

Administrative Plat 2020 Checklist



Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Administrative Plat: Please upload an Administrative Plat that meets the technical requirements of the City of Brighton.
 - Document Name: Administrative Plat

I verify that I have reviewed the City of Brighton's technical requirements for Administrative Plat and that my plans meet said requirements.

Copies of the requirements for the City of Brighton concerning Administrative Plat can be found here:

- [Administrative Plat Template Instructions](#)

Please note that applications for Affidavits of Correction should submit a map correction exhibit instead of a plat document unless otherwise directed by staff.

2. Closure Report: Please provide a document that details the survey boundaries to ensure that the property boundaries close. A computer check of the closure of all boundary lines to one part in ten thousand parts.
 - Document Name: Closure Report
3. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match with the ownership information entered on the application.
 - Document Name: Proof of Ownership
4. Legal Description: Please upload as a word document a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.
 - Document Name: Legal Description
5. Addressing Map: All address maps should include a scaled map of the entire project showing all lots, blocks, tracts, and street names, on one sheet if possible. The plan shall have a maximum scale of 1"=200'. Each lot and/or unit shall be labeled with an address number.
 - Document Name: Addressing Map
6. ALTA/ASCM Land Title Survey: A land boundary plan prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado. In order to ensure accuracy in the document, it should have been completed within the last year of your application submittal.
 - Document Name: ALTA/ASCM Land Title Survey
7. Water Worksheets: If new lots are proposed, please fill out the following water dedication packet. Submit a scanned copy as part of your application and a hard copy to City Hall.
 - Document Name: [Water Dedication Packet](#)
8. Traffic Impact Analysis Letter: Please include a letter sealed by an engineer that states the proposed Administrative Plat will not have a major impact on surrounding traffic or any applicable approved traffic master plan for the area.
 - Document Name: Traffic Impact Analysis Letter
9. Drainage Plan Letter: Please provide a letter sealed by an engineer stating that the proposed Administrative Plat will not have a significant impact on the drainage within and around the proposed administrative plat area or any applicable approved master drainage plan.
 - Document Name: Drainage Plan Letter
10. Soils & Geologic Report: Please see [Section 500 \(City Street Construction\)](#) of the City of Brighton, Public Works

Department Standards and Specifications Manual, Current Edition for requirements.

- Document Name: Soils Report

11. Fish & Wildlife Report: Please go to the following link and create an official species list showing all the potentially impacted endangered species, migratory birds, refuges & hatcheries, and wetlands. Include a digital copy of this official species list with your submittal

- [Fish & Wildlife Report](#)

12. Schedule of Improvements: If any improvements within the proposed Administrative Plat area will be publicly owned, please submit a Schedule of Improvements to be completed with the development.

- Document Name: Schedule of Improvements

If you would like a template, please click here to download one:

- [Schedule of Improvements Template](#)

Please note that financial guarantees for all public improvements included in this application are required to be received prior to approval.

13. With an Administrative Plat application, Civil Construction Plans **may** be required by the City of Brighton Community Development Department. Please contact the Community Development Department (303-655-2059) to determine whether the Civil Construction Plans will be required.

If required, please see the standards and technical requirements below for Civil Construction Plan submissions.

I verify that I have reviewed the City of Brighton's technical requirements for Civil Construction Plan submittals and that my plans meet said requirements.

A copy of the requirements for the City of Brighton concerning Civil Construction Plan submittals can be found here:

- [Civil Construction Plan Template Instructions](#)

14. With an Administrative Plat application, General Design Standards **may** be required. Please contact the Community Development Department (303-655-2059) to determine whether the General Design Standards will be required.

If required, please provide a set of design standards to be used within the development. For subdivisions with only one lot or considered infill development, a site plan may be submitted in lieu of the General Design Standards.

I verify that I have reviewed the City of Brighton's technical requirements for General Design Standards submittals and that my plans meet said requirements.

A copy of the requirements for the City of Brighton concerning General Design Standards submittals can be found here:

- [General Design Standards Template Instructions](#)

15. Neighborhood Meeting Minutes: A neighborhood meeting **may** be required by the Community Development Director. If a meeting is required, please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to Section 2.01.D of the Land Use and Development Code for additional information.

- Document Name: Neighborhood Meeting Minutes

16. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box: Is new right-of-way or any other public dedication required?**

17. Hard Copy Requirements

1. Two (2) bound sets of the Administrative Plat Set, including the ALTA/ACMS Land Title Survey and Civil Construction Plans (if required)
2. One (1) bound copy of each technical report
3. One (1) Printed Application (printed from digital submittal)

Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601

18. I understand that by submitting a complete application including all electronic files and required hard copy documents to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.



Community Development

500 South 4th Avenue
Brighton, Colorado 80601
303-655-2059 (Phone and Facsimile)
www.brightonco.gov

Administrative Plat Template Instructions

General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Administrative Plat of *Proposed Subdivision Name*"
2. An abbreviated legal description
3. The date of preparation
4. The page number (i.e. 1 of X)
5. A scale and a north arrow pointed to the top of the page

Sheets shall be sized 18" x 24" per county recording requirements.

Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given (i.e. "Cover Sheet"):

1. Cover Sheet
 - i. Plan Title
 1. Location – Top Center of Page
 2. Title – "Administrative Plat of *Subdivision Name*"
 3. Subtitle 1 – "Filing No. *X*" (if applicable)
 4. Subtitle 2 – "Amendment No. *X*" (if applicable)
 5. Subtitle 3 – Amended Lots and Blocks (if applicable)
 - ii. Overall map of land being subdivided
 - iii. Full legal description
 - iv. Site Data Chart
 1. Including, but not limited to, total acreage, number of lots (previous and proposed), proposed uses, typical sizes, and owner/maintainer of common areas and tracts
 - v. Index of plan sheets
 1. Location – Right side of page
 - vi. Signature blocks (provided by the City)
 1. Owner, Surveyor, Community Development Director, and County Clerk and Recorder, along with a Current Certificate by an attorney or a Title Insurance Commitment (and others if applicable)
 - vii. Names and addresses of the subdivider, designer, and surveyor
2. Administrative Plat Sheet X of Y (if more than one sheet)
 - i. Scale of no more than 1" = 50' unless otherwise approved
 - ii. Names of abutting, existing subdivisions
 - iii. Location and description of proposed
 1. Property Lines
 2. Rights-of-way
 - a. Including but not limited to, streets, alleys, bike lanes, and public trails
 3. Easements
 4. Natural Water Courses
 5. Other important features within and adjacent to the subject area

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Civil Construction Plan Instructions

General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Civil Plans for ..." followed by the approved subdivision name
2. The date of preparation
3. The page number (i.e. 1 of X)
4. A scale and a north arrow pointed to the top of the page
5. DRC Stamp (provided by the City)

Sheets shall be sized 24" x 36"

Individual Sheet Requirements

The individual sheet requirements can be found in the City of Brighton's Public Work Standards and Specifications. If you have any question as to what these requirements are, please contact the Community Development Engineering Department at 303.655.2059.

1. Cover Sheet
2. General Notes
 - a. City of Brighton Standard Notes
 - b. General Project Notes
3. Erosion Control Notes
4. Typical Street Sections
5. Existing Conditions and Demolition Plan
6. Grading and Erosion Control Plan
7. Utilities Plan – Overall
8. Utilities Plan and Profiles
9. Transportation Plan – Overall
10. Roadway Plan and Profiles
 - a. Roadway Cross Section per City standard
11. Trail Plan and Profiles
 - a. Trail cross section per City standard
12. Transportation Cross Sections
 - a. Cross Sections with grading
13. Signage and Striping Plan
14. Final Landscape Plan
 - a. Overall placement of plants along all transportation facilities, tracts, and other public areas
 - b. Informational chart showing the types of plants and hardscape materials to be used in public areas
 - c. Plant schedule with:
 - i. Quantity
 - ii. Symbol
 - iii. Common/Scientific Name
 - iv. Planting Size
 - v. Mature Height & Width
15. Final Irrigation Plan
 - a. Overall irrigation plan
 - b. Irrigation details
16. Lighting Plan
 - a. Photometric Plan of all common and private areas to be lit



- b. Cut sheets of all lighting fixtures
- c. Height and colors of all lighting fixtures

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