

MINOR SUBDIVISION 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.

A **Minor Subdivision** provides a streamlined review process for subdivisions of land that are determined to be minor in nature in accordance with Section 30-28-1 01 (1 0) (d) C.R.S. A Minor Subdivision is any subdivision that: creates no more than 4 parcels; does not require the extension of municipal/public facilities or the creation of significant public improvements as determined by the DSIM Department; fronts an existing street and does not involve any new streets; does not adversely affect the remainder of the parcel or adjoining property; and Is not in conflict with any provisions of the Arapahoe County Comprehensive Plan, Zoning Resolution or these regulations.



Public Works and Development

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A MINOR SUBDIVISION 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, a subtitle, in smaller lettering, shall indicate the quarter section(s)(1/4), section, township and range 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 County and the State shall be included in the subtitle. Each sheet shall have the case number in the bottom left hand corner that reads, "Case No. XX-XXX."</p>
		<p>Each sheet of the subdivision 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>Vicinity map (scale of 1"=2000' preferred) showing the subdivision in relation to section lines and existing or proposed streets within one mile.</p>
		<p>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 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(1) part in fifteen thousand (15,000).</p>
		<p>The legal description shall be in the following format:</p> <p>A parcel of land in the ___1/4 of Section ___, Township___South, Range ___ West, of the Sixth Principal Meridian, County of Arapahoe, State of Colorado, more particularly described as follows:</p> <p>The description that follows this introduction may be by one of the following two means.</p> <ul style="list-style-type: none"> • By metes and bounds, incorporating a complete traverse and the accuracy standards as described in the Arapahoe County Land Development Code. The area to the nearest one-hundredth of an acre (.01) more or less shall be included; or • 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 subdivision or one corner of a replat shall be tied to two (2) or more section or quarter section corners. Two of the corners shall be adjacent. The monument found/set at the section or quarter section corners must be described on the plat.
		A note indicating the line being referenced and the existing monuments that define the referenced line shall be included on the plat.
		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.
		The plat shall indicate where the range points will be installed and describe the monuments to be set.
		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.
		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.
		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 plat shall show complete survey and mathematical information, including curve data, on the centerline of all streets. The centerlines must close one (1) part in fifteen thousand (15,000).
		The boundary of the subdivision shall be delineated with a heavy solid line.
		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.
		The location of lots, blocks, tracts and parcels adjoining the subdivision shall be shown. Adjoining lots and blocks shall be labeled and the name of adjoining subdivisions, as dedicated, shall be shown.
		The blocks in the subdivision shall be numbered consecutively throughout the subdivision, commencing with Block 1. The lots in each block shall be numbered consecutively commencing with Lot 1.
		The names and widths of all public 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.

		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 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.
		Any area to be excluded from platting shall be marked "Reserved" or "Not a Part".
		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.
		The identification and designation of the boundary lines of any 100-year developed floodplain, and the source of the designation shall be shown on the plat.
		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.
		All rights-of-way being dedicated to Arapahoe County shall be clearly labeled with the following statement: Dedicated to Arapahoe County for right-of-way purposes by this plat.
		All tracts shall be lettered starting with "A". The area, intended use and final ownership of all tracts shall be shown on the plat.
		All Standard Notes, Certificates and dedications required by the Arapahoe County staff shall be included on the plat as described in the Arapahoe County 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.

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.

Signature

Date