

## **SECTION 14-800                      PLAT CORRECTION**

### **14-801            INTENT**

To provide a process to correct errors and/or omissions on a recorded subdivision plat.

### **14-802            PREREQUISITE PROCESS**

- A. The surveyor who prepared the subdivision plat or the surveyor's representative must initiate the plat correction process. The plat correction process can not be used if the surveyor of record either can not change the plat due to death, retirement or relocation or will not correct the errors on the plat.
- B. Depending upon the nature of the corrections, there are two processes that may be used to correct a plat: the Affidavit of Correction or the Correction Plat:
- C. The Affidavit of Correction is used to correct minor errors and/or omissions on a plat. These would include minor typographical errors and errors in distances, angles or bearings.
- D. A Correction Plat is used to correct a recorded subdivision plat when the errors and/or omissions are too numerous or substantial to be corrected by an affidavit of correction.
- E. The surveyor is required to meet with the Mapping Section to determine if the plat correction process is applicable, and then determine which plat correction process would be most appropriate.

### **14-803            AFFIDAVIT OF CORRECTION**

#### **14-803.01            PROCESS**

- A. After determining that the Affidavit of Correction process is appropriate, the surveyor or the surveyor's representative shall submit a completed Affidavit of Correction bearing the original signature and seal of the surveyor to the Planning Division office.
- B. The staff planner will refer the Affidavit of Correction to the Mapping Section, Engineering Division and any other referral agencies that may have an interest in the corrections.
- C. The referral agencies shall have fourteen (14) working days to return comments on the Affidavit of Correction to the staff planner. Upon final review by the referral agencies and the PWD Department, the staff planner will have the Affidavit of Correction signed by the Planning Division Manager or the designee. The staff planner will then have fourteen (14) working days to record the Affidavit of Correction in the Office of the Clerk and Recorder. The staff planner shall also provide a copy of the recorded Affidavit of Correction to the Mapping Section.

#### **14-803.02            APPROVAL STANDARDS**

An affidavit of correction may be approved upon finding that:

- A. The corrections are in accordance with adopted standards and criteria and the original conditions of approval;
- B. The corrections are in keeping with the spirit and intent of the subdivision regulations; and
- C. The approval will not adversely affect the public health, safety and welfare of the residents and property owner in Arapahoe County.

## Chapter 14: Subdivision Regulations

### 14-804 CORRECTION PLAT

#### 14-804.01 PROCESS

- A. After determining that the Correction Plat process is appropriate, the surveyor or the surveyor's representative will submit the Correction Plat to the Planning Division office.
- B. Upon receipt of all required information, the Planning and Engineering Division shall review the formal submittal within five (5) business days to determine if it is consistent with the standards set forth in these regulations.
- C. The case planner will refer the plat document and relevant submittal information for a fourteen (14) day internal review to various County departments and divisions as determined by the PWD Department.
- D. The Applicant will be notified of any outstanding issues upon completion of this internal review.
- E. The Applicant shall submit a final mylar for signature by the Board of County Commissioners following completion of all outstanding issues raised by the referral process and staff's determination that the Administrative Replat complies with all specified plat content requirements per Section 14-804.03 herein.
- F. Along with the Correction Plat, the Applicant must submit all required documentation, recordation fees, and a certificate of taxes paid.
- G. Upon acceptance of the final mylar by the PWD Department, the Correction Plat will be sign by the Chairperson of the Board of County Commissioners and attested by the Clerk and Recorder.
- H. Within thirty (30) days of approval by the Board of County Commissioners, the staff planner shall record the correction plat with the Office of the Clerk and Recorder.

#### 14-804.02 SUBMITTAL REQUIREMENTS

- A. Completed Land Use Application (Application is available from the Planning office)
- B. Application fee (Fee Schedule is available in the Planning Division office)
- C. A Letter of Intent that explains, justifies and validates the request, stating all facts relied upon and providing documentation where possible.
- 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(s) permitting a representative to process the application with a disclaimer that no other party's consent is required.
- F. Correction Plat exhibit (per Section 14-804.03, herein). The format for all plats shall be in upper-case sans serif. Font size shall be readable when reduced to 11" x 17" size. No plats shall include copyright restrictions.
- G. Certificate of taxes paid.

## Chapter 14: Subdivision Regulations

### **14-804.03 CORRECTION PLAT EXHIBIT**

- A. The Correction Plat exhibit 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:
- B. The Correction Plat shall encompass the entire area of the original plat and shall be exactly the same as the plat being corrected with the following exceptions:
- C. The name of the Correction Plat shall be the same as the name of the subdivision being corrected, as dedicated, followed by the words Correction Plat. The name of the subdivision shall be corrected wherever it appears on the plat.
- D. Signature blocks for all owners of property within the boundaries of the subdivision.
- E. All Standard and Specific notes applicable to the Correction Plat in their current format. (See Section 16-100 for more details).
- F. All corrections identified in the application need to be made.
- G. A table listing all corrections on the plat. The table shall show the original information and the corrections being made.