

SUBMITTAL REQUIREMENTS:  
*SUBDIVISION PLAT (PDP)*

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- 1) Application form, APO fees, filing fee, and sign posting fee. [Application Form.pdf](#)
- 2) **Transportation Development Review Fee – please contact Engineering at (970) 221-6605 for information.** [TDR Fees and Application.pdf](#)
- 3) **APO List (*Affected Property Owners*):** Three lists of names and addresses of all owners of record of real property within eight hundred (800') feet (see Supplemental Notice Requirements of Section 2.2.6 of the Land Use Code for further information) of the property lines of the parcel of land for which the overall development plan is proposed, exclusive of public right-of-way. Two lists shall be typed on mailing labels (33 labels per sheet), the other list shall be a reproducible copy of those labels.
- 4) **Subdivision Plat** (23 copies) (folded) at an appropriate scale on one or more sheets of paper with outer dimensions of 24" x 36" containing the following information:
  - (a) Name of subdivision.
  - (b) Location and boundaries of the subdivision, tied to at least two (2) public land corners in the section in which it is located, with the exception of a new plat that is entirely a replat of all or a portion of an existing subdivision, in which case the control monuments become a boundary of the previous subdivision.
  - (c) Names and addresses of applicant, engineer, surveyor and owners.
  - (d) Date of preparation, the scale and a symbol designating true North.
  - (e) Total acreage of subdivision.
  - (f) Location and dimensions of all existing streets, alleys, easements, lot lines and other areas to be reserved or dedicated for parks, schools or other public uses.
  - (g) Location and dimensions of all proposed streets, alleys, easements, lot lines and other areas to be reserved or dedicated for parks, schools or other public uses.
    - (i) Street and alley Right of Way dimensions should include the centerline curve radii, centerline curve lengths, tangent lengths, and widths.
    - (ii) Easement dimensions should include widths of standard utility easements along Rights of Way and approximate dimensions of all other easements.
    - (iii) Lot areas should be labeled with approximate square footages.
    - (iv) Lot dimensions should be provided if proposed lots are near the minimum lengths, widths, or areas required.
  - (h) Designation of areas subject to flooding, including floodplain, floodway and product corridors. (Elevation Datum must be referenced to City of Fort Collins Datum.)
  - (i) Land use breakdown, including number of lots and approximate lot sizes.

- (j) Zoning on and adjacent to the subdivision.
  - (k) A vicinity map of the area surrounding the site within a distance of at least one mile.
  - (l) Names of abutting subdivisions or owners of abutting unplatted property.
  - (m) Maintenance guarantee, repair guarantee, notice of other documents, and other language shall be provided, though the signatures are not required prior to public hearing. The most current language may be obtained from Development Review Engineering and will include:
    - (i) Statement of Ownership and Subdivision
    - (ii) Certificate of Dedication
    - (iii) Maintenance Guarantee
    - (iv) Repair Guarantee
    - (v) Notice of Other Documents
    - (vi) Sight Distance Easement Restrictions (*if applicable*)
    - (vii) Attorney's Certification
    - (viii) Private Street/Drive Notice Box
    - (ix) Surveyor's Statement
    - (x) City Engineer Approval
    - (xi) Planning Approval
    - (xii) City Clerk Signature Line
    - (xiii) Other items on the plat:
      - Special language that may be required by utilities,
      - Approval by utilities as applicable
  - (n) If all or any part of the proposed subdivision plat is a replat of an existing subdivision plat, and the intent of the proposed plat is to adjust the location of existing easements as shown on the former plat, a note vacating the existing affected easements shall be placed on the proposed plat.
  - (o) Other information and data as the Director may require for full and complete consideration of the development
- 5) Existing and proposed utility systems and drainage plans (13 copies) (unfolded) including sanitary sewers, storm sewers, water, electric, gas and telephone lines, fire hydrants and trash collection areas, prepared by a registered engineer.
  - 6) Street cross section schematics must be submitted for each general category of street, including the proposed width, treatment of curbs and gutters, sidewalks systems and bikeway systems where deviations are proposed from the design criteria and standards of the City. (8 copies) (folded) (if not included in the utility plans).
  - 7) Physiographic data (2 copies) including the following:

- 8) **Drainage report** (4 copies) and calculations.
- 9) **A Transportation Impact Analysis** (6 copies) prepared in accordance with the Transportation Impact Analysis Guidelines.
- 10) One (1) rendered set (unfolded), ten (folded) sets of the plat and 8 1/2" x 11" (Photo Mechanical Transfer) PMT of subdivision plat to be submitted prior to the public hearing.
- 11) A list of street names proposed for use in the development.
- 12) Other information and data as the Director may require for full and complete consideration of the development.