



FINAL PLAT CHECKLIST

(Subdivision or Re-Subdivision)

Five (5) large format sets of documents (including at least one original with signatures) shall be submitted with the following information:

A Major Subdivision Final Plat Map shall include of the following:

- An appropriate engineering scale on the plat, based on the size of the project;
- Entire area proposed for subdivision shown on one sheet, if practicable, with no map larger than 24" x 36";
- Statement by the surveyor who prepared the plat that the final plat meets requirements established by the SMC and C.R.S. 38-51-102, as amended, or any other applicable state standard;
- North arrow, graphic scale and date of survey;
- Boundary lines with bearings and distances, plus a property description of the tract proposed for subdivision;
- Departing property lines and owners of record of all parcels adjoining the proposed subdivision, including parcels separated therefrom only by a public right-of-way, river, drainage, railroad or public parcel;
- Street, block and lot layout;
- Existing and proposed easements for drainage, irrigation, access, utilities or other facilities, with widths, dimensions and area of each easement;
- Street names (extensions of streets must be preserved);
- Block and lot numbering, with lot area and dimensions of each lot;
- Private and/or public open space to be dedicated to Town or property owners' association;
- Private and/or public parcels for parks, schools, buildings and facilities;
- Name of proposed subdivision, which shall be different from that of any existing subdivision previously recorded in Garfield County;
- Land use summary describing all proposed residential and non-residential land uses, respective acreages and zoning of land uses, total acreage of subdivision, and number of off-street parking spaces for each land use;
- List of names and addresses of the surface owners, mineral owners, and any lessees of the mineral owners, as such names and addresses appear upon the county records;
- Name(s) and address(es) of any mortgagee(s) of the property;
- Name(s) and address(es) of applicant for the land use;
- Name(s) and address(es) of property owner(s), if not the applicant for the land use;
- Name and address of surveyor who prepared the major subdivision final plat;
- Names and addresses of owners of land immediately adjoining the area to be platted;
- Certifications as detailed in Appendix A (SMC, following Section 16.18.240);
- Vicinity map at a scale of 1" = 1,000', depicting the following:
 - Tract lines and names of all abutting subdivisions;
 - Location of streets and highways within an area of approximately one-quarter mile of the proposed subdivision tract;
 - Natural drainage courses for streams flowing through the proposed subdivision, with the limits of tributary areas shown where practical;
 - Section lines, township and range lines, where practical.
- Control points and monuments, as follows:

- Applicant shall indicate locations and descriptions of primary control points, and prove that property is tied to those points;
- Applicant shall indicate that monuments will be placed in conformance with standards set forth in the state statutes;
- Legal description of the property;
- Reference to any protective covenants which are to be recorded with the major subdivision final plat.

Final Plan Submittal Requirements:

- Land Use Application, Final Plan Application and applicable fee;
- Infrastructure construction details shown schematically, with scale of no more than 1" = 50';
- Existing and proposed contours, at two-foot intervals, unless a maximum five-foot interval is approved by staff in rugged areas. Topographic information shall be accurate within one-half of the approved contour interval;
- Final lot grading for each lot proposed, with final elevation for each lot shown;
- Name and address of engineer who prepared the major subdivision final plan and/or infrastructure construction plan;
- Letter from the applicant stating that all supplemental information furnished with the major subdivision preliminary plan and preliminary plat is valid for the major subdivision final plan and final plat, or, if this is not the case, revised supplemental data of the same scope and format as required for the major subdivision preliminary plan and preliminary plat shall be furnished;
- The protective covenants, conditions and restrictions to be placed on the subdivision, once approved by the board;
- Engineering plans, descriptions and cost estimates for private and public improvements, including streets, drainage facilities, natural gas, electric, communications, cable television, water, wastewater, irrigation, bridges, trails, sidewalks, parks, open space and public amenities;
- Letter from utility companies providing service to the subdivision, stating that infrastructure construction design plans for such utilities are appropriate;
- Draft subdivision improvements agreement for negotiation with the Town and further requiring infrastructure and other improvements to be completed by the applicant within specified time periods and prior to the issuance of building permits within the subdivision;
- Disclosure of ownership – an updated certificate (no older than 90 days) from a title insurance company or attorney licensed in the state of Colorado which shall set forth a legal description of the property, the names of all owners of property included in the final plan map and shall include a list of all mortgages, judgments, liens, contracts or agreements of record in Garfield County regarding such property. If the certificate of title discloses any of the above, the owners or holders of such mortgages, judgments, liens, contracts, or agreements shall be required to consent to the application. If the applicant for major subdivision final plan is not the property owner, then both the applicant and the property owner shall sign the land use application and be subject to all the provisions of SMC.

Please do not print Mylars prior to receiving staff approval to do so.

For Final Plat Requirements, please refer to Silt Municipal Code Sections 16.04.210 through 16.04.350.