



Final Plat (FINL) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- _____ Download and fill out the [Water Supply Information Summary Form](#) (Office of State Engineer Requirement)
- _____ Plat shall conform to Preliminary Plan as approved by the Pueblo County Planning Commission (PCPC). However, The Board of County Commissioners (BOCC) may approve a Final Plat which has been modified under certain conditions.
- _____ Letter of Request should contain, at a minimum, the following:
 - _____ Date of Application.
 - _____ Owner and Owner’s Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses
 - _____ Site location, dimensions, and size of property in feet and acres, and present zoning.
 - _____ Project description or project narrative
 - _____ Action requested and the reason and purpose for the request.
 - _____ Existing and proposed facilities, structures, roads, etc.
 - _____ WAIVER OF ANY REQUIRED INFORMATION OR REPORTS AND JUSTIFICATION FOR THE WAIVER MUST BE INCLUDED IN THIS LETTER.
- _____ Download and fill out the [Letter of Consent](#) when the applicant role is as Designated Representative, and the project property is not owned by the applicant or business.
- _____ If owner is other than Individual, please provide the following:
 - _____ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority as applicable to LLC property ownership.
 - _____ Articles of Incorporation and By Laws as applicable for Corporation Property ownership.
 - _____ Trust Documents as applicable for Trust Property ownership.
- _____ **Final Plat:** surveyed and prepared by a Colorado Licensed Land Surveyor and to the Standards of a Land Survey Plat which includes ties to Global Positioning System in .pdf format.
 - _____ Name of subdivision Final Plat
 - _____ Subtitle containing: Lot, Block, Subdivision Name or Tract Number in Pueblo West and Unit Number in Colorado City, Quarter Section, Section, Township, Range, 6th P.M., Pueblo County, Colorado

- _____ Name and address of owners
- _____ Name and address of subsurface mineral right owners and lessee
- _____ Legal description of property with total acreage
- _____ Graphic and written scale: Scale not less than 1" = 100'. Variations can be accepted in case of large subdivisions and different scale can be used if approved in advance by the Director of the Dept of Planning and Development.
- _____ Vicinity map with general location of subdivision, related existing and planned streets and highway systems, zoning district, taxing and other special districts, significant vegetation patterns.
- _____ All lands within the boundaries accounted for either as lots, walkways, streets, alleys, or excepted parcels; streets named and bearings and dimensions given.
- _____ Subdivision boundary layout with bearings, distances, and curve data
- _____ Lot layout with appropriate bearings, distances, and curve data
- _____ All easements shall be designated as such, and bearings and dimensions given.
- _____ All blocks and all lots within each block, shall be consecutively numbered.
- _____ Excepted parcels marked "not included in this subdivision" or "not included in this plat" and boundary completely indicated by bearings and distances.
- _____ All subdivision boundary monuments, block corners and lot corners established pursuant to C.R.S.38-51-105. In addition, the following monuments, at a minimum, shall be required:
 - _____ All monuments that mark the boundaries of the property, both found and set, and all control monuments that were used in conducting the survey shall be clearly shown and described. Survey monuments for external boundaries of all platted subdivisions shall be set not more than 1,400 feet apart along any straight boundary line, at all angle points, at the beginning, end, and all points of change of direction or change of radius of any curved boundaries defied by circular arcs, at the beginning and end of any spiral curve, and at all public land corners.
 - _____ Permanent internal subdivision survey monuments shall be established at all road centerline intersections, the center of radius for cul-de-sacs, the road centerline PC's and PT's of curves, or the PI's of curves, and at the end of the centerline for dead-end streets. GPS coordinates shall be clearly shown for each internal subdivision survey monument in NAD83 State Plane Colorado South (U.S. Feet) North American Datum of 1992 coordinates. The center point of the permanent marker must be horizontally accurate to within not more than 0.02 feet.
 - _____ Proper monuments shall be set at section, quarter, or sixteenth corners, if applicable, and proper records filed in accordance with section 38-53-104, C.R.S. The Physical Standards of Monumentation set forth by the most recent revisions to the

Bylaws and Rules of Procedure and Rules of Professional
Conduct of The State Board of Registration for Professional
Engineers and professional Land Surveyors.

- _____ Global Position System (refer to Pueblo County Unified Development Code (UDC), Sec. 17.06.080(d)(6).

- _____ Drawing showing layout and detailed design of all proposed utilities and easements.

- _____ Statements from utility companies as applicable, that service will be provided.

- _____ Plan, profile, and typical cross section drawings of proposed roads, bridges, culverts, and other drainage structures.

- _____ Grading and Drainage Plan
 - _____ Proposed grading as solid contour lines
 - _____ Existing topography as dashed line contours
 - _____ One (1) foot interval for predominantly level topography
 - _____ Two (2) foot intervals for predominant ground slopes of five percent grade.

- _____ Erosion Control Plan when required for Preliminary Plan review or required as a result of such review.

- _____ Guarantee of public improvements - Subdivision Improvements Agreement – see UDC, Sec. 07.06.040(j).

- _____ Title insurance Commitment, Title Policy, or Attorney’s Title Opinion, certified to a date not more than 30 days prior to the submittal of the Final Plat to the Department of Planning and Development.

- _____ Where dedication of land for school or park sites is required, a partial release of interest shall be obtained from all lienholders & said releases shall accompany any deed to school district or board.

- _____ Where portion of existing easement is contiguous to a proposed easement or right-of-way of a new subdivision proof of the dedication of the existing easement or right-of-way acceptable to the board must be submitted.

- _____ Where subdivider is to dedicate land for schools, roads, parks, or other public purposes, a letter of intent is required from board stating that board will accept the lands to be dedicated subject to applicable improvement standards.

- _____ When a new street will intersect with a State highway, a copy of the State highway permit shall be submitted.

- _____ Copies of deed restriction, including those required by board, to govern future use of each lot & any common land with regard to future construction of water and sewer systems, resubdivision, and other potential changes which might significantly alter the subdivision as approved by BOCC with regard to criteria and standards of the UDC.

- _____ Certificate of Taxes Due: County treasurer's certification that all prior year's taxes have been paid be submitted a minimum of 15 days prior to consideration by the Board of County Commissioners, refer to UDC, Sec. 17.06.080(d)(7).
- _____ Boundary and Lot Closure Sheets reflecting mathematical closure, relative error of closure, and area for subdivision boundary and each lot. MUST BE STAMPED BY A REGISTERED COLORADO SURVEYOR OR ENGINEER.
- _____ Notice of Fire Impact Fee, included as a note on the plat and a draft letter to be provided to future property owners
- _____ Draft Easement Agreement, including legal description as applicable when there are proposed public or private easements

NOTE: If property owners choose to update their deeds to match the new platted legal description, they should consult with an attorney or title professional. This is a private conveyance decision and is not required by Pueblo County Planning & Development for plat approval. Our office is happy to record any deed provided with the plat. Please contact the Assessor's Office regarding any requirements they may have.