



# Subdivision General Requirements, Title Blocks and Certificates

This document is applicable to **Minor Subdivision Plat** and **Final Subdivision Plat**.

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## General Requirements

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 subdivision 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 3 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 & registration number of surveyor.
    - ii. All section control monuments used; section monuments 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 the 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. Shall 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 if 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 the 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 shall show the site location and streets relative to a large area.
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, site plan, and development plan) must be submitted to the City at the time of submitting the plat mylar for signatures.
11. Requirements for a major plat
- a. Street centerline control points (range points) are required at street intersections, end of cul-de-sac, and line of sight within right of way; refer to the City of Arvada Land Development Code for further information.
  - b. Dedication statement for right of ways, easements, and other public facilities.
  - c. See Title Block Page for Standard signature blocks for the Community Development Director, City Engineer, City Attorney, Owner / Notary, Subdivider's Attorney, County Clerk and Recorder.

## Tile Blocks to be Included in Final 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.

\_\_\_\_\_

By: John Doe

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

Owner: The ABC Corporation, a  
Colorado corporation

\_\_\_\_\_

By: John Doe, President

If owner is a trust:

Owner: The Jane Smith Trust



## **Gas and Utility Easements**

(These easements are normally required in residential subdivisions)

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 shall be planted, nor shall any building, fence, structure or improvements be constructed or installed within or over any easement or so as to prevent or unreasonably interfere with any purpose for which the easement or is granted. However, window wells not exceeding fifteen (15) square feet and not encroaching more than three (3) feet into a side lot easement, and cantilevers and eaves not encroaching more than two (2) feet into a side lot easement are allowed unless otherwise prohibited by Land Development Code provisions, building code regulations or other law.

## **Gas and Utility Easements**

### *Detention Area*

1. (These notes are required on any plats having detention areas established on private lots or tracts)
2. The storm water detention area shown hereon (within an easement granted to the City of Arvada for such purpose) shall be constructed and maintained by the owner and subsequent owners, heirs, successors and assigns. In the event that said construction and maintenance is not performed by said owner, the City of Arvada shall (without waiving any other rights available to it) have the right to perform the necessary work, the cost of which said owner, heirs, successors, and assigns agrees to pay upon billing.
3. No building or structure shall be constructed within the stormwater detention easement and no changes or alterations affecting the hydraulic characteristics of the detention area will be made without the approval of the City of Arvada.

### *Lineal Units*

A Lineal Units statement is required on all plats being submitted to Jefferson County for recording.

### *Duplex Units*

(This note is required on duplexes being divided by Minor Subdivision plats)

If any portion of a lot improvement including, but not limited to any porches, eaves, fireplace stacks and cantilevers, encroaches upon any adjoining lot, a valid easement for such encroachment and for maintenance of the same, so long as it stands, shall and

does exist provided such easements do not exceed twelve (12) inches within the boundaries of the adjoining lot; and such encroachments do not interfere with the enjoyment of the adjoining lot. Such encroachments and easements shall not be considered or determined to be encumbrances on any lots affected thereby. Further, such easements for the purposes designated above and in the size stated above shall be deemed to run with the land upon which the improvements may be found.

## Certificate Samples

### 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

### Title Certification

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

I \_\_\_\_\_, 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 Certificates

Please note that the Mayor's signature is *not* required for Minor Subdivisions.

The foregoing plat is approved for filing and accepted by the City of Arvada, Colorado this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

### Jefferson County Clerk and Recorder's Certificate

\_\_\_\_\_  
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.

\_\_\_\_\_  
By: \_\_\_\_\_



Jefferson County Clerk and Recorder

Deputy Clerk

**Adams County Clerk and Recorder's Certificate**\_\_\_\_\_  
Instrument NumberAccepted for filing in the office of the Clerk and Recorder of Jefferson County, at Brighton Colorado  
on this \_\_\_\_\_ day of , 20\_\_ at \_\_\_\_\_ o'clock.\_\_\_\_\_  
Adams County Clerk and RecorderBy: \_\_\_\_\_  
Deputy Clerk