



SUBDIVISION PLAT SUBMITTAL CHECKLIST

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Land Development Application</u> completed and signed by applicant and property-owner.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Fees</u> All applicable filing fees.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Property Ownership Disclosure</u> .
<input type="checkbox"/>	<input type="checkbox"/>	<u>List of Property Owner's</u> within 300 feet of the exterior boundary of the property.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Authorized Representative Form</u> if applicant is not the property-owner.
<input type="checkbox"/>	<input type="checkbox"/>	Proof of property taxes being paid and current.
<input type="checkbox"/>	<input type="checkbox"/>	Written Statement briefly describing the project. Explain its purpose and how it satisfies the findings required by the Uniform Development Code.
<input type="checkbox"/>	<input type="checkbox"/>	Survey Plat of the property; no more than three (3) years old, stamped by a surveyor licensed in the State of Colorado.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (see Site Plan Requirements checklist)
<input type="checkbox"/>	<input type="checkbox"/>	Project Fact Sheet (statistical summary)
<input type="checkbox"/>	<input type="checkbox"/>	Address Application
<input type="checkbox"/>	<input type="checkbox"/>	Utility Approval and Verification Form
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary (Sketch) Plan for Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat (see Final Plat Requirements checklist)
<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sediment Control Plan. Applies to any disturbance within 150 feet of the Rio Grande River, all grading unless waived by the City Engineer, all residential development disturbing more than a ¼ acre, all mixed use, commercial, industrial development, all proposed subdivisions and PUDs. Division 5-5, UDC.

SUBDIVISION PLAT SUBMITTAL CHECKLIST, Cont.

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| <input type="checkbox"/> | <input type="checkbox"/> | <u>Landscape and Revegetation Reclamation Plan</u> Applies to all parcels of land that will be altered from its natural condition by man-made activities. Section 21.5.304 of the UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Mitigation of Development Impacts.</u> As required pursuant to Article VI of the UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Stormwater Drainage Report.</u> Applies to any proposed development within 100 ft of a waterbody and to any other development creating 10,000 sf or more impervious surface area. Division 5-5 of the UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Open Space Requirements.</u> Any area zoned and to be used for residential purposes, including mixed use development, shall comply with the requirements of Article III of the UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Public Improvements Agreement.</u> Any development proposing to construct or modify public infrastructure (includes, roads, sidewalks, utilities, parking facilities, trails, landscaping, lighting, shall comply with the requirements of Article VI of the UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Transportation Impact Study.</u> Any development proposal that generates 200 or more Average Daily Trips per the ITE Handbook must submit a Transportation Impact Study. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Pre-Application Conference Summary</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Additional Requirements.</u> May be required based on further review of the application: |
| | | <ol style="list-style-type: none"> 1. Parking Study 2. Noise Study 3. Site Distance Diagrams 4. Shadow Study |
| | | <u>Final Plat Exhibit</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepared by a registered professional land surveyor licensed in the State of Colorado |
| <input type="checkbox"/> | <input type="checkbox"/> | Mylar drawing (only final version must be on mylar) |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet size of 24" x 36" with a 1" minimum margin on all sides for each |
| <input type="checkbox"/> | <input type="checkbox"/> | sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Drafted at a scale that best conveys the subdivision (1"=50', 1"=100', or 1"=200') |

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| <input type="checkbox"/> | <input type="checkbox"/> | Title at the top of the sheet must include: <ul style="list-style-type: none">• Name of the proposed subdivision or planned development• A general legal description• Total acreage, number of lots and tracts. |
| <input type="checkbox"/> | <input type="checkbox"/> | Include the following in a block in the lower right-hand corner: <ul style="list-style-type: none">• Preparation date and date of revisions, if applicable• North arrow• Written and graphic scale• Names and addresses of the applicant, developer, engineer or surveyor• Sheet number and total number of sheets |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map of the area to be subdivided and surrounding area within a 1-mile radius. |
| <input type="checkbox"/> | <input type="checkbox"/> | A written legal description of the subdivision limits and boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify the names and locations of all abutting subdivided parcels, unplatted parcels and public lands. |
| <input type="checkbox"/> | <input type="checkbox"/> | Display ties to aliquot or section corners of a monumented land survey. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify and label all lots, tracts and appropriate building envelopes, if requested by staff, with the appropriate dimensions including the acreage within each lot to the nearest one-hundredth (0.01) of an acre. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate all road names, and provide dimensions for the width of all rights-of-way. All road names must be unique and cannot duplicate any road name within the County of Alamosa. |
| <input type="checkbox"/> | <input type="checkbox"/> | Describe the purpose, widths and locations of all easements and abutting easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Accurately locate 100-year floodplain and other water or drainage ways.

Provide the following certificates on the title sheet: 1) Surveyor's Certificate
2) Town Certificate 3) Clerk and Records Certificate; and 4) Title Insurance Company or Attorney's Certificate. |

SUBDIVISION PLAT SUBMITTAL CHECKLIST, Cont.

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| <input type="checkbox"/> | <input type="checkbox"/> | Include plat notes explaining information pertinent to the ownership of tracts, reference the subdivision improvements agreement and conservation easements, maintenance responsibility for private roads, and easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | After final approval and prior to recordation the applicant must submit one mylar original and an electronic copy in DWF format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Other Submittal Requirements</u> (to be determined by Director of Public Works or his/her designee) |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> ◦ Plans & Reports dated & signed by appropriate Professionals: <ul style="list-style-type: none"> • Legal Description and Maps - Registered Surveyor • Utility, road, grading & drainage plans - Professional Engineer • Soils Reports - Soils Engineer • Landscape Plans - prepared by a Landscape Architect licensed to practice in the State of Colorado • Geologic Reports - prepared by a Registered Geologist |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> ◦ Supplemental Plan for Roads & Drainage: |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> ◦ General Grading Plan <ul style="list-style-type: none"> • Existing & revised contours • Proposed retaining structures |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> ◦ Cross-sections at potentially difficult grade relationships |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> ◦ Street plan & profiles <ul style="list-style-type: none"> • Intersections with existing streets • Existing & proposed drainage areas & easements crossing or parallel to road • Areas of unsuitable soils & other geological hazards • Typical cross-sections showing road widths, driving surface, shoulders, curbs & gutters, barrow ditches, cut & fill slopes to point of intersection with natural ground Include extremities of all cut & fill areas • Supplemental sheets as necessary to illustrate all drainage, retaining and bridge structures to be part of roadway |
| <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> ◦ Drainage Study <ul style="list-style-type: none"> • Contour map showing all existing & proposed water courses • Computation of 10 & 100 year flows • Limits of 100 year floodplain on contour map • Computations for increase or decrease in flows resulting from development • Capacity & velocity through all drainage structures including open channels • Facilities for reduction of peak run-off and pollution control |

SUBDIVISION PLAT SUBMITTAL CHECKLIST, Cont.

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | o Utility Service & Fire Protection |
| <input type="checkbox"/> | <input type="checkbox"/> | • Water supply, source, water rights & commitment for service |
| <input type="checkbox"/> | <input type="checkbox"/> | • Sanitary sewer - commitment of service |
| <input type="checkbox"/> | <input type="checkbox"/> | • Underground utilities, electric, gas, telephone & cable TV |
| | | • Written evidence from utilities acknowledging proposed system & that design agreement has been reached |
| | | • Written evidence that utilities will service the proposed subdivision |
| | | Compliance with International Fire Code |
| <input type="checkbox"/> | <input type="checkbox"/> | Revegetation or Landscape Plan |
| | | <u>Resubdivision or Amended Plat:</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Letters from utility companies agreeing to vacation or relocation of affected easement. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plat title acceptable and matches certificates |
| | | <u>Condominium Subdivision:</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Building ties to site adequate |
| <input type="checkbox"/> | <input type="checkbox"/> | Outside building dimensions and angles close |
| <input type="checkbox"/> | <input type="checkbox"/> | Inside building dimensions match exterior dimensions |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate details and sections provided to fully define airspace being conveyed |
| <input type="checkbox"/> | <input type="checkbox"/> | Various types of ownership and locations fully defined |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Subdivision complies with approved lot use and density |
| | | <u>Preliminary Plan Requirements</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Map Details |
| | | a. north arrow |
| | | b. graphic scale |
| | | c. date of plat preparation & revisions |
| | | d. contour interval |
| <input type="checkbox"/> | <input type="checkbox"/> | Base Information |
| | | a. Boundary lines with bearings & distances |
| | | b. Metes & bounds property description of tract proposed for subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | Owners of record of all adjoining parcels including across public rights of way. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing contours |
| | | a. Proposed development areas 2 ft. intervals |
| | | b. Areas sloping less than 2% 0.5 — 1 ft. intervals |
| | | c. Non-disturb areas 1 ft. intervals |
| <input type="checkbox"/> | <input type="checkbox"/> | Street Names |
| <input type="checkbox"/> | <input type="checkbox"/> | Block & Lot Numbering System |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate area & use each lot |

SUBDIVISION PLAT SUBMITTAL CHECKLIST, Cont.

Staff Applicant

Preliminary Plan Requirements

- | | | | |
|--------------------------|--------------------------|--|------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Map Details | |
| | | a. north arrow | |
| | | b. graphic scale | |
| | | c. date of plat preparation & revisions | |
| | | d. contour interval | |
| <input type="checkbox"/> | <input type="checkbox"/> | Base Information | |
| | | a. Boundary lines with bearings & distances | |
| | | b. Metes & bounds property description of tract proposed for subdivision | |
| <input type="checkbox"/> | <input type="checkbox"/> | Owners of record of all adjoining parcels including across public rights of way. | |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing contours | |
| | | a. Proposed development areas | 5 ft. intervals |
| | | b. Areas sloping less than 2% | 2 ft. intervals |
| | | c. Non-disturb areas | 10 ft. intervals |
| <input type="checkbox"/> | <input type="checkbox"/> | Street Names | |
| <input type="checkbox"/> | <input type="checkbox"/> | Block & Lot Numbering System | |
| <input type="checkbox"/> | <input type="checkbox"/> | Approximate area & use of each lot | |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Facilities - Sites Reserved or Dedicated, including: public parks, schools, other public buildings or uses, common open space not reserved or dedicated to the public | |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional Information: | |
| | | a. Name of proposed subdivision | |
| | | b. Proposed terms of reservation or dedications | |
| | | c. Brief description of proposed covenants | |
| | | d. Statement demonstrating need for proposed subdivision | |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of reference material reviewed by professionals | |
| | | a. Statement that plans & documents reflect limitations & constraints | |

PROJECT INFO

Project Name:

Project Location:

Project Summary: