



PRELIMINARY PLAT CHECKLIST

All of the following information shall be submitted electronically with any application that requires a preliminary plat, unless one or more items are specifically waived in writing by the Town Administrator:

- A preliminary plat document drafted legibly in AutoCad computer file format, on sheets measuring twenty-four inches (24") by thirty-six inches (36") with clear margins of two inches (2") on the left side of the plat and one-half inch (1/2") on the remaining sides. Where multiple sheets are necessary to depict the total filing, the legal description of the subdivision boundary and all certifications and dedications shall be shown on the cover or title sheet and a key map indicating the location of subsequent sheets of the subdivision shall also be shown on the cover or title sheet. The scale of the preliminary plat shall not exceed one inch (1") equals fifty feet (50'). The preliminary plat shall meet the minimum standards for land survey and subdivision plats as required by the laws of the state of Colorado. All preliminary plats shall clearly and accurately set forth and include the following information in the format prescribed in addition to any other information required to be shown on the preliminary plat by the Town Administrator.
 - The name of the subdivision.
 - The legal description of the subdivision.
 - The date of the survey and monumentation of the subdivision and the location and description of the primary control points for the survey and all of the property monumentation on the perimeter boundary of the subdivision and the basis of bearing of the survey.
 - The definition of the scale of the preliminary plat and an arrow indicating north relative to the basis of bearing used.
 - The names of all streets or roads, block indicators and lot numbers depicted in a manner permitting easy lot identification.
 - A vicinity map at a scale of one inch (1") equals two thousand feet (2,000') showing the subdivision in relation to section lines and township and range lines.
 - The perimeter boundary and the boundaries of lots, blocks and road rights-of-way shall be drawn in solid black lines; easements or other rights-of-way shall be shown in dashed lines. Each lot shall be numbered with dimensions and area noted. The following standards shall be complied with:
 - Perimeter and lot boundaries shall be shown to the nearest one-hundredth foot (0.01');
 - Areas of less than one (1) acre shall be shown to the nearest one (1) square foot and areas of greater than one (1) acre shall be shown to the nearest one-thousandth (0.001) acre;
 - Bearings shall be shown to the nearest second of arc;
 - Central angles of all curves shall be shown to the nearest second of arc;



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- Curve radii, arc lengths, tangent lengths, and other curve data shall be shown to the nearest one-hundredth foot (0.01');
- Widths, and other dimensions of all easements, rights-of-way and roads shall be shown; and
- The location of all irrigation facilities and major drainage channels and facilities shall be shown;
- Engineering plans, descriptions and cost estimates for streets and roads (including curb and gutter if required, traffic control devices, signage, and street lighting), drainage facilities, water distribution lines, sewage collection and treatment facilities, bridges, telephone lines and other telephone equipment, electric power lines and other electric equipment, natural gas pipes and other natural gas equipment, cable television distribution cables and other equipment, irrigation facilities, and any other utilities, public improvements or subdivision improvements that may be required by the Town as part of the preliminary plat approval. All engineering plans shall be prepared and signed by a professional engineer licensed by the state of Colorado.
- The Land Use Application form provided by the Town Administrator.
- A completed South Beebe Draw Metro District 'Drainage Report Submittal Requirements' form (if applicable).
- An application fee per the 'Development Processing Fees' document on page three (3) of the Land Use Application.
- A completed Reimbursement Agreement form.