



FINAL PLAT APPLICATION (MINOR)

448 East First Street, Suite 112

Salida, CO 81201

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A. Procedure (Section 16-14-70(a))

1. Pre-Application Conference. Optional.
2. Submit Application. The application must contain those materials listed in Section 16-14-70(b).
3. Staff Review. Certify Completeness.
4. Schedule Hearing before Council. Report to Applicant and Council of Application's compliance with review standards contained in Section 16-10-80 and other applicable provisions.
5. Public Notice Provided For Hearing.
6. Public Hearing Conducted by Council and Action Taken.

B. Application Contents (Section 16-14-70(b))

Twelve copies are required of all application materials.

- 1. General Development Application.
- 2. The information required in Section 16-14-60(b), Preliminary Plat Application Contents.
- 3. Boundary Survey. An accurate and complete boundary survey and survey of interior street lines shall be made of the land to be subdivided. Every lot shall close mathematically within one-hundredth (.01) of a foot. Field measurements shall be accurate within a limit of one (1) foot to ten thousand (10,000) feet. The boundary of the subdivision shall be clearly indicated on the final plat. All lines shown on the plat which do not constitute a part of the subdivision shall be dashed. Any area enclosed by the subdivision, but not a part thereof, shall be labeled "NOT A PART OF THIS SUBDIVISION." Adjacent subdivisions shall be identified by official names.
- 4. Survey Data. The final plat shall show all survey, mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearings or angles, continued with distances and deflection angles for all circular corners. The location and description of all section corners and permanent survey monuments in or near the tract, to at least one (1) of which the subdivision shall be referenced.
- 5. Land to be Dedicated. All lots, blocks and parcels offered for dedication shall be particularly delineated and designated with all dimensions, boundaries and courses clearly shown and defined in every case. Parcels offered for dedication, other than for streets and easements, shall be designated by letter or number, which shall be explained on the plat.
- 6. Linear, Angular and Curve Data. Sufficient linear, angular and curve data shall be shown to readily determine the bearing and length of the boundary lines of every block, lot and parcel which is part thereof. All lots and, wherever practicable, blocks in their entirety, shall be shown on one (1) sheet. Ditto marks shall not be used for lot dimensions. All lots and blocks shall be numbered systematically. Building setback lines shall be shown by long thin dash lines. The use of the lots and the zoning shall be designated on the plat.

- 7. Streets. The plat shall show the right-of-way lines and names of each street and the width of any portion being dedicated, and the widths of any existing dedications. The widths, locations and names of adjacent streets and other public properties within fifty (50) feet of the subdivision shall be shown. If any street in the subdivision is a continuation or approximately a continuation of an existing street, the conformity or the amount of nonconformity of such street, to such existing streets shall be accurately shown. Whenever the centerline of a street has been established or recorded, the data shall be shown on the final plat.
- 8. Easements. The sidelines of all easements, including easements for utilities and drainage, shall be shown by fine dashed lines. If any easement already of record cannot be definitely located, a statement of the existence, the nature thereof and its recorded reference shall appear on the title sheet. Distances and bearings on the sidelines of lots which are cut by easement shall be designated, or so shown, that the plat will clearly indicate the actual length of the lot lines. The widths of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified. If an easement is being dedicated by the plat, it shall be set out in the owner's certificate of dedication and dedicated to the City. If an easement shown on the plat is already of record, its recorded reference shall be given.
- 9. Title Insurance. A commitment for title insurance showing the ownership to the property in the proposed subdivision.
- 10. Treasurer's Certificate. A treasurer's certificate of taxes reflecting that taxes are not delinquent.
- 11. Deed. A general warranty deed and title insurance policy which deeds to the City, or other appropriate public agency, all lands other than streets which are to be held for or used for public purposes.
- 12. Engineering Plans. Complete engineering plans and specifications for all improvements to be installed in the proposed subdivision, including, but not limited to, water supply, sewage disposal, fire protection, utilities, streets, drainage and lighting.
- 13. Landscape Plan. A final landscape plan meeting the specifications of Section 16-7-30.
- 14. Subdivision Development Agreement. A complete subdivision development agreement, in accordance with Section 16-14-100, any other applicable agreements and any proposed covenants for the subdivision.
- 15. Certificates. The final plat shall contain the information required in Section 16-14-70(c), Certificates.
- 16. Digital Copy. A digital copy of the plat compatible with the City GIS shall be submitted.
- 17. Special Fee and Cost Reimbursement Agreement completed.
- 18. Public Notice.
 - a) List. A list shall be submitted by the applicant to the city of adjoining property owners' names and addresses. A property owner is considered adjoining if it is within 175 feet of the subject property regardless of public ways. The list shall be created using the current Chaffee County tax records.
 - b) Postage Paid Envelopes. Each name on the list shall be written on a postage-paid envelope. Postage is required for up to one ounce. Return Address shall be: City of Salida, 448 E. First Street, Suite 112, Salida, CO 81201.
- 19. Application Fees. Cash or check made out to City of Salida - \$300 + \$50 per lot. A deposit in the amount of 2x the application fee is required for outside professional services.