

Purpose of Checklist

This checklist will help to assure that your submitted application is consistent with City of Centennial regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom and submit it with your application and submittal materials.

Purpose of a Plat

A plat or replat which complies with the terms, conditions and requirements of the approved zone district must be submitted and approved prior to the issuance of building permits for improvements to any site or sites within the project covered by the application.

A plat or replat establishes the legal boundaries for a particular property, ensures that the minimum zoning district standards are met, including lot size and width. The platting process also ensures the provision of utilities and access to public Rights-of-Way and may be used as an instrument to convey public easements or Right-of-Way. With limited exception all property in the City must be platted prior to conveyance and the issuance of building permits.



2011 Land Development Code Plat and Replat Checklist

Site Plan Checklist

Please check off the following items to assure your application is complete. Sign and submit this checklist with your application.

Applicant Staff

		<p>General Information. Project name, type of proposal, legal description of the plan or plat's land area, date of the drawing, scale, north arrow, and existing zoning of the parcel proposed for development. Each sheet shall have the case number at the bottom left-hand corner that reads, "Case No. XX-XXX."</p>
		<p>Vicinity Map. Vicinity map with north arrow (scale of 1 in. = 2,000 ft. preferred) with an emphasis on the major roadway network within one mile of the parcel proposed for development.</p>
		<p>Display of Streets. The location, names, widths, and type of surfacing of all streets shall be shown on the plat. Existing right(s)-of-way shall bear notations of dedication by Book and Page number. Private drives and streets shall be labeled as such. Include a contour map where terrain might affect the location of streets.</p>
		<p>Standard Notes, Certifications, and Dedications. All Standard Notes and Certifications required by the City of Centennial staff shall be included on the plan. Any modifications to these notes or proposed non-standard notes must be approved by the City Attorney. All notes not meeting these specifications shall be removed.</p>
		<p>Subdivision Title. The title of the subdivision, as dedicated, shall be located at the top of each sheet. On each sheet, a subtitle, in smaller lettering, shall indicate the quarter section (s) (1/4), section, township, range, and 6th Principle Meridian in which the subdivision is located. If the subdivision is a replatting of a previously approved subdivision, the replatting information shall be included in the subtitle. The name of the City and the State shall be included in the subtitle.</p>
		<p>Misc. Information and Scale. Each sheet of the exhibit shall show the date of the survey, north arrow, and the written and graphic scale. The drawing and any revision dates shall be shown on the cover sheet. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet.</p>
		<p>Monumented Land Survey. An accurate and complete Monumented Land Survey pursuant to paragraph thirteen (13) of Section 38-51-102 of the Colorado Revised Statutes, shall be made of the plat. A traverse of boundaries when computed from field measurements on the ground must have a minimum unadjusted ratio of closure of one (1) part in fifteen thousand (15,000).</p>
		<p>Legal Description of the Subdivision The Monumented Land Survey shall be an accurate reflection of the legal description. The method of description shall be by use of metes and bounds, except that in a replatting, the subdivision, block, tract, and/or lot may be used. 1. The legal description shall be in the following format: A parcel of land in the ___ 1/4 of Section ___, Township ___ South, Range ___ West, of the Sixth Principal Meridian, City of Centennial, State of Colorado, more particularly described as follows: 2. The description that follows this introduction may be by one of the following two means. a. By metes and bounds, incorporating a complete traverse and the accuracy standards as described in "Monumented Land Survey," above. The area to the nearest one-hundredth of an acre (.01) more or less</p>

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	<p>shall be included. b. By subdivision, block and lot numbers. This method may only be used if the area being subdivided encompasses one contiguous area within one existing subdivision and does not include any existing right-of-way. This method may only be used if the parcel being replatted is a part of a subdivision recorded after July 1, 1975. The area to the nearest one-hundredth of an acre (.01) more or less shall be included. The Point of Beginning of the plat shall be tied (distance and bearing) to two adjacent section or quarter section corners of the Public Land Survey System. The monument found/set at the section or quarter section corners must be described on the Exhibit.</p>
	<p>Corner Ties. One corner of the replat shall be tied (distance and bearing) to two adjacent section or quarter section corners of the Public Land Survey System. The monuments found/set at the section or quarter section corners must be described on the plat. 1. The surveyor shall rehabilitate or upgrade any section or quarter section corners used to control the survey of the subdivision as required by the Rules of Procedure promulgated by the State Board of Registration for Professional Engineers and Professional Land Surveyors. 2. this section is not applicable if the subdivision of which the replat is a part was tied (distance and bearing) to two adjacent section or quarter section corners of the Public Land Survey System.</p>
	<p>Monument Records. A Colorado Land Survey Monument Record for each section or quarter section corner the survey of the subdivision is tied to must be prepared and sealed at the time the plat is submitted to the Director. Each Monument Record shall describe both supporting and contradicting evidence, as well as the monument found and accepted, established, restored or rehabilitated, and at least three (3) accessory or reference points. If the latest Monument Records on file meet the City's criteria, and the reference points are still existing, the surveyor only needs to submit copies of them with the plat.</p>
	<p>PLAT APPLICATIONS ONLY: Basis of Bearing. A note indicating the line being referenced and the existing monuments that define the referenced line shall be included on the plat. Assumed bearings shall not be used. One of the following methods of establishing a basis of bearing shall be used:</p> <ol style="list-style-type: none"> 1. Solar or polaris observation - the date of the observation and the method used shall be included in the basis of bearing note. 2. GPS observations on the monuments at each end of the reference line. The observations shall be of sufficient time to ensure an accurate bearing. The methodology and length of the observation session shall be included in the basis of bearing note. 3. Reference to a Horizontal Control Network. If the Point of Beginning of a plat or a corner of a replat is tied to two adjacent section or quarter section corners, the bearing shown between the two corners may be used as the basis of bearing. 4. Where the exterior boundary lines of the plat shows bearings and distances which vary from those recorded in adjoining plats or surveys, a note shall be placed along those lines, in parenthesis, stating the recorded bearing and distance and the reception number or plat book and page of the adjoiners, as shown in the following form: N41°27'29"E (Recorded as N41°10'23"E in Book 98 at Page 98).
	<p>REPLAT APPLICATION ONLY Plat References. A note indicating the line being referenced and the existing monuments that define the referenced line shall be included on the plat. :</p>

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		<p>1 If the subdivision of which the replat is a part uses bearings, the surveyor may use the same Basis of Bearings for the replat.</p> <p>2 If the original Basis of Bearing is not used, or the original subdivision did not use bearings, the surveyor must establish a Basis of Bearing in accordance with the requirements for a Subdivision Plat Exhibit.</p>
		<p>Monumentation.</p> <ol style="list-style-type: none"> 1. The plat shall be monumented pursuant to subsections (1), (2), (3), (4), (5), (6), (7), (8), (9) and (10) of Section 38-51-105, Colorado Revised Statutes. 2. Where applicable, the monuments set on the boundary of the subdivision shall be 30" long solid steel pins, 1/2" – 3/4" in diameter, set in concrete at least 6" in diameter and 12" in depth. 3. The monuments found or set at each corner, angle point, PC and PT of the exterior boundary of the subdivision shall be described on the plat. 4. Range Points a. The surveyor representing the subdivider shall install 30" long solid steel pins, 1/2" - 3/4" in diameter. These pins shall be firmly anchored in compacted or moist earth and shall be placed so that the top of the pin is approximately 3" below finish grade. Affixed to the top of these pins shall be a metal cap bearing the registration number of the responsible surveyor and a punch point indicating the actual point location. Range points shall be set along the centerline of all public rights of way and on the centerline of private streets located within detached single family residential subdivisions at the following locations: i. PC's, PT's and angle points ii. Intersections and centers of cul-de-sacs iii. (iii) Intersection of and with the subdivision boundary b. The maximum spacing between range points shall be 1400 feet. 5. The accuracy of the range points shall be one (1) in fifteen thousand (15,000). The plat shall indicate where the range points will be installed and describe the monuments to be set. 6. Range Point Boxes All range points shall be housed in a range box as shown on standard drawing SP-14 of the City's Roadway Design and Construction Standards Manual. Range boxes shall be installed after streets have been paved. The top of the range box shall be set approximately 1/4" below finish grade. 7. Offsets a. Offsets which are to be set on the extension of any lot, tract or parcel boundary line shall be noted on the plat at the time of recording and shall comply with Section 38-51-105 C.R.S. This note shall specify the standard offset distance and any nonstandard distances. b. An example of a note is as follows: All offsets are 1" metal disks embedded in concrete sidewalks set on the lot line extended, 5 feet from the platted lot corner along all streets except as follows: Nonstandard offsets for lot lines between: Lots 2 and 3, Block 1 is 5.87 feet Lots 6 and 7, Block 13 is 6.03 feet If no offset monuments are to be set in conjunction with the plat the following note shall be included on the plat: "Note: No offset monuments are to be set in conjunction with this plat. "

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	<p>8. Benchmarks The surveyor representing the subdivider shall establish permanent benchmarks for the subdivision. One benchmark shall be established for each 20 acres or fraction thereof. Each benchmark must be an easily accessible, permanent metal monument stamped with the following information: a. Date it was established b. Elevation c. Datum d. PLS number of the surveyor who established it.</p> <p>9. The following note shall be placed on the plat: Any person who knowingly removes, alters or defaces any public land survey monument or land boundary monument or accessory commits a Class Two (2) misdemeanor pursuant to State Statute 18-4-508, of the Colorado Revised Statute.</p>
	<p>Survey and Mathematical Information. The plat shall show complete survey and mathematical information, including curve data, and other data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines. Distances and bearings shall be used. The centerlines must close to one part in 15,000.</p>
	<p>Delineation of Plat Boundary. The boundary of the plat shall be delineated with a heavy solid line.</p>
	<p>Bearings and Street Intersections. The lines of all proposed lots shall be fully dimensioned with distances and bearings. Where a lot line intersects a street line at right angles, the bearing may be omitted. If a lot line intersects a curved street, the bearing on the line shall be shown. If the lot line is not radial to a curved street line, or a curved property line, the lot line shall be labeled N.R. and the radial bearing at the point of intersection shall be shown.</p>
	<p>Display of Adjacent Property. The location of lots, blocks, tracts and parcels adjoining the plat shall be shown. Adjoining lots and blocks shall be labeled and the name of adjoining subdivisions, as dedicated, shall be shown.</p>
	<p>Numbering of Blocks. The blocks in the plat shall be numbered consecutively throughout the subdivision, commencing with Block 1. The lots in each block shall be numbered consecutively commencing with Lot 1.</p>
	<p>PLAT APPLICATION ONLY: Display of Dedicated of Right-of-Way. All rights-of-way being dedicated to the City of Centennial shall be clearly labeled with the following statement: "Dedicated to the City of Centennial for right-of-way purposes by this plat."</p>
	<p>Easements. All easements shall be clearly labeled, identified, dimensions shown and tied to reference points within the subdivision, and be shown by dashed lines. Existing easements shall bear notation of dedication of conveyance by Book and Page number. If any easement of record cannot be definitely located, a statement of the existence, the nature thereof and its recorded reference shall be placed in the note section. Easements shall be designated and the disposition thereof indicated in the note section, including easements that abut the exterior boundary of the subdivision.</p>
	<p>PLAT APPLICATION ONLY Areas Excluded from Platting: Any area to be excluded from platting shall be marked "Reserved" or "Not a Part."</p>
	<p>Display of Floodplain. The identification and designation of the boundary lines of</p>

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		any 100-year developed floodplain, and the source of the designation shall be shown on the plat.
		Sight Triangles. The appropriate traffic sight triangles shall be designated and dimensions shown on the plat. Sight triangles shall be shown at the intersection of all roadways and at the intersection of all private drives/access points with public roadways.
		PLAT APPLICATION ONLY: Display of Tracts. All tracts shall be lettered sequentially starting with "A." The area, intended use and final ownership of all tracts shall be shown on the plat.
		Surveyor's Seal and Certificate. The surveyor shall certify and seal the plat so that the seal does not obscure any information shown on the plat.

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date

Purpose of Checklist

This checklist will help to assure that your submittal is consistent with City of Centennial regulations. On the attached checklist, please check the box when the materials have been provided. When all items are supplied, please read and sign the checklist at the bottom and submit it with your application and submittal materials.

The following are the minimum submittal requirements for a plat or replat application. Please check off the following items to assure your application is complete.

Planning Packet (2 Complete Sets)

Applicant Staff

Applicant	Staff	
		Completed and signed application form
		Required fees and fee sheet (fees as determined by staff)
		Written letter of intent
		Latest Plat (if platted)
		Latest Preliminary Development Plan/Rezoning Map (if applicable)
		Latest Final Development Plan/Site Plan (if applicable)
		Any waiver requests
		Title Commitment, dated within 90 days, including B2 exceptions
		Copies of all recorded documents cited in the B-2 exceptions from the title commitment
		Certificate of taxes paid from Arapahoe County (actual certificate, not computer printout from Assessor's office webpage).
		Notarized letter of authorization
		Pre-submittal notes
		24" X 36" Plat exhibit—see template
		Map of adjacent properties (Assessor's Map)
		Plat/Replat checklist completed and signed
		24" X 36" improvement location certificate or survey showing improvements
		Appraisal from MAI certified appraiser (if applicable)
		Additional information as determined by staff

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Engineering (2 Complete Sets)

Applicant Staff

		Written letter of intent
		Phase III drainage plan and report (if applicable)
		Any waiver requests
		Latest Plat (if platted)
		Latest Preliminary Development Plan/Rezoning Map (if applicable)
		Latest Final Development Plan/Site Plan (if applicable)
		Pre-submittal notes
		Traffic Impact Study (if applicable)
		24" X 36" Plat exhibit—see template
		24" X 36" improvement location certificate or survey showing improvements
		Closure calculations
		Certified legal description
		Adjacent plats

Southeast Metro Stormwater Authority (SEMSWA) (1 Complete Set)

Applicant Staff

		Written letter of intent
		Phase III drainage plan and report (if applicable)
		Any waiver requests
		Latest Plat (if platted)
		Latest Preliminary Development Plan (if applicable)
		Latest Final Development Plan (if applicable)
		Pre-submittal notes
		24" X 36" Plat exhibit—see template

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City Attorney (1 Complete Set)

Applicant Staff

		Written letter of intent
		Title Commitment, dated within 90 days
		Copies of all recorded documents cited in the B-2 exceptions from the Title Commitment
		Certificate of taxes paid from Arapahoe County (actual certificate, not computer printout from Assessor's office webpage).
		Notarized letter of authorization
		Pre-submittal notes
		Latest Plat (if platted)
		Latest Preliminary Development Plan/Rezoning Map (if applicable)
		Latest Final Development Plan/Site Plan (if applicable)
		24" X 36" Plat exhibit—see template
		Certified legal description

**NOTE: YOU MUST BRING THIS MATRIX
WHEN YOU SUBMIT YOUR APPLICATION**

STAFF WILL NOT ACCEPT APPLICATION MATERIALS THAT ARE NOT COLLATED AND FOLDED.

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date