



### Minor (MSD) Subdivision Checklist

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

- \_\_\_\_\_ Download the [Water Supply Information Summary Form](#). This is an Office of State Engineer Requirement.
  - \_\_\_\_\_ Upload the response to the case attachments in OpenGov.
- \_\_\_\_\_ Download and fill out the [Geologic Suitability Report](#) to be provided to a Professional Geologist (If parcels are Unimproved)
  - \_\_\_\_\_ Payment Directly to CGS for the form above
- \_\_\_\_\_ 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/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 the Designated Representative, and the project property is not owned by the applicant or business.
- \_\_\_\_\_ Proof of Ownership of each lot by recorded deed(s)
- \_\_\_\_\_ 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
- \_\_\_\_\_ Original Certificate of Taxes Due (treasurer’s certifications) from the County Treasurer’s Office showing that all ad valorem taxes for each lot have been paid in full.

\_\_\_\_\_ **Subdivision 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

\_\_\_\_\_ Subtitle containing: Lot, Block, Subdivision Name or Tract Number in Pueblo West or Unit Number in Colorado City, Quarter Section, Section, Township, Range, 6<sup>th</sup> P.M., Pueblo County, Colorado

\_\_\_\_\_ Name and address of owners

\_\_\_\_\_ Name and address of subsurface mineral right owners and lessees (if right-of-way is dedicated per Engineering & Public Works)

\_\_\_\_\_ 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 (US 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 (ref to Pueblo County Unified Development Code, 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 by Pueblo County Engineering and Public Works
- \_\_\_\_\_ Guarantee of public improvements - Subdivision Improvements Agreement – see Pueblo County Unified Development Code (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.

- \_\_\_\_\_ When a new street will intersect with a state highway, a copy of the state highway permit shall be submitted.
- \_\_\_\_\_ 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/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.