or subtitle.
4. Legal description
- a. A metes and bounds description is required unless replatting any lot(s) that meet current standards.
 - b. Show tie to section monumentation on record with the state Board of Registration for Professional Engineers & Land Surveyors.
 - c. Shall have a minimum closure of 1:10,000.
 - d. Shall contain an area statement.
5. A magnetic basis of bearings shall not be used; assumed bearing is acceptable Defined by recorded section control monuments.
6. The drawing:
- a. To be at a minimum scale of 1"=200'.
 - b. Accurate dimensions for the subdivision boundary, lots, streets and easements:
 - i. State bearings (or angles) and distances on all lines.
 - ii. State delta, radius, length of curve, and long chord bearing and distance on all curves.
 - iii. No plus or minus dimensions will be approved.
 - iv. All dimensions must close within 1:10,000.
 - c. Show adjacent platted land (lots, blocks, and subdivision names) and unplatted land:

- i. Adjacent is to include land across street right-of-ways and alleys.
 - ii. If there is a conflict with other plats or surveys provide a note in parenthesis stating the recorded information and corresponding reception number.
 - d. Easements and right-of-ways:
 - i. State proposed right-of-way width and street name.
 - ii. State proposed easement type and width.
 - iii. If existing easement is not definitely located, refer to it in the note section.
 - iv. All easement locations must be tied to reference points.
 - e. Parcels:
 - i. Assign lot and block numbers and tract letters in an orderly system.
 - ii. State the area of each lot and tract.
 - iii. Note the tract disposition in the note section or a table, and if appropriate note the use of the tract.
- 7. A vicinity map (preferably not less than one inch equals 1,000 feet) shall show the site location and streets relative to the plat.
- 8. Provide an index map if multiple sheets are used.
- 9. Submit a monument record for any section monument that is being upgraded.
- 10. A copy of the drawing CADD file for the plat must be submitted to the city at the time of submitting the plat Mylar for signatures.
- 11. Dedication statement for right-of-ways, easements and other public facilities.
- 12. Standard signature blocks for the Community Development Director and attested to by City Clerk and the County Clerk and Recorder Certificate.
- 13. Payment of any fees (Land Dedication Fee) or Reimbursements.
- 14. Drainage and/or construction plans may also be required by the City Engineer.

Note: A listing of the applicable sections of the Land Development Code is provided for your review; please refer to these sections for more details: *Section 3.9 Minor Subdivisions*.

TITLE BLOCKS TO BE INCLUDED ON MINOR PLAT

LEGAL DESCRIPTION AND DEDICATION:

The undersigned, being the owners of a parcel of land situated in the _____, Township _____ S, Range _____ W of the 6th Principal Meridian, City of Arvada, County of _____, State of Colorado, more particularly described as follows:

(LEGAL DESCRIPTION)

Have laid out, platted, and subdivided the above described land, under the name and style of _____, and hereby dedicate to the City of Arvada in fee simple, except those of prior record, the street(s) and public way(s) as shown on the plat, and grants to the City of Arvada such easements as are created hereby and depicted or, by note, referenced hereon, along with the right to install, maintain, and operate mains, transmission lines, service lines, and appurtenances, either directly or through the various applicable service providers as may be necessary to accomplish the intended purposes of such easement. Unless more narrowly defined by note hereon, utility shall mean sewer, water, drainage, electricity, gas, telephone, cable and other telecommunication facilities.

(If there are no dedications at all (of any type), but there are easements being granted, then you need the following dedication statement)

Have laid out, platted, and subdivided the above described land, under the name and style of _____, and hereby grants to the City of Arvada such easements as are created hereby and depicted or, by note, referenced hereon, along with the right to install, maintain, and operate mains, transmission lines, service lines, and appurtenances, either directly or through the various applicable service providers as may be necessary to accomplish the intended purposes of such easement. Unless more narrowly defined by note hereon, utility shall mean sewer, water, drainage, electricity, gas, telephone, cable and other telecommunication facilities.

If owner is an individual(s):

Owner: John Doe

By: John Doe

If owner is a corporation, limited liability company, partnership, association or other entity:

Owner: The ABC Corporation, a Colorado Corporation

By: John Doe, President

If owner is a trust:

Owner: The Jane Smith Trust

By: John Doe, as trustee of The Jane Smith Trust

DEED OF TRUST HOLDER'S ACKNOWLEDGMENT:

The interests of the undersigned lien holder in the property platted hereby are subordinated to such fee simple dedications and grants of easements to the City of Arvada as are depicted or referenced hereon.

Name Title Company

NOTARY:

(For Owner's Signature and Deed of Trust Holder's Signature)

State of Colorado)
> ss
County of Jefferson)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by ____ (name) ____ as _____ of _____ (*company, partnership, limited liability company, etc*).

Witness my hand and seal _____.

My Commission expires _____.

NOTE: *If the acknowledgment is by an individual, insert the person's name; if by a person acting in a representative or official capacity, insert name of person **and identify in what capacity the person is signing** (e.g., ...by John Doe as president of ABC Corporation)*

GAS and UTILITY EASEMENTS:

Utility Easements are hereby granted as eight (8) feet wide along all rear lot lines, five (5) feet wide along the side of lots, and eight (8) feet wide along both sides of all streets. Utility means sewer, water, electricity, telephone, cable and other telecommunications facilities. Those easements along both sides of streets are reserved exclusively for the use of gas mains. Other utilities shall have the right to cross at approximately right angles but in no event shall any permanent structure be allowed in the area reserved for gas mains; provided however, concrete drives, sidewalks, and utilities are permissible as long as they cross at substantially right angles. All side and rear lot line easements are for utility and drainage purposes. No retaining walls, fences, shrubs, trees or other obstructions may be placed within the easements that will obstruct the flow of drainage in said easements. No trees, shrubs or other plants may be planted, nor shall any building, fence, structure or improvements be constructed or installed within or over any easement or right-of-way so as to prevent or unreasonably interfere with any purpose for which the easement or right-of-way is granted.

BLANKET UTILITY EASEMENTS:

(These easements are normally required in non-residential subdivisions)

A right-of-way is reserved at a location to be designated by applicable service providers for the construction, repair, replacement, and maintenance of electricity, gas, telephone, cable and other telecommunications facilities to furnish service for the owners of property in and adjacent to said plat. No trees, shrubs or other plants may be planted, nor shall any building, fence, structure or improvements be constructed or installed within or over any easement or right-of-way so as to prevent or unreasonably interfere with any purpose for which the easement or right-of-way is granted.

ATTORNEY'S CERTIFICATE:

I, _____, an Attorney at Law duly licensed to practice before the Courts of Record of Colorado, do hereby certify that I have examined the title of all lands herein above indicated and shown upon the within plat as public ways and easements and that title to such land is the dedicator's, free and clear of all liens and encumbrances of record.

Dated this _____ day of _____, 20__.

Name

(Note that Title Certification could be acceptable in place of Attorney Certificate, but Attorney's Certificate is preferred)

TITLE CERTIFICATION:

I _____ (name) _____, an authorized representative of _____ (name of insurance company) _____, duly formed and existing pursuant to the statutes of Colorado for the purpose of insuring titles to real property in Colorado, do hereby certify that I have examined the title of all lands herein above indicated and shown upon the within plat as public ways and easements and that the title to such lands is that of the dedicators, free and clear of all liens and encumbrances.

Signed and dated this _____ day of _____, 20 ____.

(Insurance Company Name):

(print name)

(title or position held with company)

SURVEYOR'S CERTIFICATE:

I, _____ a Registered Land Surveyor in the State of Colorado, do hereby certify that the survey of _____ was made under my supervision and the accompanying plat accurately and properly shows said subdivision.

(Name, Registered Land Surveyors)

APPROVAL CERTIFICATE:

Approved by the Community Development Director of the City of Arvada, Colorado this _____ day of _____, 20 ____.

Community Development Director

Attest: _____
City Clerk

(Jefferson County)

CLERK AND RECORDER:

Reception Number

Accepted for filing in the office of the Clerk and Recorder of Jefferson County, at Golden Colorado on this _____ day of _____, 20 ____ at _____ o'clock.

Jefferson County Clerk and Recorder

By: _____
Deputy Clerk

(Adams County)

CLERK AND RECORDER:

Instrument Number

Accepted for filing in the office of the Clerk and Recorder of Adams County, at Brighton Colorado on this _____ day of _____, 20 ____ at _____ o'clock.

Adams County Clerk and Recorder

By: _____
Deputy Clerk

MINOR SUBDIVISION APPLICATION CHECKLIST

The checklist below is intended to summarize the requirements of the Land Development Code. Please refer to the Code for specific details. Please note that the City's referral policy requires you to provide us with pre-packaged referral packets as part of your submittal. Prior to officially submitting an application, the Project Planner assigned will prepare a checklist identifying what information is to be provided to each agency. All required materials must be included along with a complete application form in order for an application to be processed.

Application Items:

- A. Application Form and Processing Fees
- B. Legal Description, Current Proof of Ownership, Title Commitment Policy and Covenants
- C. Statistical Fact Sheet
- D. Water Rights Questionnaire
- E. Request for Engineering Review-complete form
- F. Legal description on disk (Word 6.0)
- G. Reports and Studies – For further detail and clarification refer to the City Land Development Code (Note: Additional studies may also be required).
 - 1. Erosion Control Plan, if applicable
 - 2. Traffic Study, if applicable
 - 3. Final Public Improvement Construction Plan, if applicable
 - 4. Final Drainage Study/Plan, if applicable
 - 5. Soils/Geotechnical Study, if applicable
 - 6. Minor Subdivision Plat

Review Process Information:

- A. Revised submittals after initial review. Depending on the nature of the proposed project, one or more sets of revised plans may be required during review period.
- B. The Minor Subdivision approval is an administrative process and required no public hearings. The Community Development Director approves a Minor Subdivision if it meets the established criteria.
- C. Upon approval:
 - o Mylar with required signatures to be recorded.

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