

## Subdivision Plat Amendment Checklist



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

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- Subdivision Plat Amendment: Please upload a subdivision plat amendment that meets the technical requirements of the City of Brighton.
    - Document Name: Subdivision Plat Amendment

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

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

- Subdivision Plat Amendment Template Instructions

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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.
    - Document Name: Closure Report

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- 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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- 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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- With a Subdivision Plat Amendment 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.

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Hard Copy Requirements:

1. Two (2) bound sets of the Subdivision Plat Amendment Set, including the ALTA/ACMS Land Title Survey
2. One (1) bound copy of all technical reports
3. 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.**



## **Subdivision Plat Amendment Plan Instructions**

### Subdivision Plat Amendment 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 and amendment number (i.e. Final Plat of Widgets Subdivision, 1<sup>st</sup> Amendment)
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:

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, owner/maintainer of common areas and tracts, and plat history
  - 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. Subdivision Plat Amendment 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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                                  500 S. 4<sup>th</sup> Avenue  
                                  Brighton, CO 80601