



COMMUNITY AND ECONOMIC DEVELOPMENT
 FACSIMILE: 720-898-7437 ▲ TDD: 720-898-7869
 PHONE: 720-898-7435

PLAT APPLICATION REQUIREMENTS AND CHECKLIST

Submit with your application.

A plat application for subdivision must meet all state and county requirements in addition to city requirements listed below. Complete the checklist below, marking those items as they are included in your application submittal, and sign at the end. The checklist is intended to assist the applicant in collecting all of the required materials and to assist the Community and Economic Development staff in determining that all of the application requirements are met.

	Sheet Size – 24” x 36” (Jefferson County) or 18” x 24” (Adams County); minimum borders: 1” top, ½” remaining sides.
	Sheet Numbers – stated as “current sheet number” of “total number of sheets on all pages
	Title – centered at the top of each sheet and does not duplicate another subdivision name within the City of Arvada or county of recording; if minor plat, “Minor” must be included.
	Sub-title – including the Quarter-section, Section, Township, Range, Principal Median, City, County, State and, in the case of replat, the lots, blocks, tracts and subdivision name.
	Legal Description and Dedication followed by Owner’s signature block and Notary
	Deed of Trust Holder’s Acknowledgement followed by Notary block
	Utility and Gas and Easements (residential subdivisions)
	Attorney’s Certificate or Title Certification
	Surveyor’s Certificate
	City’s Approval Certificates
	Clerk and Recorder Acceptance for Jefferson and/or Adams County
	Written property description – metes and bounds including section, township, range, principal median, city, county, state or lots, blocks and tracts within specific subdivision with square footage and/or acreage following the description; description shall have minimum closure of 1:10,000 and shall be tied to section monumentation.
	Basis of Bearings statement – with monument descriptions of section corners used
	Survey Date on the cover, North Arrow, Statement of Standard Scale (minimum of 1”=200’), Graphical Bar Scale (on each page)
	Boundary – clearly shown by a heavy continuous line with bearings and distances for lines and complete curve information including radius, arc, length, delta, chord bearing and chord distance.



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	Lots, Blocks and Tracts – label all parcels within the boundary; including areas to the nearest 0.01 acre (or square feet if the lots are less than 0.5 acre)
	Monuments – description of all monuments found and set; section corners will meet the physical requirements as required by the State; monument record will be required for any section of corner that is rehabilitated
	Easements – both existing and proposed, clearly labeled, identified, dimensioned, and tied to reference points within the subdivision. Overlapping or crossing easements shall vary the dash length to improve readability. Existing easements shall include conveyance by recordation information.
	Right-of-Way – showing widths and street names with complete centerline information. Existing roads shall include dedication or conveyance with recordation information of each portion dedicated. The plat shall show the right-of-way lines for all existing and proposed streets within and abutting the proposed subdivision.
	Range Points – placed at locations as required by the City of Arvada Land Development Code and not in conflict with utilities or other structures
	Vicinity Map – on the first page showing the general location of the subdivision in relation to nearby primary roads and section lines and showing minimum area of ½ mile surrounding the site
	Key Map – if multiple sheets are used, showing the sheet number and relation of each adjoining sheet
	Adjacent Property Information – with blocks, lots, tracts, subdivision names and recording information for platted parcels and ownership information with reception numbers for unplatted parcels.
	Legend – defining all features and abbreviations
	Text Size – all text heights must be 0.10 inch or greater
	Boundary closure sheet with bearings and distances, area, precision and closure of 1:10,000.
	Legal Description of the subject property, formatted for an 8 ½" x 11" sheet. This should be a metes and bounds description of the boundary. The legal description shall close to within 1:10,000.
	Title insurance commitment – dated within 6 months: description should reflect the current ownership or the 'More Particularly Described' definition shown on submittal drawings.
	CAD file of plat – provided at time plat mylar is submitted for signatures

Note: At the time your Final plat is ready to be approved, you will be required to submit a reproducible ink-on-mylar original of the final plat, suitable for signature and recordation with the county.

 Signature of person who filled out checklist

 Print Name