

SUBMITTAL CHECKLIST:
SUBDIVISION PLAT (FINAL)

The following information is required to be submitted with all applications, unless waived by staff. Any item waived must be dated and initialed by a planner with the City of Fort Collins Community Development and Neighborhood Services

- Application form, APO fees, and filing fee. [Application Form.pdf](#)
- Transportation Development Review Fee – please contact Engineering at (970) 221-6605 for information.** [TDR Fees and Application.pdf](#)
- Final Subdivision Plat** (23 copies 24" X 36" - folded).
- Soils Report** (2 copies).
- Drainage Report** (4 copies).
- An update of the Transportation Impact Analysis or statement that there has been no change from the PDP (6 copies).
- Final Utility and Drainage Plans** (13 copies 24" x 36" - unfolded).
- Deeds for all off-site rights-of-way and easements.
- Certification of Notice of Mineral Rights Owners (1 copy). [Mineral Rights Certificate.pdf](#)
- Other information Director may require.

**This document is meant to be used as a checklist only. For a more detailed list and explanation of each of these items, please see the handout: "Submittal Requirements: Subdivision Plat (Final)"*