

SUBMITTAL REQUIREMENTS:
SUBDIVISION PLAT (FINAL)

- 1) Application form, APO fees, and filing fee. [Application Form.pdf](#)
- 2) **Transportation Development Review Fee – please contact Engineering at (970) 221-6605 for information.** [TDR Fees and Application.pdf](#)
- 3) Final subdivision plat (23 copies folded to fit into a legal-size folder with the project name showing) at an appropriate scale on one or more sheets of paper with outer dimensions of 24" x 36" shall contain the following information and comply with the following standards:
 - (a) The plat shall conform to all the requirements of C.R.S. Article 51 and Article 53 Title 38, and with the Bylaws and Rules of Procedure of the State of Colorado Board of Registration for Professional Engineers and Land Surveyors with regards to the subdivision and monumentation procedures. A workmanlike execution of the plat shall be made in every detail. A poorly drawn, un-reproducible or illegible plat is sufficient cause for its rejection.
 - (b) The plat shall be drawn at an appropriate scale in drawing ink on mylar, or other permanent image on acceptable material, in the following size: twenty-four (24) inches by thirty-six (36) inches. No portion of the final plat shall have "stick-on" type material. A photo mylar with original signatures is acceptable.
 - (c) The bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line of the plat. All lengths shown on the plat shall be shown to the hundredths of a foot, and all angles and bearings shown on the plat shall be shown to the seconds of arc. All curves on the plat shall include the following data:
 - (i) Radius of the curve
 - (ii) Central angle of the curve
 - (iii) Arc length of the curve
 - (iv) Chord bearing and chord length of the curve
 - (d) All blocks (if used) and all lots (whether within a block or not) shall be numbered consecutively and shown on the plat. All parcels (with the exception of rights of way and alleys) within the plat boundaries shall be given either a lot or tract designation. Excepted parcels shall be marked "not included in this subdivision" and the boundaries completely indicated by bearing and distances.
 - (e) All parcels within the subdivision designated as tracts shall list the proposed usage, the proposed ownership and who will maintain the tracts.
 - (f) The square footage of each lot and tract shall be given. Acreage to the nearest one-thousandth of an acre may be substituted for square footage when the lot or tract exceeds one acre in size.
 - (g) All streets and alleys shall be designated as such and streets shall be named. If the street is shown on more than one sheet of the plat, the street name shall be shown on each sheet. The widths of each street and alley shall be shown. Centerline bearings and distances or curve data of each street shall be shown.
 - (h) All easements (existing or proposed) shall be shown with enough bearing and distance or curve

data information to establish their position. All easements (existing or proposed) shall be designated as to their use. 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.

- (i) All dimensions of irregularly shaped lots or tracts shall be indicated on each lot or tract with bearings and distances or curve data. Bearings and distances need not be given for interior lot lines where the bearings and distances are the same as those of both end lot lines (a ditto mark shall replace the similar bearings and distances in this case).
- (j) Name of the subdivision, quarter section, township, range, City of Fort Collins, Larimer County, Colorado. If all or any part of the proposed subdivision is a replat of a existing subdivision (recorded in either Larimer County or the City of Fort Collins), the title of the plat shall reference the portion of the previous subdivision being replatted.
- (k) Date of preparation, north arrow, bar scale and stated scale.
- (l) A property description with the total acreage of the subdivision stated.
- (m) A vicinity map of the area surrounding the site within a distance of at least one mile, showing and naming arterial and collector streets, and existing municipal boundary lines where applicable.
- (n) Dedication statement in the following format:

STATEMENT OF OWNERSHIP AND SUBDIVISION:

Know all persons by these presents, that the undersigned, being owner(s) of the following described land:

***** LEGAL DESCRIPTION *****

. . . (which above described tract contains _____ acres, more or less)

for themselves and their successors in interest (collectively, "Owner") have caused the above described land to be surveyed and subdivided into lots, tracts and streets as shown on this Plat to be known as _____ (the "Development"), subject to all easements and rights-of-way now of record or existing or indicated on this Plat. The rights and obligations of the Plat shall run with the land.

CERTIFICATE OF DEDICATION:

The Owner does hereby dedicate and convey to the City of Fort Collins, Colorado (hereafter "City"), for public use, forever, a permanent right-of-way for street purposes and the "Easements" as laid out and designated on this Plat; provided, however, that (1) acceptance by the City of this dedication of Easements does not impose upon the City a duty to maintain the Easements so dedicated, and (2) acceptance by the City of this dedication of streets does not impose upon the City a duty to maintain streets so dedicated until such time as the provisions of the Maintenance Guarantee have been fully satisfied. The streets dedicated on this Plat are the fee property of the City as provided in Section 31-23-107 C.R.S. The City's rights under the Easements include the right to install, operate, access, maintain, repair, reconstruct, remove and replace within the Easements public improvements consistent with the intended purpose of the Easements; the right to install, maintain and use gates in any fences that cross the Easements; the right to mark the location of the Easements with suitable markers; and the right to permit other public utilities to exercise these same rights. Owner reserves the right to use the Easements for purposes that do not interfere with the full enjoyment of the rights hereby granted. The City is responsible for maintenance of its own improvements and for repairing any damage caused by its activities in the Easements, but by acceptance of this dedication, the City does not accept the duty of maintenance of the Easements, or of improvements in the Easements that are not owned by the City. Owner will maintain the surface of the Easements in a sanitary condition in compliance with any applicable weed, nuisance or other legal requirements.

Except as expressly permitted in an approved plan of development or other written agreement with the City, Owner will not install on the Easements, or permit the installation on the Easements, of any building, structure, improvement, fence, retaining wall, sidewalk, tree or other landscaping (other than usual and customary grasses and other ground cover). In the event such obstacles are installed in the Easements, the City has the right to require the Owner to remove such obstacles from the Easements. If Owner does not remove such obstacles, the City may remove such obstacles without any liability or obligation for repair and replacement thereof, and charge the Owner the City's costs for such removal. If the City chooses not to remove the obstacles, the City will not be liable for any damage to the obstacles or any other property to which they are attached.

The rights granted to the City by this Plat inure to the benefit of the City's agents, licensees, permittees and assigns.

MAINTENANCE GUARANTEE:

The Owner hereby warrants and guarantees to the City, for a period of two (2) years from the date of completion and first acceptance by the City of the improvements warranted hereunder, the full and complete maintenance and repair of the improvements to be constructed in connection with the Development which is the subject of this Plat. This warranty and guarantee is made in accordance with the City Land Use Code and/or the Transitional Land Use Regulations, as applicable. This guarantee applies to the streets and all other appurtenant structures and amenities lying within the rights-of-way, Easements and other public properties, including, without limitation, all curbing, sidewalks, bike paths, drainage pipes, culverts, catch basins, drainage ditches and landscaping. Any maintenance and/or repair required on utilities shall be coordinated with the owning utility company or department.

The Owner shall maintain said improvements in a manner that will assure compliance on a consistent basis with all construction standards, safety requirements and environmental protection requirements of the City. The Owner shall also correct and repair, or cause to be corrected and repaired, all damages to said improvements resulting from development-related or building-related activities. In the event the Owner fails to correct any damages within thirty (30) days after written notice thereof, then said damages may be corrected by the City and all costs and charges billed to and paid by the Owner. The City shall also have any other remedies available to it as authorized by law. Any damages which occurred prior to the end of said two (2) year period and which are unrepaired at the termination of said period shall remain the responsibility of the Owner.

REPAIR GUARANTEE:

In consideration of the approval of this final Plat and other valuable consideration, the Owner does hereby agree to hold the City harmless for a five (5) year period, commencing upon the date of completion and first acceptance by the City of the improvements to be constructed in connection with the development which is the subject of this Plat, from any and all claims, damages, or demands arising on account of the design and construction of public improvements of the property shown herein; and the Owner furthermore commits to make necessary repairs to said public improvements, to include, without limitation, the roads, streets, fills, embankments, ditches, cross pans, sub-drains, culverts, walls and bridges within the right-of-way, Easements and other public properties, resulting from failures caused by design and/or construction defects. This agreement to hold the City harmless includes defects in materials and workmanship, as well as defects caused by or consisting of settling trenches, fills or excavations.

Further, the Owner warrants that he/she owns fee simple title to the property shown hereon and agrees that the City shall not be liable to the Owner or his/her successors in interest during the warranty period, for any claim of damages resulting from negligence in exercising engineering techniques and due caution in the construction of cross drains, drives, structures or buildings, the changing of courses of streams and rivers, flooding from natural creeks and rivers, and any other matter whatsoever on private property. Any and all monetary liability occurring under this paragraph shall be the liability of the Owner. I further warrant that I have the right to convey said land according to this Plat.

Notice of Other Documents:

All persons take notice that the Owner has executed certain documents pertaining to this Development which create certain rights and obligations of the Development, the Owner and/or subsequent Owners of all or portions of the Development site, many of which obligations constitute promises and covenants that, along with the obligations under this Plat, run with the land. The said documents may also be amended from time to time and may include, without limitation, the Development Agreement, Site And Landscape Covenants, Final Site Plan, Final Landscape Plan, and Architectural Elevations, which documents are on file in the office of the clerk of the City and should be closely examined by all persons interested in purchasing any portion of the Development site.

SIGHT DISTANCE EASEMENT RESTRICTIONS (if applicable):

Sight Distance Easement – The sight distance easement is an easement required by the City at some street intersections where it is necessary to protect the line of sight for a motorist needing to see approaching traffic and to react safely for merging their vehicle into the traffic flow. The following are requirements for certain objects that may occupy a sight distance easement for level grade:

1. Structures and landscaping within the easement shall not exceed 24 inches in height with the following exceptions:
2. Fences up to 42 inches in height may be allowed as long as they do not obstruct the line of sight for motorists.
3. Deciduous trees may be allowed as long as all branches of the trees are trimmed so that no portion thereof or leaves thereon hang lower than six (6) feet above the ground, and the trees are spaced such that they do not obstruct line of sight for motorists. Deciduous trees with trunks large enough to obstruct line of sight for motorists shall be removed by the owner.

For non-level areas these requirements shall be modified to provide the same degree of visibility.

ATTORNEY'S CERTIFICATION:

I hereby certify that this Subdivision Plat has been duly executed as required pursuant to Section 2.2.3(C)(3)(a) through (e) inclusive of the Land Use Code of the City of Fort Collins and that all persons signing this Subdivision Plat on behalf of a corporation or other entity are duly authorized signatories under the laws of the State of Colorado. This Certification is based upon the records of the Clerk and Recorder of Larimer County, Colorado as of the date of execution of the Plat and other information discovered by me through reasonable inquiry and is limited as authorized by Section 2.2.3(C)(3)(f) of the Land Use Code.

Attorney: _____

Address: _____

Registration No.: _____

The following shall be placed on the plat set apart from the other notes in a box labeled as "NOTICE" when private drives or streets are utilized on the property:

NOTICE

ALL RESPONSIBILITIES AND COSTS OF OPERATION, MAINTENANCE AND RECONSTRUCTION OF THE PRIVATE STREETS AND/OR DRIVES LOCATED ON THE PRIVATE PROPERTY THAT IS THE SUBJECT OF THIS PLAT SHALL BE BORNE BY THE OWNERS OF SAID PROPERTY, EITHER INDIVIDUALLY, OR COLLECTIVELY, THROUGH A PROPERTY OWNERS' ASSOCIATION, IF APPLICABLE. THE CITY OF FORT COLLINS SHALL HAVE NO OBLIGATION OF OPERATION, MAINTENANCE OR RECONSTRUCTION OF SUCH PRIVATE STREETS AND/OR DRIVES NOR SHALL THE CITY HAVE ANY OBLIGATION TO ACCEPT SUCH STREETS AND/OR DRIVES AS PUBLIC STREETS OR DRIVES.

SURVEYOR'S STATEMENT:

I, _____, a Colorado Registered Professional Land Surveyor, do hereby state that this Subdivision Plat was prepared from an actual survey under my personal supervision, that the monumentation as indicated hereon were found or set as shown, and that the forgoing Plat is an accurate representation thereof, all this to the best of my knowledge, information and belief.

(name)

Colorado Registered Professional Land Surveyor # _____

APPROVED AS TO FORM, CITY ENGINEER:

By the City Engineer of the City of Fort Collins, Colorado this _____ day of _____ A.D., _____.

City Engineer

PLANNING APPROVAL:

By the Director of Community Development and Neighborhood Services the City of Fort Collins, Colorado this _____ day of _____ A.D., _____ .

Director of Community Development and Neighborhood Services

The following note shall be placed on the Plat:

There shall be no private conditions, covenants or restrictions that prohibit or limit the installation of resource conserving equipment or landscaping that are allowed by Sections 12-120 - 12-122 of the City Code.

Other Items on the Plats:

SPECIAL LANGUAGE THAT MAY BE REQUIRED BY UTILITIES

APPROVAL BY UTILITIES AS APPLICABLE.

OTHER PLATTING REQUIREMENTS OF COLORADO LAW AND REGULATION.

- (o) All final plats, and/or deeds (for conveyances of real property either off the site described on the plat or at a time or in a manner separate from the plat), submitted to the City shall:
- (i) Be signed by all current owners of any recorded fee interest in the surface of the land described on the plat (or in the deed), whether full or defeasible and whether solely or partially owned.
 - (ii) Be signed by all current owners of any equitable interest arising out of a contract to purchase any fee interest in the surface of the land described on the plat (or in the deed), whether full or defeasible and whether solely or partially owned.
 - (iii) Be signed by all current record owners of any non-freehold interest arising from any recorded lease of the surface of the land described on the plat (or in the deed) if such lease has a remaining term of six (6) years following approval of the final development plan by the decision maker or if such lease contains any right of extension which, if exercised by the tenant, would create a remaining term of six (6) years following approval of the final development plan by the decision maker.
 - (iv) Be signed by all current owners of any recorded mortgage, deed of trust or other lien, financial encumbrance upon or security interest in the lands described on the plat (or deed) which, if foreclosed would take, injure, diminish or weaken the City's interest in any land, easement or right-of-way which is dedicated to the City or to the public on the plat (or in the deed).
 - (v) Be signed by all current owners of any easement or right-of-way in the lands described on the plat (or in the deed) whether on, above or below the surface, which includes rights which will take, injure, diminish or weaken the City's interest in any land, easement or right-of-way which is dedicated to the City or to the public on the plat (or in the deed).
 - (vi) Be signed by an attorney licensed to practice law in the State of Colorado certifying to the City that all signatures as required pursuant to subparagraph 1 through 5 above have lawfully and with full authority been placed upon the plat (or in the deed). Said certification may be limited by the attorney so certifying to only those ownership interests that are of record or, if not of record, are either actually known to the certifying attorney to exist, or in the exercise of reasonable diligence, should have been known to the certifying attorney to exist. For purposes of such certification, the terms "record", "recorded" and "of record" shall mean as shown by documents recorded in the real estate records in the Clerk and Recorder's Office of Larimer County, Colorado prior to the date of certification.
 - (vii) Contain the legal notarization of all signatures as required pursuant to subparagraphs 1 through 5 above to be placed upon the plat (or deed).
 - (viii) In substitution of the requirement of subparagraph 6 above, be accompanied by a policy of title insurance insuring the City, in an amount to be determined by the Director as sufficient to fully compensate the City for (a) any and all risk of liability for; and (b) all damages to the City arising from the execution of the plat (or deed) in any manner not in compliance with the requirements of this Section.

The Director may waive or modify the requirements of subparagraphs 2 through 5 above upon a clear and convincing showing by the applicant that such waiver or modification will not result in any detriment to the public good, including without limitation, detriment to the interest of the public in the real property conveyed to it on the plat (or in the deed); and will not result in any harm to the health, safety or general welfare of the City and its citizens.

- (p) All signatures must be of a color and quality that will be reproducible.
- (q) The plat shall show how any adjoining rights-of-way were previously dedicated by reference to

the dedication document (either by Book and Page, Reception Number, previous plat, etc.).

- (r) If the plat requires any off site easement, “temporary turn-around”, etc. that are not included within the boundary of the subdivision, the needed easement or “temporary turn-around” shall be recorded prior to the recording of the plat and the recording information (Reception Number) of the easement shall be shown on the plat.
 - (s) Each sheet of the subdivision plat shall be numbered with a reference to the total number of sheets included in the plat (ie: Sheet one of three, Sheet two of three, etc.). No other documents shall be included within the total number of sheets within the plat (i.e. site plans, construction drawings etc.). The name of the subdivision shall appear on each sheet.
 - (t) If the boundary of the plat adjoins an existing plat, the existing plat shall be referenced, or if the adjoining land is unplatted, a notation to that effect.
 - (u) If restrictions are placed upon the usage and enjoyment of the lots by other documents, there shall be a reference to the other documents on the subdivision plat.
 - (v) Any plat to be filed shall reference 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 the boundary of the previous subdivision. A copy of the Monument Record the surveyor has filed with the State of Colorado Board of Registration for Professional Engineers and Land Surveyors for these public land corners, shall accompany the plat submittal. If the public land corner(s) used as reference have a current and acceptable Monument Record on file, a copy of the Monument Record and a letter from the surveyor who has prepared the plat verifying this information shall accompany the plat submittal.
- 4) Final utility and drainage plans (13 copies) (unfolded), soils report (2 copies) and drainage report (4 copies).
 - 5) An update of the Transportation Impact Analysis (6 copies) or a statement that there has been no change from the analysis submitted with the Overall Development and/or Project Development Plan.
 - 6) One rendered set (unfolded), ten folded sets of the plat and 8½" x 11" (Photo Mechanical Transfer) PMT to be submitted prior to the public hearing.
 - 7) Signed reproducible mylar of subdivision plat to be submitted prior to recording of approved documents.
 - 8) Deeds for all off-site Easements and/or Rights-of-Way. All such deeds shall be executed and certified as required by the City Engineer. **Please contact the Engineering Department at (970) 221-6605** for further information on the process for off-site dedications.
 - 9) Certification of Notice to Mineral Rights owners (1 copy)