

SECTION 14-300 FINAL PLAT

14-301 INTENT

The Final Plat is one of the documents utilized to finalize land ownership and related interests within the proposed subdivision boundaries. At this stage of development, the subdivider is responsible for finalizing right-of-way and other public land dedications, if applicable, lot and block configurations and easement dedications. In addition, all public improvements associated with the proposed subdivision are identified and quantified, and the subdivider may be required to enter into a Subdivision Improvement Agreement with the County, which guarantees that the appropriate improvement costs are borne by the subdivider. The Final Plat shall include one contiguous parcel of land owned and proposed for development. Special circumstances, such as a road right-of-way, may exist regarding the contiguity requirement and will be reviewed on a case-by-case basis.

14-302 APPROVAL STANDARDS

- A Final Plat may be approved upon the finding by the Board that:
 - A. The Applicant has provided evidence that provision has been made for a public water supply system, and if other methods of water supply are proposed, adequate evidence that a water supply is sufficient in terms of quantity, quality and dependability for the type of subdivision proposed [Section 30-28-133(6)(a) C.R.S.];
 - B. The Applicant has provided evidence that provision has been made for a public sewage disposal system, and, if other methods of sewage disposal are proposed, adequate evidence that such system shall comply with State and local laws and regulations [Section 30-28-133(6)(b) C.R.S.]; and
 - C. The Applicant has provided evidence to show that all areas of the proposed subdivision which may involve soil or topographical conditions presenting hazards or requiring special precautions have been identified by the subdivider and that the proposed uses of these areas are compatible with such conditions. [Section 30-28-133 (6) (c) C. R. S.]
 - D. The application is in compliance with all applicable zoning regulations governing the property as adopted by the Board of County Commissioners.
 - E. The application is in compliance with the Mineral Resource Areas in the Regulations for Areas of Special Interest as adopted in the Arapahoe County Zoning Regulations.
 - F. For property zoned for residential uses, written evidence must be presented to show that the applicable school district can adequately serve the student population expected to be generated from the development. The Board may deny a subdivision request for which the evidence shows that the applicable school district cannot adequately serve the student population generated by the development.

14-303 SUBMITTAL PROCESS

- A. Prior to submitting a complete application for the Final Plat, a Pre-submittal meeting with representatives of the Planning Division and Engineering Division is required, unless waived in writing by the Planning and/or Engineering Division Managers.

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- B. Following the Pre-submittal meeting, the Applicant must complete all of the requirements of the formal review process as prescribed by the PWD Department. The Planning and/or Engineering Division Managers may waive any portion of the formal submittal requirements in writing.
- C. As part of the review process, referral agencies are notified and have the opportunity to respond in writing. The Applicant may be required to pay any fees assessed by these referral agencies in advance of their review. This referral period is 30 days and can be extended by up to 30 additional days by mutual consent of the Applicant and the Planning Division Manager or designee. Failure of an agency to respond within the prescribed time period (or extended period) shall indicate approval by that agency.
- D. Following referral agency review, the PWD Department staff will determine the applications readiness for a hearing with the Board of County Commissioners. When determined ready, the Final Plat will be scheduled with the Board of County Commissioners.
- E. The Board of County Commissioners shall evaluate the Final Plat, staff report, referral agency comments, public testimony and shall either approve, conditionally approve, table for further study or deny the Final Plat. The Board's action shall be based on the evidence presented and compliance with the adopted standards, regulations and policies.
- F. If denied by the Board, the submittal of a new application and processing fee shall be required in order to pursue the proposed subdivision. The resubmittal of a Final Plat application for the same or substantially the same request, as determined by the Planning Division Manager or designee shall not be accepted within one year of such denial. The Applicant may appeal the decision of the Division Manager or designee, in writing, to the Board within 10 days from the date of the decision.
- G. Limitations Prior to Approval or Recording of Final Plat
 1. Guarantee of public improvements - No Final Plat shall be recorded until the subdivider has submitted, and the Board of County Commissioners has approved, one or a combination of the Subdivision Improvement Agreements.
 2. No building or construction permit shall be issued covering unplatted property prior to filing and approval of the Final Plat, unless the property has been specifically exempted from the subdivision process by definition or by official action of the Board of County Commissioners exempting said property from the Subdivision process.
 3. No plat shall be approved by the Board of County Commissioners on the subdividing or replatting of real property unless all delinquent taxes and special assessments thereon have been paid, and unless such property is classified in the appropriate zoning district as defined in the current Zoning Regulations of Arapahoe County.
 4. No Final Plat shall be recorded until the subdivider has submitted an Address Plat mylar in accordance with this Chapter.

14-304 GENERAL SUBMITTAL REQUIREMENTS

- A. Completed Land Use Application (Application available from the Planning office)
- B. Application fee (Fee Schedule available in the Planning office)
- C. Written Letter of Intent that explains, justifies and validates the request, stating all facts relied upon and providing documentation where possible.

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- D. Proof of ownership, which includes an updated or current title insurance policy or title commitment
- E. A notarized Letter of Authorization from the landowner permitting a representative to process the application with a disclaimer that no other party's consent is required
- F. Final Plat Exhibit. The format for all plans and plats shall be in upper-case sans serif. Font size shall be a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. No plans or plats shall include copyright restrictions.
- G. Title certificate or an abstract of titles covering all public lands to be dedicated.
- H. Treasurer's Certificate of Taxes due.
- I. Traverse closure computations corresponding to the Final Plat's legal description and monument records, per this Chapter.

14-304.10 TECHNICAL REPORTS

- A. Construction Plans for the proposed subdivision's public improvements including street plan and profile sheets, storm drainage improvements Plans and other improvements, prepared in accordance with the Roadway Design and Construction Standards Manual.
- B. Preliminary Pavement Design Report prepared in accordance with the Roadway Design and Construction Standards Manual.
- C. Phase III Drainage Report as defined in the Stormwater Manual.
- D. A Traffic Study prepared in accordance with the Arapahoe County Guidelines for Traffic Impact Studies unless otherwise waived by the Engineering Division.
- E. The Applicant shall provide evidence that sufficient regional infrastructure, facilities, network or systems are or will be available to serve the development proposal as delineated in this Chapter.
- F. Phase III Drainage Report and drainage construction drawings prepared in accordance with the requirements of the Arapahoe County Stormwater Manual.
- G. Final Road Construction Plans prepared in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards Manual, when applicable.
- H. A Traffic Study shall be prepared in accordance with the Arapahoe County Guidelines for Traffic Impact Studies unless otherwise waived by the Engineering Services Division.

14-304.11 SERVICE FACILITIES

The subdivider shall provide evidence of the ability of applicable special service districts, Arapahoe County or other general governments, to service the proposed development and shall also furnish the following:

- A. Estimated total number of gallons per day of sewage to be treated where a central sewage treatment facility is proposed, or sewage disposal means suitability where no central sewage treatment facility is proposed, and

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- B. Estimated total number of gallons per day of water system requirements where a distribution system is proposed.

14-304.12

- A. The subdivider shall provide evidence depicting the location of the proposal in relationship to the Mineral Resource Area as delineated on Sand, Gravel and Aggregate Map and the Lignite Coal Deposit Map. (See the PWD Department for more information) No person shall engage in any special development activity or development in any area of special interest without approval of a Final Plat and /or final development plan, whichever may be applicable.
- B. A Submittal Requirements Matrix is available in the Planning Division office listing the complete list of submittal items and the proper number of documents. Other submittal requirements may be required based on the PWD Department review.

14-304.13

A signed general warranty deed must be provided for all dedicated land conveying tracts, or the development rights to such tracts, to the appropriate entity for public use.

14-304.14

General warranty deeds to Arapahoe County shall be provided for rights-of-way that are off-site and associated with the subdivision reflecting widths as required by Arapahoe County. The Final Plat shall not be recorded until all warranty deeds are executed and accepted by the County.

14-305 PLAT EXHIBIT

The Final Plat shall be a photographic mylar or equivalent (prepared such that the text/line work does not bleed, flake, or scratch off) on 24" x 36" single/double matte mylar. The drawing shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee and shall contain the following information:

- A. 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."
- B. 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.
- C. Vicinity map (scale of 1"=2000' preferred) showing the subdivision in relation to section lines and existing or proposed streets within one mile.
- D. 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.

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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).

- E. 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:
 2. A parcel of land in the ____1/4 of Section ____, Township__South,
 3. Range ____ West, of the Sixth Principal Meridian, County of Arapahoe, State of Colorado, more particularly described as follows:
4. 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 Section 14-305.04 above. The area to the nearest one-hundredth of an acre (.01) more or less 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.
- F. 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.
- G. The surveyor shall rehabilitate or upgrade any section or quarter section corner used to control the survey of the subdivision as required by the Rules of Procedure promulgated by the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors.
- H. 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 PWD Department. 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.
- I. If the latest Monument Records on file meet the County's criteria, and the reference points are still existing, the surveyor only needs to submit copies of them with the plat.
- J. 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:
1. 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. The Basis of Bearing statement shall state whether the bearings are grid bearings or based on true north.
 2. Reference to the Arapahoe County 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 included in the Arapahoe County Horizontal Control Network, the

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bearing shown on the network between the two corners may be used as the basis of bearing.

14-305.01 MONUMENTATION

- A. The subdivision 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.
- B. 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.
- C. 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.
- D. 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:
 1. PC's, PT's and angle points
 2. Intersections and centers of cul-de-sacs
 3. Intersection of and with the subdivision boundary
 4. The maximum spacing between range points shall be 1400 feet.
- E. 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.

14-305.02 RANGE POINT BOXES

All range points shall be housed in a range box as shown on standard drawing SP-14 of the County'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.

14-305.03 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:
 1. Nonstandard offsets for lot lines between:
 2. Lots 2 and 3, Block 1 is 5.87 feet
 3. Lots 6 and 7, Block 13 is 6.03 feet
 4. If no offset monuments are to be set in conjunction with the plat the following note shall be included on the plat:
 5. Note: No offset monuments are to be set in conjunction with this plat.

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14-305.04 BENCHMARKS

- A. The surveyor representing the subdivider shall establish permanent benchmarks for the subdivision. One benchmark shall be established for each 20 acres or fraction thereof. The County only accepts benchmarks using NAVD88 datum. Each benchmark must be an easily accessible, permanent metal monument stamped with the following information:
1. Date it was established
 2. Elevation
 3. PLS number of the surveyor who established it.
- B. The following note shall be placed on the plat:
1. 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.

14-305.05

- A. 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.
- B. 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).

14-305.06

The boundary of the subdivision shall be delineated with a heavy solid line.

14-305.07

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.

14-305.08

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.

14-305.09

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.

14-305.10

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.

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14-305.11

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, including easements that abut the exterior boundary of the subdivision.

14-305.12

Any area to be excluded from platting shall be marked "Not a Part".

14-305.13

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.

14-305.14

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.

14-305.15

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.

14-305.16

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.

14-305.17

All tracts shall be lettered starting with "A". The area, intended use maintenance, and final ownership of all tracts shall be shown on the plat.

14-305.18

An Easement Chart that includes easements dedicated by the Plat shall be shown. The chart shall include the type of easement, its intended use, the Grantee, the entity responsible for surface maintenance, and be formatted as follows:

EASEMENT CHART

Easement Type	Use	Easement Granted To	Surface Maintenance

14-305.19

All Standard Notes, Certificates and dedications required by the Arapahoe County staff shall be included on the plat as described in Section 16-100 herein. The County Attorney must approve any modifications to these notes. All notes not meeting these specifications shall be removed.

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14-305.20

The surveyor shall seal the plat so that the seal does not obscure any information shown on the plat.

14-305.21 CONFLICTING BEARINGS

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: N41⁰27'29"E (Recorded as N41⁰10'23"E in Book 98 at Page 98).

14-306 RECORDATION PROCEDURE

- A. Prior to recordation of the Final Plat, the Applicant must submit all required documentation, recordation fees, and a certificate of taxes paid along with the approved Final Plat in accordance with the Board of County Commissioner approval.
- B. Prior to the County's recognition of subdivided land, the approved Final Plat must be recorded in the Office of the Arapahoe County Clerk and Recorder. The recordation of the approved Final Plat and associated documentation shall occur within 90 days of approval by the Board or the approval shall be voidable (See Section 14-307 below). An extension may be granted in writing by the Planning Division Manager.
- C. Within 60 days of approval of the Final Plat, unless stated otherwise in such approval, the Applicant shall submit a photographic mylar or equivalent (prepared such that the text/line work does not bleed, flake, or scratch off) of the approved Final Plat ready for recordation except for the signatures of the Board Chair. In addition, all required documentation and recordation fees are required with the final mylar submittal.
- D. The Applicant shall provide proof to the PWD Department that adequate security has been provided to cover the subdivision improvement costs in accordance with the requirements of the Arapahoe County Roadway Design and Construction Standards, or letter of credit as required.
- E. The Applicant shall provide evidence through a current title insurance policy or commitment that the signature of the owner of the mylar is the owner of the property.
- F. The Applicant shall provide a warranty deed for off-site County land dedication required as a condition of approval of the Final Plat.
- G. Guarantee of public improvements - No Final Plat shall be recorded until the Board of County Commissioners has approved a Subdivision Improvement Agreement as necessary.
- H. No Final Plat shall be recorded on subdivided or replatted property unless all delinquent taxes and special assessments thereon have been paid.
- I. Within 30 days of receipt of the Final Plat, the staff planner shall obtain the signature of the Board Chairman, attested by the Clerk and Recorder and will record the Final Plat.

14-307 EXPIRATION OF APPROVAL

- A. Failure by the Applicant to submit all required documentation within 60 days of approval shall render approval of the Final Plat voidable and may result in the necessity for a new submittal of the Final Plat. Resubmittals are subject to all processing fees, submittal requirements and review standards in effect at the time the resubmittal is accepted by the PWD Department.
- B. The Planning Division Manager or designee may grant extensions of time up to (12) twelve months, upon a written request by the Applicant or staff for good cause being shown. Good cause may include but not be limited to; signatories are out of state or country, or a major change was requested by the Board of County Commissioners.
- C. An extension request shall include a fee and a narrative stating the reasons for the Applicant's inability to comply with the specified deadlines. List any changes in the character of the neighborhood, any changes in the County Master Plan, Zoning Resolution or Subdivision Regulations that have occurred since approval of the Final Plat. These changes may affect the Final Plat and the anticipated time schedule for completing the platting process. A Fee Schedule is available from the Planning Division Office. Additional review of the Final Plat may occur, resulting in additional conditions as applicable.
- D. The denial of an extension by the Planning Division Manager or designee may be appealed to the Board in writing within ten working days of the decision by the Planning Division Manager.

14-308 ADDRESS PLAT

With the submittal of the final mylars, an address plat is required. The Address Mylar is an exact duplicate of the Final Plat exhibit with the addition of a label that reads "address plat" (the address plat needs to be signed by the owner(s) of the property and the signature(s) need to be notarized) and labels the addresses for each lot or tract in the subdivision. The address plat mylar shall be a photographic mylar or equivalent (prepared such that the text/line work does not bleed, flake, or scratch off) on 24" x 36" single/double matte mylar. The drawing shall be in upper case sans serif with a minimum 12-point font unless otherwise approved by the Planning Division Manager or designee. The Mapping Section assigns the addresses and street names. The Address Plat mylar is routed the same as the Final Plat mylar but is not recorded with the Final Plat. When multiple sheets are needed a cover sheet may be required which shows a composite of the subdivision.