



Final Plat Application Requirements

Submittal Checklist

The following items will need to be included in any Final Plat review submittal.

General Requirements	
<input type="checkbox"/>	General Applicant and Owner Acknowledgement form
<input type="checkbox"/>	Project Statement identifying the following: <ol style="list-style-type: none"> 1. A clear description of the proposed plat. If public easements dedicated by plat to the City are to be vacated as part of the request, indicate this within the project statement letter; 2. A justification based on the review criteria addressing why the proposed plat should be approved; and 3. An issue list stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the proposed subdivision plat.
<input type="checkbox"/>	Final Plat showing all "Plan Contents" below
<input type="checkbox"/>	Mineral Estates Owner Notification Certification Affidavit (Public Hearing Items ONLY)
<input type="checkbox"/>	A legal description of the proposed project
<input type="checkbox"/>	Pre-Application Meeting Summary from the assigned City Planner
<input type="checkbox"/>	Proof of Ownership via title insurance, tax assessor's statement, or a deed.
<input type="checkbox"/>	Ad Valorem Taxes - proof payment via paid tax receipt, an archive report, or a certificate for ad valorem property taxes.
<input type="checkbox"/>	Approved Preliminary Plat or Concept, or Development Plan for the proposed project.
<input type="checkbox"/>	Utility Line Locates provided if public easements dedicated by plat to the City are to be vacated, unless waived by Springs Utilities (refer to content requirements).

Reports and Studies – Requirement for each report is determined prior to submittal.

<input type="checkbox"/>	Geologic Hazard Report (See item 3 Subdivision Policy Manual - https://coloradosprings.gov/public-works/page/subdivision-policy-manual)
<input type="checkbox"/>	Drainage Reports (see item 4 Subdivision Policy Manual - https://coloradosprings.gov/public-works/page/subdivision-policy-manual)
<input type="checkbox"/>	Traffic Impact Analysis
<input type="checkbox"/>	Submittal of the Hydraulic Grade Line (HGL) Request Form to Colorado Springs Utilities (CSU) Email completed form and map to waterplanning@csu.org or fax to 719-668-5651 prior to application submittal.
<input type="checkbox"/>	Submittal of the Wastewater Facilities Master Report to Colorado Springs Utilities (CSU) Email completed form and map to wwmasterplansubmit@csu.org prior to application submittal.

**This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may exempt any requirement. *The Land Use Review Division may require additional information in accordance with City Code section 7.5.202.B.*

Plan Contents

SITE PLAN COMPONENTS	
▪	Name of subdivision at the top of the sheet, followed by a subtitle identifying the Section, Township and Range along with City, County and State.
▪	Sheet Size shall be 24" x 36" including 1/2" border with 'landscape' orientation.
▪	Indication of standardized scale, both fractional and bar (i.e. 1" = 20')



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<ul style="list-style-type: none"> ▪ North arrow
<ul style="list-style-type: none"> ▪ Vicinity Map (does not have to be to scale). A vicinity location necessary to locate the tract
<ul style="list-style-type: none"> ▪ Date of preparation of the plat
<ul style="list-style-type: none"> ▪ Legal Description of the overall boundary of the subdivision with acreage. All courses on the legal shall be shown and labeled on the plat drawing.
<ul style="list-style-type: none"> ▪ Easement statement of standard easements as required on all, side rear and front lots lines. as well as site triangle easements.
<ul style="list-style-type: none"> ▪ Dedication Statements. Statements of land to be dedicated to the City for parks, playgrounds or other public uses, grants of easements and dedication of public streets and alleys to the City.
<ul style="list-style-type: none"> ▪ All plats with public easements and/or tracts must have the dedication statement: “The undersigned does hereby dedicate, grant and convey to the City of Colorado Springs those Public Easements (and tracts) as shown on the plat; and further restricts the use of all Public Easement to the City of Colorado Springs and/or its assigns, provided however, that the sole right and authority to release or quitclaim all or any such Public Easements shall remain exclusively vested in the City of Colorado Springs.”
<ul style="list-style-type: none"> ▪ All plats with public streets shall have the following sentence in the dedication statement: <i>“All public streets are hereby dedicated to the City of Colorado Springs for public use.”</i>
<ul style="list-style-type: none"> ▪ All plats with other tracts being dedicated to the City shall have: (1) A sentence in the dedication statement similar to "Tract X is hereby dedicated to the City of Colorado Springs for public use." (2) A special numbered plat note defining the purpose and perpetual maintenance responsibility for the tract such as "Tract X is for public drainage, landscaping, trail and open space with maintenance of the surface being vested in the (Distract Name) Special Maintenance District."
<ul style="list-style-type: none"> ▪ All plats with private streets shall have the following sentence as a plat note: <i>“All private streets (insert names) are privately owned and maintained by (list owner name, Owner's Association, ect.).”</i>
<ul style="list-style-type: none"> ▪ Statement of ownership and acknowledgement. The notarized signature of the owner is required.
<ul style="list-style-type: none"> ▪ Statement of mortgagee and acknowledgement. The signature of the mortgagee, if any, consenting to the dedication is required
<ul style="list-style-type: none"> ▪ The following statement that the area included in the plat is subject to this Code as such applies to the development of the land: “No building permits shall be issued for building sites within this plat until all required fees have been paid and all required public and private improvements have been installed as specified by the City of Colorado Springs or alternatively until acceptable assurances including but not limited to letters of credit cash subdivision bonds or combinations thereof guaranteeing the completion of all required public improvements including, but not limited to, drainage, street and erosion control have been placed on file with the City of Colorado Springs.”
<ul style="list-style-type: none"> ▪ Notary Statement. Acknowledgement of the execution of the plat before a notary public
<ul style="list-style-type: none"> ▪ Access Provisions: <ul style="list-style-type: none"> a. A Statement Restricting Access. A statement restricting access rights across the right-of-way lines of major highways, parkways, streets or freeways, where required as a provision of approval. b. Provision of Adequate Access. Proof of adequate, suitable access must be provided and clearly indicated on the face of the plat. If access is not directly gained from public right-of-way, a separate signed and recorded easement must be provided and referenced on the face of the plat.
<ul style="list-style-type: none"> ▪ Fee block (drainage, bridge, school and park)
<ul style="list-style-type: none"> ▪ Certificates for execution by each of the following or their duly appointed representative(s). <ul style="list-style-type: none"> a. City Engineer b. City Clerk



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	<p>c. City Planning Director d. El Paso County Clerk and Recorder</p>
▪	<p>Layout. The exact layout including:</p>
▪	<p>Boundary Lines The subdivision boundary will be clearly distinguishable from other maplines by use of a distinct line type and/or thickness. All lines will be labeled with bearing and distance, and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all non-tangent curves. All dimensions to be determined by accurate field survey which must balance and close within a limit of 1 in 5,000. Show adjacent and/or intersecting plat/deed lines and label appropriately to include recording information (Book and Page and/or Reception Number.</p>
▪	<p>Streets All street right-of-ways defined by the plat will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance, and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all non-tangent curves. Widths shall be labeled from each right-of-way line normal to the corresponding street centerline. All street centerlines defined by the plat will be clearly distinguishable from other map lines by use of distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance and all curves will be labeled with a central angle (delta), radius and arc length. Radial bearings and/or chord bearings will be provided for all non-tangent curves. The plat shall show the right-of-way lines, widths, locations and street names of all existing and proposed public or private streets: (1)Within the proposed subdivision, and (2)Immediately abutting the proposed subdivision, and (3)Any private street shall include the designation "(private)" immediately following street name; any other Private right of way that is not named shall include the designation "(private)" in a manner that clearly conveys such a status</p>
▪	<p>Easements All easements as required by City Utilities, the City Engineer and other public and quasi-public agencies. Said easements shall be clearly labeled to include with, use an identification as public or private, if necessary. Tie to property lines and annotate with bearings and distances as necessary. Clearly show and label all existing easements, to include width and recording information, that cross, abut or are located within the subdivision boundary.</p>
▪	<p>Lots and Blocks All lines of lots, blocks and other parcels of land defined by the plat will be clearly distinguishable from other map lines by use of a distinct line type and/or thickness. All lines will be labeled with a complete bearing and distance and all curves will be labeled with a radius and arc length. Lots must close to 1 in 5,000.</p>
▪	<p>Identification System All lots and blocks in the subdivision shall be numbered, beginning with the numeral "1" and continuing consecutively throughout the tract, with no omissions or duplications. All tracts shall be likewise labeled beginning with the letter 'A'. Lots and tracts shall be labeled with the area of the lot or tract.</p>
▪	<p>Whenever a plat drawing spans multiple sheets, clear and well-labeled match lines and a keymap shall be included on each sheet. Labels will be of the nature "See Sheet ___ of ___". Duplicate street names, widths, lot numbers, tract names, easement labeling or any such labeling when any feature is shown on multiple sheets.</p>
▪	<p>Use leader lines whenever a dimension is not clearly and unmistakably associated with a given line, line segment or arc.</p>
▪	<p>Provide a legend, which designates all, lines and symbols except where called out on plat drawing.</p>
▪	<p>Inundation Mark: The plat shall clearly show the 100-year flood plain line. Reference the appropriate FEMA Panel by which the location of this line has been determined.</p> <ul style="list-style-type: none"> • <u>Option 1: Property located completely outside of the 100-year floodplain: "This property is located within Zone X (Areas determined to be outside of the 500-year floodplain) as established by FEMA per FIRM panel 08041C_ _ _ _ F, effective date 3/17/1997."</u>



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	<ul style="list-style-type: none"> • <u>Option 2: Property located within the 100-year floodplain: “A portion of this property is located within Zone AE (area located within a 100-year floodplain, Base flood elevations determined) as established by FEMA per FIRM panel 08041C ____ F, effective date 3/17/1997.”</u> • <u>Option 3: Property located within a 100-year floodplain where a LOMR has been processed: “A portion of this property is located within Zone AE (area located within the 100-year floodplain, Base flood elevations determined) as established by FEMA per FIRM panel 08041C ____ F, effective date 3/17/1997 and as modified by LOMR# 0_-08-____ P effective date DD/MM/YYYY.”</u> • <u>Option 4: Property located within 100-year floodplain where a CLOMR has been processed and lot restrictions apply until a LOMR is approved by FEMA: “A portion of this property is located within Zone AE (area located within the 100-year floodplain, Base flood elevations determined) as established by FEMA per FIRM panel 08041C ____ F, effective date 3/17/1997. A CLOMR# 0_-08-____ R effective date DD/MM/YYYY is on record with the Regional Floodplain Administration. The following lots are will not be allowed building permits ("enter lot numbers") until a FEMA approved LOMR removing the properties from the 100-year floodplain is received by the Regional Floodplain</u>
▪	Book and Page and/or Reception Number for all existing and newly created easements
▪	All other information required by Colorado State law.
▪	Sheet Size shall be 24" x 36" including 1/2" border with 'landscape' orientation.
▪	Scale Bar
▪	North Arrow
▪	Adjacent Subdivision. Names of adjacent platted areas along with the Reception and/or PlatBook and Page Number shall be shown. If unplatted, so indicate. Existing street right-of-ways that intersect the subdivision boundary or are adjacent to said boundary lines shall be clearly labeled with the street name, right-of-way width and appropriate deed or plat recording information where in said right-of-way is defined. Show and label all existing lots and blocks that are immediately adjacent to the subdivision boundary.
▪	Basis of Bearing. A clearly defined basis of bearings shall be provided, both verbally and graphically. All monumentation defining said line shall be shown and labeled on the plat drawing. When said line is not common with the subdivision boundary, it shall be accurately tied to the boundary with bearings and distances.
▪	Public Land and/or Land Reserved In Deeds. Location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision.
▪	Monuments. All monuments used to determine and/or describe a boundary (including Basis of Bearings, Point of Beginning and Point of Commencement) shall be shown and clearly labeled on the plat drawing. Monuments for corners defined by the plat, or otherwise found to be missing in the field, shall be placed and set in accord with the requirements of the State of Colorado.
▪	Not a Part of Subdivision. All areas enclosed within the subdivision boundary, which do not constitute a part of the subdivision shall be labeled 'Not a part of this subdivision.' All lines pertaining to such areas shall be dashed.
▪	The area in square feet of all Lots and Tracts sought to be platted.
▪	The following statement in compliance with Section 7.7.303.D.7. “The area included in the plat described herein is subject to the Code of the City of Colorado Springs, 2001 As Amended.”
▪	The final plat shall be clearly and legibly prepared by a registered land surveyor or engineer
▪	Show all common ingress-egress, parking and access easements required by the development plan.
▪	The proposed subdivision meet all of the requirements of Chapter 7, Section 2 through 9 of the City Code, the Public Works Design Manual and any other applicable City ordinance and resolutions.
▪	Surveyor’s Statement , which shall read: "The undersigned Professional Land Surveyor licensed in the State of Colorado, hereby states and declares that the accompanying plat was surveyed and drawn under his/her responsible charge and accurately shows the described tract of land, and subdivision thereof, and that the requirements of Title 38 of the Colorado Revised Statutes, 1973, as amended, have been met to the best of his/her knowledge and belief."



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<ul style="list-style-type: none"> ▪ Closure Sheets. One (1) copy of the computer closure sheets for the entire subdivision area. Such sheets shall not be required if not more than five (5) lots in the subdivision are irregular (not rectangular) in shape.
<ul style="list-style-type: none"> ▪ Replat should include the following information: The replat shall be identified by its own separate title. The title block of the replat shall further identify the subdivision of record of that portion of the subdivision of record which is being replatted.
<ul style="list-style-type: none"> ▪ The replat shall contain the following notice: `The approval of this replat vacates all prior plats for the area described by this replat.'
<ul style="list-style-type: none"> ▪ The replat shall show graphically the “as platted” lot(s) separately on the plat drawing. The drawing shall indicate all existing easements
<ul style="list-style-type: none"> ▪ If any existing lot line is being removed, relocated or re-orientated, any associated Easements dedicated by plat still remain unless vacated separately or as part of this request. If this easement is to be vacated as part of this request, provide the following information. With the replat: The project description letter needs to indicate that the associated lot line easement(s) or other platted easement(s) are to be vacated. Provide locates from the utility locaters, unless no water or wastewater mains exist adjacent to the area being replatted or unless CSU specifically waives the submission of locates.
<ul style="list-style-type: none"> ▪ Geologic Hazard Study disclosure statement (not required if waiver has been approved): "This property is subject to the findings summary and conclusions of a Geologic Hazard Report prepared by _____ dated _____, which identified the following specific geologic hazard on the property: _____ . A copy of said report has been placed within file # _____ or within the subdivision file _____ of the City of Colorado Springs Planning and Development Team. Contact the Planning and Development Team, 30 South Nevada Avenue, Suite 105, Colorado Springs, CO, if you would like to review said report."
<ul style="list-style-type: none"> ▪ If within an airport overlay, the following note must be added: "The avigation easement dedicated herein for public avigation purposes, shall be considered a public easement subject to those terms and conditions as specified on the instrument recorded at reception no. 217069667 of the Records of El Paso County, Colorado. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect."

Review Criteria

FINAL PLAT REVIEW CRITERIA:

It is the purpose and intent of this article:

- A. To promote the health, safety, convenience and general welfare of the citizens of the City.
- B. To set forth appropriate standards for subdivision design which will:
 - a. Encourage the development of sound, economical, stable neighborhoods and create a healthy living environment for the residents of the City, in conformance with the goals and policies of the Comprehensive Plan.
 - b. Provide for lots of adequate size, configuration and appropriate design for the purpose for which they are to be used and to accommodate the physical features of the site.
 - c. Promote design flexibility.
 - d. Provide for streets of adequate capacity and with which appropriate improvements will handle anticipated traffic flow.
 - e. Preserve the significant natural features and environmental quality of the City.
- C. To set forth appropriate standards for utilities and services which will:
 - a. Provide an efficient, adequate and economical supply of utilities and services to land proposed for development, in order to assure that governmental costs are minimized to the greatest extent possible.



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- b. Ensure at the time of subdivision that adequate storm drainage, sewage disposal and other utilities, services and improvements needed as a consequence of subdivision of land are provided.
- c. Provide for the undergrounding of all public utilities lines up to thirty thousand (30,000) volts except as otherwise provided in section 7.7.805 of this article.
- D. To assure the provision of adequate and safe circulation which will:
 - a. Minimize traffic hazards through means of appropriate street design and provide for safe and convenient vehicular and pedestrian traffic circulation.
 - b. Provide for adequate vehicular access to abutting properties and the subdivider's remaining holdings.
 - c. Assure that street rights of way are provided for in accord with the major thoroughfare plan and the City Engineer design manual.
 - d. Provide for safe and convenient pedestrian access throughout the community.
- E. To assure adequate public facilities are provided which will:
 - a. Enhance the coordination of subdivision development with the provision of public facilities such as parks, recreation areas, schools and other types of community facilities.
 - b. Ensure that public facilities are provided in accord with the City's Comprehensive Plan.
 - c. Provide for adequate law enforcement and fire protection facilities.
- F. To ensure the appropriate development of the community through the implementation of the goals and policies of the Comprehensive Plan.
(Ord. 96-44; Ord. 01-42)