

## ADMINISTRATIVE REPLAT PLAN CHECKLIST



This checklist will help to assure that your submitted plan is consistent with Arapahoe County 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.

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**Administrative Replats** provide an abbreviated process for Replat applications that demonstrate compliance with the criteria contained in the Land Development Code. The Administrative Replat process is intended to be accomplished within a thirty (30) business day period. This time frame may vary depending upon the circumstances of each individual case. A Final Development Plan or Subdivision Development Plan shall be completed for each site prior to building permits being issued when applicable. The Administrative Replat shall include one contiguous parcel of land within the boundaries of one (1) subdivision.



### Public Works and Development

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## AN ADMINISTRATIVE REPLAT PLAN CHECKLIST



Please check off the following items to assure your application is complete.

Applicant

Staff

		<p>The title of the subdivision, as dedicated, shall be located at the top of each sheet. On each sheet, in smaller lettering, the second line of the title block shall read "A REPLAT OF _____" followed by the legal description of the lots and blocks included within the Administrative Replat. On each sheet, the next line of the title block shall indicate the Quarter Section, Section, Township, Range and 6th Principle Meridian in which the Administrative Replat is located. The name of the County and the State shall be included on the last line of the subtitle.</p>
		<p>Each sheet of the Administrative Replat shall show the date of the survey, north arrow, sheet number, and the written and graphic scale. The drawing date and any revision dates shall be shown on the cover sheet. On the bottom left hand corner of each page the Case No. XX-XXX shall be added. The minimum scale of the drawing shall be one (1) inch to one hundred (100) feet. Acceptable larger scales are one (1) inch to twenty (20) feet, thirty (30) feet, forty (40) feet, fifty (50) feet and sixty (60) feet.</p>
		<p>Vicinity Map (scale of 1"=2000' preferred) showing the Administrative Replat in relation to section lines and existing or proposed streets within one mile.</p>
		<p>The legal description in the following format:</p> <p>A parcel of land in the __ ¼ __ Section __, Township __ South, Range _____ West of the Sixth Principal Meridian, County of Arapahoe, State of Colorado, more particularly described as follows:</p> <p>Include the Lots, Block (if any) and name of the subdivision as dedicated. The area of the subdivision to the nearest one-hundredth of an acre (.01) more or less, shall be included.</p> <p>If the subdivision of which the replat is a part was recorded prior to July 1, 1975, the legal description must include a metes and bounds legal description.</p>
		<p>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.</p>
		<p>A note indicating the line being referenced and the existing monuments that define the referenced line shall be included on the Replat.</p>
		<p>Offsets, which are to be set on the extension of any lot line shall be noted on the plat at the time of recording and shall comply with Section 38-51-105 of the Colorado Revised Statutes. This note shall specify the standard offset distance and any nonstandard distances.</p>

	<p>The following note shall be placed on the Administrative Replat exhibit:</p> <p>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>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.</p>
	<p>The boundary of the Administrative Replat shall be delineated with a heavy solid line.</p>
	<p>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>The location of lots, blocks, tracts and parcels adjoining the Administrative Replat shall be shown. Adjoining lots and blocks shall be labeled and the name of adjoining subdivisions, as dedicated, shall be shown.</p>
	<p>The blocks in the Administrative Replat shall be numbered consecutively throughout the Administrative Replat, commencing with Block 1. The lots in each block shall be numbered consecutively commencing with Lot 1.</p>
	<p>The names and widths of all public streets. Existing right(s)-of-way shall bear notations of dedication by Book and Page number. Private drives and streets shall be labeled as such.</p>
	<p>All easements shall be clearly labeled, identified, and 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 can not 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. Easements that abut the exterior boundary of the subdivision shall be shown and clearly labeled.</p>
	<p>All plats having lots bordering a collector or larger street/road shall contain a note limiting or prohibiting ingress and egress to that street/road.</p>
	<p>The boundary lines of any 100-year developed floodplain and the source of the designation.</p>
	<p>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.</p>
	<p>All Standard Notes and Certificates required by the Arapahoe County staff shall be included on the plat as described in the Land Development Code. The County Attorney must approve any modifications to these notes. All notes not meeting these specifications shall be removed. The surveyor shall seal the plat so that the seal does not obscure any information shown on the plat.</p>

I \_\_\_\_\_ state that the above submittal requirements have been provided in completion of the requirements for submission as required by Arapahoe County, and that all documents provided have been submitted in accordance with the requirements and guidelines of Arapahoe County Government.

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

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Signature

\_\_\_\_\_

Date