



# FINAL PLAT

**Community Development Department  
8101 Ralston Road  
Arvada, Colorado 80002**

# FINAL SUBDIVISION PLAT

---

## Final Subdivision Plat Review

Applications for a Final Plat shall be submitted to the Community Development Department. The Staff will review each proposed Final Plat application based upon the approved Preliminary Plat including recommended changes, modifications, and attached conditions. All construction plans for subdivision-related public improvements shall be referred to the City Engineer for review and approval. Based on the results of those reviews, the Community Development Director shall act to approve, approve with conditions, or deny the proposed Final Plat.

Subdivision plats submitted for approval and recording shall conform to the requirements of the state of Colorado. In addition to County and other City requirements, all subdivision plats shall include the following:

1. Per state statutes and county requirements the plat shall meet the following requirements:
  - a. A top margin of at least one-inch and a left, right, and bottom margin of at least one-half inch. In Jefferson County the left one-third of top border shall be blank.
  - b. A three mil polyester sheet such as mylar, with non-fading black permanent ink, shall be used for recording; mylar sepia is not allowed (4 mil is required by Adams County).
  - c. The size required by Jefferson County is 24" X 36" and Adams County is 18" x 24".
  
2. Per state statutes and the State Board of Registration for Professional Engineers & Land Surveyors the plat shall contain:
  - a. A title block referring to the section, township, range, and principal meridian.
  - b. A written property description; include the section, township, range, principal meridian, county, state and if it is a replat refer to the subdivision, block and lot.
  - c. A basis of bearings statement; monuments must be described in the statement or on the plat.
  - d. The drawing:
    - i. Shall be to scale and contain a north arrow, a statement of scale, and a bar type graphical scale.
    - ii. Shall show recorded and apparent rights-of-ways and easements; refer to source of information if researched by someone other than the surveyor; note the widths and the reception numbers.
    - iii. Shall give all dimensions necessary to establish boundaries.
  - e. Conflicting boundary evidence (fence lines, monuments, other plats and surveys).
  - f. Monuments:
    - i. All boundary monuments found and/or set; boundary monuments shall be reasonably permanent with cap & registration number of surveyor.
    - ii. All section control monuments used; section monuments shall meet State Rule XIII requirements.
  - g. A statement by the professional land surveyor that the survey was performed by such surveyor or under such surveyor's responsible charge.
  - h. The signature and seal of the land surveyor.

3. Plat title
  - a. The subdivision name must not duplicate another subdivision name within the City of Arvada or within the county it will be recorded.
  - b. If the plat is a resubdivision of an existing subdivided parcel state this in the subtitle.
  - c. If the plat is a minor plat state "Minor" in the title or subtitle.
4. Legal description
  - a. A meets and bounds description is required unless replatting any lot(s) that meet current standards.
  - b. Shall tie to section monumentation on record with the State Board of Registration for Professional Engineers & Land Surveyors.
  - c. Shall have a minimum closure of 1:10,000.
  - d. Shall contain an area statement.
5. A magnetic basis of bearings shall not be used; assumed bearing is acceptable if defined by recorded section control monuments.
6. The drawing:
  - a. To be at a minimum scale of 1"=200'.
  - b. Accurate dimensions for the subdivision boundary, lots, streets, and easements:
    - i. State bearings (or angles) and distances on all lines.
    - ii. State delta, radius, length of curve, and long chord bearing and distance on all curves.
    - iii. No plus or minus dimensions will be approved.
    - iv. All dimensions must close within 1:10,000.
  - c. Show adjacent platted land (lots, blocks, and subdivision names) and unplatted land:
    - i. Adjacent is to include land across street right of ways and alleys.
    - ii. If there is a conflict with other plats or surveys provide a note in parenthesis stating the recorded information and the corresponding reception number.
  - d. Easements and right of ways:
    - i. State proposed right of way width and street name.
    - ii. State proposed easement type and width.
    - iii. If existing easement is not definitely located refer to it in the note section.
    - iv. All easement locations must be tied to reference points.
  - e. Parcels:
    - i. Assign lot and block numbers and tract letters in an orderly system.
    - ii. State the area of each lot and tract.
    - iii. Note the tract disposition in the note section or a table, and if appropriate note the use of the tract.
7. A vicinity map shall show the site location and streets relative to a large area.
8. Provide an index map if multiple sheets are used.
9. Submit a monument record for any section monument that is being upgraded.
10. A copy of the drawing CADD file for the plat, site plan, and development plan) must be submitted to the city at the time of submitting the plat mylar for signatures.

11. Requirements for a major plat
  - a. Street centerline control points (range points) are required at street intersections, end of cul-de-sac, and line of sight within right of way; refer to the City of Arvada Land Development Code for further information.
  - b. Dedication statement for right of ways, easements, and other public facilities.
  - c. See Title Block Page for Standard signature blocks for the Community Development Director, City Engineer, City Attorney, Owner / Notary, Subdivider's Attorney, County Clerk and Recorder.

Note: A listing of the applicable sections of the Land Development Code is provided for your review. Please refer to these sections for more details: *Section 3.8, Major Subdivision, Section 5 Used Regulations, Section 6 Development Standards and Section 7 Subdivision Regulations.*

## TITLE BLOCKS TO BE INCLUDED ON FINAL PLAT

---

### LEGAL DESCRIPTION AND DEDICATION:

The undersigned, being the owners of a parcel of land situated in the \_\_\_\_\_, Township \_\_\_\_\_ S, Range \_\_\_\_\_ W of the 6th Principal Meridian, City of Arvada, County of \_\_\_\_\_, State of Colorado, more particularly described as follows:

#### (LEGAL DESCRIPTION)

Have laid out, platted, and subdivided the above described land, under the name and style of \_\_\_\_\_, and hereby dedicate to the City of Arvada in fee simple, except those of prior record, the street(s) and public way(s) as shown on the plat, and grants to the City of Arvada such easements as are created hereby and depicted or, by note, referenced hereon, along with the right to install, maintain, and operate mains, transmission lines, service lines, and appurtenances, either directly or through the various applicable service providers as may be necessary to accomplish the intended purposes of such easement. Unless more narrowly defined by note hereon, utility shall mean sewer, water, drainage, electricity, gas, telephone, cable and other telecommunication facilities.

*(If there are no dedications at all (of any type), but there are easements being granted, then you need the following dedication statement)*

Have laid out, platted, and subdivided the above described land, under the name and style of \_\_\_\_\_, and hereby grants to the City of Arvada such easements as are created hereby and depicted or, by note, referenced hereon, along with the right to install, maintain, and operate mains, transmission lines, service lines, and appurtenances, either directly or through the various applicable service providers as may be necessary to accomplish the intended purposes of such easement. Unless more narrowly defined by note hereon, utility shall mean sewer, water, drainage, electricity, gas, telephone, cable and other telecommunication facilities.

*If owner is an individual(s):*

Owner: John Doe

\_\_\_\_\_  
By: John Doe

If owner is a corporation, limited liability company, partnership, association or other business entity:

Owner: The ABC Corporation, a Colorado corporation

\_\_\_\_\_  
By: John Doe, President

*If owner is a trust:*

Owner: The Jane Smith Trust

\_\_\_\_\_  
By: John Doe, as trustee of The Jane Smith Trust

**DEED OF TRUST HOLDER'S ACKNOWLEDGMENT:**

The interests of the undersigned lien holder in the property platted hereby are subordinated to such fee simple dedications and grants of easements to the City of Arvada as are depicted or referenced hereon.

\_\_\_\_\_  
Name Title Company

**NOTARY:**

*(For Owner's Signature and Deed of Trust Holder's Signature)*

State of Colorado )  
 )ss  
County of Jefferson )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_(name)\_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_ (company, partnership, limited liability company, etc).

Witness my hand and seal \_\_\_\_\_.

My Commission expires \_\_\_\_\_.

**NOTE:** *If the acknowledgment is by an individual, insert the person's name; if by a person acting in a representative or official capacity, insert name of person **and identify in what capacity the person is signing** (e.g., ...by John Doe as president of ABC Corporation)*

***(Either of these notes is to be added as a note within the "NOTES" for the plat):***

\*\*\*\*\*

**GAS and UTILITY EASEMENTS:**

*(These easements are normally required in residential subdivisions)*

Utility Easements are hereby granted as eight (8) feet wide along all rear lot lines, five (5) feet wide along the side of lots, and eight (8) feet wide along both sides of all streets. Utility means sewer, water, electricity, telephone, cable and other telecommunications facilities. Those easements along both sides of streets are reserved exclusively for the use of gas mains. Other utilities shall have the right to cross at approximately right angles but in no event shall any permanent structure be allowed in the area reserved for gas mains; provided however, concrete drives, sidewalks, and utilities are permissible as long as they cross at substantially right angles. All side and rear lot line easements are for utility and drainage purposes. No retaining walls, fences, shrubs, trees or other obstructions may be placed within the easements that will obstruct the flow of drainage in said easements. No trees, shrubs or other plants may be planted, nor shall any building, fence, structure or improvements be constructed or installed within or over any easement or right-of-way so as to prevent or unreasonably interfere with any purpose for which the easement or right-of-way is granted.

\*\*\*\*\*

**BLANKET UTILITY EASEMENTS:**

*(These easements are normally required in non-residential subdivisions)*

A blanket utility easement is hereby granted to the City of Arvada upon the property platted hereby (excluding those portions thereof upon which a building or buildings exist(s) or are now or hereafter approved pursuant to the City's regulatory process) for the construction, repair, replacement, and maintenance of electricity, gas, telephone, cable, and other telecommunications facilities to furnish service for the owners of property platted hereby or adjacent thereto. The specific location for the installation of any such facilities shall be subject to the consent of the City, and no trees, shrubs or other plants may be planted, nor any building, fence, structure or improvements constructed or installed within ten (10) feet of such facilities (excepting such buildings as may be served by such facilities or other improvements approved by the owner of said utility) so as to prevent or unreasonably interfere with any purpose for which said facilities are installed, without the consent of the City or unless provided for in a City-approved site, construction, landscape, development or other similar plan.

\*\*\*\*\*

**GENERAL NOTES:**

**DETENTION AREAS**

*(These notes are required on any plats having detention areas established on private lots or tracts)*

1. The storm water detention area shown hereon (within an easement granted to the City of Arvada for such purpose) shall be constructed and maintained by the owner and subsequent owners, heirs, successors and assigns. In the event that said construction and maintenance is not performed by said owner, the City of Arvada shall (without waiving any other rights available to it) have the right to perform the necessary work, the cost of which said owner, heirs, successors, and assigns agrees to pay upon billing.
2. No building or structure shall be constructed within the storm water detention easement and no changes or alterations affecting the hydraulic characteristics of the detention area will be made without the approval of the City of Arvada.

\*\*\*\*\*

**LINEAL UNITS**

A Lineal Units statement is required on all plats being submitted to Jefferson County for recording.

\*\*\*\*\*

**DUPLEX UNITS**

*(This note is required on duplexes being divided by Minor Subdivision plats)*

If any portion of a lot improvement including, but not limited to any porches, eaves, fireplace stacks and cantilevers, encroaches upon any adjoining lot, a valid easement for such encroachment and for maintenance of the same, so long as it stands, shall and

does exist provided such easements do not exceed twelve (12) inches within the boundaries of the adjoining lot; and such encroachments do not interfere with the enjoyment of the adjoining lot. Such encroachments and easements shall not be considered or determined to be encumbrances on any lots affected thereby. Further, such easements for the purposes designated above and in the size stated above shall be deemed to run with the land upon which the improvements may be found.

\*\*\*\*\*

**ATTORNEY'S CERTIFICATE:**

I, \_\_\_\_\_, an Attorney at Law duly licensed to practice before the Courts of Record of Colorado, do hereby certify that I have examined the title of all lands herein above indicated and shown upon the within plat as public ways and easements and that title to such land is the dedicator's, free and clear of all liens and encumbrances of record.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name

*NOTE: Any alteration or addition to the Attorney's Certificate must be reviewed and approved prior to preparation of the mylar for recording purposes. Hand written comments or exclusions by an attorney are not allowed unless otherwise approved by the City. After City approval, the approved language will need to be incorporated into the statement on the mylar prior to recordation. (Title Certification by an authorized representative of a title insurance company may be an accepted alternative if approved by the City.)*

\_\_\_\_\_  
Name

***(Note that Title Certification could be acceptable in place of Attorney Certificate, but Attorney's Certificate is preferred)***

**TITLE CERTIFICATION:**

I \_\_\_\_\_ (name), an authorized representative of \_\_\_\_\_ (name of insurance company), duly formed and existing pursuant to the statutes of Colorado for the purpose of insuring titles to real property in Colorado, do hereby certify that I have examined the title of all lands herein above indicated and shown upon the within plat as public ways and easements and that the title to such lands is that of the dedicators, free and clear of all liens and encumbrances.

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

*(Insurance Company Name):*

\_\_\_\_\_  
*(print name)*

\_\_\_\_\_  
*(title or position held with company)*

\*\*\*\*\*

**SURVEYOR'S CERTIFICATE:**

I, \_\_\_\_\_ a Registered Land Surveyor in the State of Colorado, do hereby certify that the survey of \_\_\_\_\_ was made under my supervision and the accompanying plat accurately and properly shows said subdivision.

\_\_\_\_\_  
(Name, Registered Land Surveyors)

\*\*\*\*\*

**APPROVAL CERTIFICATES:**

The forgoing plat is approved for filing and accepted by the City of Arvada, Colorado this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Community Development Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

*(Jefferson County Clerk and Recorder's Certificate)*

**CLERK AND RECORDER:**

\_\_\_\_\_  
Reception Number

Accepted for filing in the office of the Clerk and Recorder of Jefferson County, at Golden Colorado on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ at \_\_\_\_\_ o'clock.

\_\_\_\_\_  
Jefferson County Clerk and Recorder

By: \_\_\_\_\_  
Deputy Clerk

\*\*\*\*\*

*(Adams County Clerk and Recorder's Certificate – updated March 30, 2004)*

**CLERK AND RECORDER:**

\_\_\_\_\_  
Instrument Number

Accepted for filing in the office of the Clerk and Recorder of Adams County, at Brighton Colorado on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ at \_\_\_\_\_ o'clock.

\_\_\_\_\_  
Adams County Clerk and Recorder

By: \_\_\_\_\_  
Deputy Clerk

**CITY OF ARVADA  
SUBDIVISION FINAL PLAT (FP)  
APPLICATION CHECKLIST**

The checklist below is intended to summarize the requirements of Article 3 of the Land Development Code. Please refer to the Code for specific details. Please note that the City's referral policy requires you to provide us with pre-packaged referral packets as part of your submittal. Prior to officially submitting an application, the Project Planner assigned will prepare a checklist identifying what information is to be provided to each agency. All required materials must be included along with a complete form in order for an application to be processed.

**Application Items:**

- A. Water Rights Questionnaire
- B. Request for Engineering Review-complete form
- C. Application Form and Processing Fees
- D. Legal Description, Current Proof of Ownership, Title Commitment Policy and Covenants
- E. Statistical Fact Sheet
- F. Legal description on disk (Word 6.0)
- G. Reports and Studies - For further detail and clarification refer to the City Land Development Code (Note: Additional studies may also be required.)
  - 1. Environmental Study (if applicable)
  - 2. Final Utility Plan
  - 3. Erosion Control Plan
  - 4. Final Public Improvement Construction Plan
  - 5. Final Drainage Study/Plan
  - 6. Soils/Geotechnical Study
  - 7. Final Plat

***Review Process Information***

- A. Revised submittals after initial review. Depending on the nature of the proposed project, one or more sets of revised plans may be required during the review period.
- B. The FP approval is an administrative process and requires no public hearings. The Community Development Director approves an FP if it meets the established criteria.
- C. Upon approval:
  - ◆ Mylar
  - ◆ Recording fees

# FINAL PLAT

