

Instructions

This checklist will help ensure that your submittal is consistent with City of Centennial regulations. The following items **MUST** be included with your 1st submittal in order for it to be considered complete. If you are missing required items then Staff may reject your submittal.

Provided

	Letter of Intent that addresses all site plan criteria in Sec. 12-14-602 of the LDC
	Plat exhibit (see AutoCAD template and attached checklist for requirements)
	Title Commitment, dated within 90 days, including B-2 exceptions (must include copies of all recorded documents cited in B-2 exceptions)
	Certificate of Taxes Due (CTD) (request from Arapahoe County Treasurer’s Office directly)
	Notarized Letter of Authorization from the landowner permitting a representative to process the application on their behalf
	Drainage Report per SEMSWAs Pre-submittal notes
	A survey or ILC may be required to confirm locations of buildings to setbacks, etc.

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	<p>Plat Template. A plat template is provided for use. All the tables and notes must be present in the plans, unless directed to do so otherwise.</p>
	<p>General Information.</p> <ol style="list-style-type: none"> 1. No plats shall include copyright restrictions. 2. The font shall be in upper-case sans serif, and the size shall be readable when reduced to an 11 x 17 inch size. 3. The plat that is submitted for recording shall be an original drawing in black ink on 24 x 36 inch single / double matte mylar or photographic blackline positive mylar of the same, or equivalent. 4. The project title shall reflect the type of plan: "Final Plat", and contain the information described below: <ol style="list-style-type: none"> a. At the top of each sheet, the title of the subdivision, as dedicated, and a subtitle, in smaller lettering, that indicates: <ol style="list-style-type: none"> i. The quarter section(s), section, township and range in which the subdivision is located; ii. The phrase "City of Centennial, County of Arapahoe, Colorado." iii. If the subdivision is a replatting of a previously approved subdivision, the replatting information. b. Each sheet shall show the date of the survey, a North arrow, and the written and graphic scale. The minimum scale of the drawing shall be one inch to 100 feet. Enough sheets shall be used to accomplish this end. Acceptable larger scales are one inch to 20 feet, 30 feet, 40 feet, 50 feet, and 60 feet. c. The sheet number and the relation of each adjoining sheet shall be clearly shown by a small key map on each sheet. 5. Display the case number in the bottom left-hand corner as Case No. PLAT-XX-XXXXX
	<p>Cover Sheet.</p> <ol style="list-style-type: none"> 1. Show the drawing and any revision dates. 2. Provide a vicinity map that shows the following items: <ol style="list-style-type: none"> a. Clearly identifies the proposed development in relation to the surrounding community. b. Major roadways. c. Scale of 1" = 2000'. d. Adjacent jurisdictions. e. North arrow. f. Centennial Airport (if applicable) 3. Include the zoning and description. 4. Include the legal description. 5. Provide a Sheet Index that includes every sheet in the plan set identified by its own unique sheet number. 6. Provide the Standard Plat Notes as provided in the Plat Template. 7. Provide the applicable Optional Plat Notes as provided in the Plat Template.

	8. Provide the Certificates as provided in the Plat Template.
	<p>Plat Sheet.</p> <ol style="list-style-type: none"> 1. Provide the boundaries of all lots, common open space parcels, streets, alleys, utility easements, drainage easements, and pedestrian easements, and any other boundaries as required by the LDC. 2. An accurate and complete monumented land survey pursuant to paragraph 13 of C.R.S. 38-51-102, shall be made of the land to be subdivided. A traverse of boundaries when computed from field measurements on the ground must have a minimum unadjusted ratio of closure of one part in 15,000. The monumented land survey shall be an accurate reflection of the legal description. 3. Include a zoning table as provided in the Plat Template. 4. Include a Land Dedication Table if required (as provided in the Plat Template). 5. Include a Tract Table if tracts are part of the plat (as provided in the Plat Template).
	<p>Additional Information. Additional information may be requested by the Director as appropriate to the request, and the Director may waive information required above if it is deemed to be inappropriate to the request.</p>