

Final Subdivision Plat (Minor) Checklist



Please read the following checklist and ensure that you have submitted all required items.

- Final Subdivision Plat (Minor): Please upload a final subdivision plat that meets the technical requirements of the City of Brighton.
 - Document Name: Final Subdivision Plat (Minor)

I verify that I have reviewed the City of Brighton's technical requirements for Final Subdivision Plat (Minor) Plan and that my plans meet said requirements.

Copies of the requirements for the City of Brighton concerning Final Subdivision Plat (Minor) can be found here:

- Final Subdivision Plat (Minor) Template Instructions

- 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

- 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 owner's signature on the first page of the application.
 - Document Name: Proof of Ownership

- 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

- 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

- With a Final Subdivision Plat (Minor) application, Civil Plans may be required by the City of Brighton Community Development Department. Please contact the City (303-655-2059) to determine whether the Civil Plans will be required. If required, the City will provide standards and technical requirements for the Civil Plans.

- I understand that by submitting all electronic files, required hard copy documents, and the application fee to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. Any application submitted after the**

deadline will be officially accepted by the City of Brighton the following Tuesday.

Final Subdivision Plat (Minor) Instructions

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General Template

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

1. "Final Plat of" followed by the 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

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"):

Recording requirements for plat per County

- Adams County = 18" x 24"
- Weld County = 24" x 36"

1. Cover Sheet
 - i. Plan Title
 1. Location – Top Center of Page
 2. Title – "Final 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, 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. Final Subdivision 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



Hard Copy Requirements

1. Two (2) bound sets of the Final Subdivision Plat (Minor) Set, including the ALTA/ACMS Land Title Survey
2. One (1) bound copy of each technical report
3. Two (2) sets of pre-printed address labels
4. One (1) Printed Application (printed from digital submittal)

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