

July 11, 2016

**Larimer County
Procedural Guide Packet for
FINAL PLAT
For Rural Land Plans**



PLEASE NOTE: THE FOLLOWING LIST MUST BE SUBMITTED WITHIN 365 DAYS OF YOUR PRELIMINARY APPROVAL BY THE BOARD OF COUNTY COMMISSIONERS. IF YOU ARE UNABLE TO PROVIDE THE DOCUMENTS IN THAT TIME FRAME, PLEASE CONTACT THE RURAL LAND USE CENTER AT (970) 498-7683.

SUBMITTAL INSTRUCTIONS:

- Preliminary Approval is required prior to submittal of these documents.
- The conditions of Preliminary Approval are listed in the Public Hearing Findings and Resolution document provided to you.
- Section I below—This Section is for information that your surveyor/engineer need to include on the plat or other documentation.
- Section II below—This Section is for items that need to be provided to Community Development Division, Rural Land, within 365 days of your preliminary approval. Once all information is provided, the packet will be mailed to referral agencies for comments. After all comments are received, any necessary corrections are to be made and then the final plat may be submitted for approval and recordation.

I. FINAL PLAT REQUIREMENTS: (Information for surveyor and/or engineer)

1. The plat shall conform with the approved Preliminary Rural Land Plan.
2. The plat must be prepared by Registered Land Surveyor in conformance with all applicable requirements in Colorado Revised Statutes, Title 38, Articles 51 and 53 (see enclosed Larimer County Subdivision Plat Survey Review, for pertinent excerpts)
3. **The final plat must include the following information on the actual plat document and not as supplemental information: (if needed, the plat may be on more than one sheet)**
 - ____ A. Name and number of Rural Land Plan. Must be listed exactly as shown in example. (i.e., Johnson Farm R.L.U.P. 00-S1000).
 - ____ B. Certification and Approval Statements (Attachment A) (Note: All signatures shall be made in black drawing ink)
 - ____ C. General Notes Section (i.e., required plat notes/statements)
 - ____ D. North arrow and date
 - ____ E. ¼ Section, Section, Township, & Range
 - ____ F. Name of owner or owners of record.
 - ____ G. Total acreage of project and total number of lots.
 - ____ H. Graphic scale (1" = 100' or less. Where 5 acres or more, may use 1" = 200')

- _____ I. Square footage of each lot (acreage to 1/1,000 of an acre for lots larger than one acre).
- _____ J. Building envelopes marked on lots, if required. Be sure these meet minimum setbacks for the zoning district. (Please locate existing improvements on lots for initial submittal but remove before printing mylars.)
- _____ K. Lots numbered or lettered consecutively.
(Residual Lots and Outlots should be alpha)
(Other lots should be numeric)
- _____ L. Street and/or Road names listed on plat. (See Section 5.11 of Larimer County Land Use Code for rules and regulations.)
- _____ M. Parcels not contiguous shall not be included in one plat. No more than one plat per sheet. (Contiguity is described as: Touching at 2 points along a common boundary. Contiguity is not broken by a road or alley, a public or private right-of-way or easement, a natural or artificial water course or intersecting mining claim. Contiguity is broken by an interstate highway right-of-way.)
- _____ N. Excepted parcels marked “not included in this subdivision”.
- _____ O. Dimensions of irregularly shaped lots indicated in each lot.
- _____ P. Streets, walkways, and alleys marked as such; and the boundary completely indicated by bearings and distances; and street names.
- _____ Q. Conflicting boundary evidence.
- _____ R. Bearings, distances, and curve data.
- _____ S. Bearings and length given for all lot lines.
- _____ T. Lengths shown to hundredths of a foot, angles and bearings to seconds of arc.
- _____ U. Curve data
 - a. Radius of curve
 - b. Central angle
 - c. Arc length
 - d. Chord length and bearing
 - e. Notation of non-tangent curves
- _____ V. Easements designated, dimensions given.
- _____ W. Engineering Information:
 - a. Right-of-Way designation (current & new dedications)
 - b. Easements for drainage/ditches/irrigation
 - c. Utility easements
 - d. Cul-de-sac length
 - e. Paved Apron

II. SUBMITTAL REQUIREMENTS: (Documents to be submitted for final review/approval. If the following documentation is provided all in one packet, it may help speed up the process of approval. If information is provided sporadically, it may hinder the reviewing agencies ability to effectively review your project because they are lacking critical information.)

1. _____ **Final Plat Fee** (\$500)
2. _____ **Ownership and Encumbrance Report** (This is to be used for ownership and leinholder verification only). (Contact a title company to obtain this document. Some title companies provide this free of charge).
3. _____ **Twelve (12) blue-line prints of the plat: ALL PLATS MUST BE FOLDED** to fit inside a 9” x 12” envelope. The size shall be 24” x 36” and the scale should be 1”=100’ unless lots are greater than 5 acres for which 1”=200’ will be accepted.
4. _____ **Monument Records**
 - a. A survey and monumentation in compliance with Colorado Revised Statute 1973, Articles 51 and 53 must be completed before the final plat is recorded.

- b. Copies of monument records filed with the State Board and/or certification of use of existing monuments showing reference to records must be submitted with the plat.
- c. The plat must reference at least two public land corners in the section.
- 5. _____ **Closure Data.** Surveyors must include a hard copy computer printout of plat boundary data (perimeter bearings, distances, closure and acreage information).
- 6. _____ **Stamped Certification from Owner’s Engineer that roads and drainage were designed to the Standards listed in Section 5.8 of the Larimer County Land Use Code (including Storm Water Management, access to County Roads, and road signs).**
- 7. _____ **Copies of items prepared by Owner’s Engineer, such as drainage reports, erosion control reports, utility plans, storm water management plans, etc., that would support the above stamped certification.**
- 8. _____ **Applicable information requested from the Health Department (2 copies):**
 - a. Letter of commitment from water district for providing service
 - b. Soil tests for septic systems/letter of commitment from sewer district.
 - c. Geologic Hazard Reports
- 9. _____ **Development Agreement (2 copies)** (please contact Rural Lands for template of document and requirements of items to be included).
- 10. _____ **Lot Sale Prohibition Document (2 copies)** (please contact Rural Lands for template of document and requirements of items to be included).
- 11. _____ **Disclosure Notice (2 copies)** (please contact the Rural Lands for template of document and requirements of items to be included).
- 12. _____ **Declaration of Covenants, Conditions, & Restrictions** for Homeowner’s Association, Common Areas, and/or Residual Land (2 copies)
- 13. _____ **Conservation Easement (2 copies)**
- 14. _____ **Use Plan/Management Plan for Residual Land (2 copies)**
- 15. _____ **Applicable proof of water transfer/augmentation (2 copies)**

Documents to submit for signature/approval after the initial review period and after all requested changes have been made to plat and other documents:

- 1. _____ **Two (2) copies of plat** in drawing ink on mylar or other acceptable material, 24” x 36” in size; one (1) with original signatures (All signatures shall be made in black drawing ink), two (2) may be copies. “Stick-on” material is not permitted.
- 2. _____ **Signed Development Agreement**
- 3. _____ **Signed Lot Sale Prohibition**
- 4. _____ **Signed Disclosure Notice**
- 5. _____ **Subordination Agreement from Lienholder,** if applicable.
- 6. _____ **Signed copy of any Deed Restriction** (Conservation Easement or Covenant—may be part of the Development Agreement, please check with Rural Lands).
- 7. _____ **Signed copy of any Covenants or HOA documents**
- 8. _____ **Vested Rights Resolution** (provided by Rural Lands)

Other information to be provided before recording:

- 1. _____ **Digital Copy of the final plat in either pdf or jpg format** This copy needs to match what will be recorded and is used to distribute to addressing agencies. This copy can be e-mailed to Rural Lands or copied to a CD for delivery.
- 2. _____ **One (1) copy of the plat in 8 ½ x 11 size**
- 3. _____ **Recording Fees**
- 4. _____ **Proof of Paid Taxes:** Pursuant to state law, no plat can be recorded until proof has been provided that all prior year taxes have been paid. The applicant is required to provide such proof prior to recording.

ATTACHMENT A

CERTIFICATION AND APPROVAL STATEMENTS

(Note: All signatures shall be made in black drawing ink)

Signatures to be obtained by applicant:

1. _____ Owners signature and notary.
2. _____ Lienholder's signature and notary.
3. _____ Surveyor's signature.

Signatures to be obtained by Rural Land Use Center:

4. _____ County engineering/surveying (approval of survey plat block).
5. _____ Board of County Commissioners'.
6. _____ Health Authority.

Public Road Certification of ownership and dedication wording shall be as follows:

“Know all persons by these presents that _____ being the owner(s) of that part of the (described quarter-section, Section, Township, Range), Larimer County, Colorado, being more particularly described as follows, to-wit: Beginning at (complete legal description): containing (to nearest one-hundredth) acres more or less; have by these presents caused the same to be surveyed and divided into _____ lots (and blocks as appropriate) to be known as (recorded R.L.U.P. name and number—example: Johnson Farm R.L.U.P 00-S1000), and do hereby dedicate and convey to and for public use forever hereafter the streets as are laid out and designated on this plat, and do so also reserve perpetual easements for the installation and maintenance of utilities and for irrigation and drainage facilities as are laid out and designated on this plat, witness our hands and seals this _____ day of _____ AD, 20_____.”

Owner(s), Mortgage Lienholder

The owner(s) signature(s) shall be notarized as follows:

State of _____)
County of _____)

The foregoing dedication was acknowledged before me this _____ day of _____,AD, 20_____, by
My commission expires _____.

SEAL

Notary Public

If there is a combination of public right-of-way and private internal roads, please contact Rural Lands for appropriate ownership and dedication statement.

Private Road Certification of ownership and dedication wording shall be as follows:

“Know all men by these presents that _____, being the owner(s) of that part of the (described quarter-section, section, township, range), Larimer County, Colorado, being more particularly described as follows, to wit: Beginning at (complete legal description); containing (to nearest one-hundredth) acres more or less; have by these presents caused the same to be surveyed and divided into _____lots (and blocks if appropriate) to be known as (recorded R.L.U.P. name and number—example: Johnson Farm R.L.U.P. 00-S1000), and do hereby dedicate and convey to and for the private use of lot owners and residents and their guests and invitees and for use by emergency vehicles and emergency service personnel forever hereafter the streets or roads as are laid out and designated on this plat, and do also reserve perpetual easements for the installation and maintenance of utilities, trails and for irrigation and drainage facilities as are laid out and designated on this plat, witness our hands and seals this _____ day of _____ AD, 20_____.”

Owner(s), Mortgage Lienholder

The owner(s) signature(s) shall be notarized as follows:

STATE OF _____)
COUNTY OF _____) SS.

The foregoing dedication was acknowledged before me this _____ day of _____,AD, 20_____, by _____.
My commission expires _____.

SEAL

Notary Public

If there is a combination of public right-of-way and private internal roads, please contact Rural Lands for appropriate ownership and dedication statement.

The **surveyor's certificate** wording shall be as follows:

I, (surveyor's name), a duly registered land surveyor in the State of Colorado, do hereby certify that this plat of (recorded R.L.U.P. name and number—example: Johnson Farm R.L.U.P. 00-S1000) truly and correctly represents the results of a survey made by me or under my direct supervision.

(Surveyor's Name) _____
Surveyor & SEAL

The wording for the **approval of the Board of County Commissioners** shall be as follows:

Approved by the Larimer County Board of County Commissioners this ____ day of _____ A.D., 20____. All dedications made for public use are hereby accepted on behalf of the public. This approval does not constitute acceptance of responsibility by the County for construction, repair or maintenance of any streets, highways, alleys, bridges, rights-of-way or other improvements designated on this plat.

Chairman

Attest:

Clerk of the Board

The **approval of survey plat** shall read as follows:

This final plat has been reviewed and is hereby approved as to form as complying with all current survey requirements of Larimer County and of State law pertaining to platting and monumentation. This approval constitutes neither a warranty by Larimer County concerning such compliance, nor a release or indemnity of the subdivider and his surveyor concerning any noncompliance of this plat with current survey requirements.

Dates: _____

_____, Colorado P.I.S. No. _____
(Signature)

_____, Larimer County Engineering Department
(Name)

Larimer County Health Authority Approval shall read as follows:

Approved by the Larimer County Health Authority this _____ day of _____, A.D., 20 _____. All construction this subdivision, or any lot therein, including the development of domestic water, and the provision of sewage treatment, shall be done in a matter which will meet all of the requirements of the Colorado Department of Health, and the Larimer County Public Health Department, and the officers authorized to enforce such requirements.

Larimer County Health Authority