

Final Subdivision Plat and Civil Plans Checklist



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

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- Final Subdivision Plat and Civil Plans: Please upload a final subdivision plat and civil plans that meet the technical requirements of the City of Brighton.
 - Document Name: Final Subdivision Plat
 - Document Name: Civil Plans

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

Copies of the requirements for the City of Brighton concerning Final Plat and Civil Plans can be found here:

- [Final Subdivision Plat and Civil Plan Template Instructions](#)
- [Civil Plan Cover Sheet Template \(22" x 34"\)](#)
- [Civil Plan Cover Sheet Template \(11" x 17"\)](#)

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- Closure Report: 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 is appropriate.
 - 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 ownership information entered on the application.
 - Document Name: Proof of Ownership

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- 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

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- Neighboring Property Owners: Provide a list of all property owners and mailing addresses within 300 feet of the application property. With this list, also include two sets of pre-printed address labels of each property owner, and map demonstrating the neighboring property locations as related to the application property. Property owner addresses should be acquired from current County records.
 - Document Name: Neighboring Property Owners

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- 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
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- 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

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- Drainage Plan & Report: Required if new, repaired, or replacement of drainage facilities are needed for the development of the property. Please see [Section 800 \(Storm Drainage Facilities\)](#) and [Section 300 \(Sitework and Earthwork\)](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.
 - Document Name: Drainage Plan & Report

If in the South Beebe Draw Metropolitan District, please use the [template](#) for submission of the drainage plan and report:

- Document Name: South Beebe Drainage Plan & Report

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- Schedule of Improvements: Submit a schedule of improvements for the Development Agreement drafting.
 - Document Name: Schedule of Improvements

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

- [Schedule of Improvements Template](#)

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- Phasing Plan: Please submit a phasing plan to be used as Exhibit B in the Development Agreement
 - Document Name: Phasing Plan

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- Water Worksheets: 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](#)

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- 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](#)

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- Mineral Interest Notification Form: Unless provided during a previous application, please download, read, date, sign, and notarize the Mineral Interest Notification form. Upload a digital copy as part of your submittal package. Also, deliver a wet sealed hard copy to the Community Development Department at The City of Brighton City Hall.
 - Document Name: [Mineral Interest Notification Form](#)

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- Mineral Interest Notification List: Unless provided with a previous application, the names and addresses of all surface owners, mineral owners, and lessees of mineral owners to whom notices of a hearing shall be sent.
 - Document Name: Mineral Interest Notification List
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- Traffic Impact Study: Please see Section 162.02.02 of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. If a Traffic Impact Study was already approved through another entitlement process, please include a letter, sealed by an engineer that states the Final Plat is in compliance with the Traffic Impact Study.
- Document Name: Traffic Impact Study or Traffic Impact Study Compliance Letter

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- 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

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- (For Residential Development) RDS Lot Variation Map: Required for all residential subdivisions which contain twenty (20) or more lots for single-family detached or duplex residential subdivisions. Using a basic plat map, provide a color variation which demonstrates the lot size in increments of 500 square feet.
- Document Name: RDS Lot Variation Map

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- Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** If applicable, how many residential units are anticipated to be developed within this subdivision? (Please identify type and quantity of detached, attached, and multifamily units. If mixed uses, please also define use by quantity and type.)

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- Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** How will you be providing the needed water shares with this project? The water rights can be from ditch shares or wells.

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- Hard Copy Requirements
1. Two (2) bound sets of the Final Plat Set, including the ALTA/ACMS Land Title Survey
 2. One (1) bound set of the Civil Plan Sets
 3. Two (2) sets of pre-printed address labels
 4. One (1) bound copy of each technical report
 5. One (1) Printed Application (printed from digital submittal)

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

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- 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 and Civil Plan Instructions

Final Subdivision Plat Instructions

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 Vicinity Map
 - iii. Full legal description
 - iv. Site data chart
 1. Including, but not limited to, total acreage, number of lots, proposed uses, typical sizes, owner/maintainer of common areas and tracts, lot & block table, and tract table (owner name, size, purpose, maintenance responsibility, etc.)
 - v. Index of plan sheets
 1. Location – Right side of page
 - vi. Signature blocks (provided by the City)
 1. Owner, Surveyor, City Council, and County Clerk and Recorder, along with a Current Certificate by an attorney or a Title Insurance Commitment (others as 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 or "Unplatted"
 - 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



Final Civil Plan Set

General Template

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

1. "Final Civil Plans for" followed by the proposed 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)

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. 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 area lighting



Hard Copy Requirements

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

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 Brighton, CO 80601