

Preliminary Subdivision Plat Checklist



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

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

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

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

- Preliminary Plat Template Instructions

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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 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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- 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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- Preliminary Traffic Analysis Report: Please see Section 162.01.03 of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.

- Document Name: Preliminary Traffic Analysis Report

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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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- (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 Preliminary Plat Set, including the ALTA/ACMS Land Title Survey
2. Two (2) sets of pre-printed address labels
3. One (1) bound copy of each technical report
4. 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.**

Preliminary Plat Instructions

General Template

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

1. "Preliminary 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"):

Preferred Sheet Size for Plats per County (required size at Final Plat)

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

1. Cover Sheet
 - a. Plan Title
 - i. "Preliminary Plat of ..."
 - ii. Location – Centered at the top of the page
 - b. Overall Vicinity Map
 - c. Full legal description
 - d. Site data chart
 - i. Including, but not limited to, total acreage, number of lots, proposed uses, typical sizes, and owner/maintainer of common areas and tracts
 - e. Index of plan sheets
 - i. Location – Right side of page
 - f. Signature blocks (provided by the City)
 - i. Planning Commission Chair
 - ii. 3" x 5" Blank Space for DRC Approval Stamp
2. Existing Conditions:
 - a. Location and description of existing:
 - i. Property Lines
 - ii. Topography (either at two (2) foot or five (5) foot intervals)
 1. Staff may request a separate topography map
 - iii. Rights-of-way
 1. Including but not limited to, streets, alleys, bike lanes, and public trails
 - iv. Easements
 - v. Water Courses
 - vi. Structures
 1. Including historic structures labeled as such
 - vii. 100 year floodplains
 - viii. Other important features within and adjacent to the subject area
3. Preliminary Subdivision Plat Sheet X of Y
 - a. Scale of no more than 1" = 50'
 - b. Names of abutting, existing subdivisions or "Unplatted"
 - c. Location and description of proposed
 - i. Property Lines
 - ii. Rights-of-way



1. Including, but not limited to, streets, alleys, bike lanes, and public trails
 - iii. Easements
 - iv. Water Courses
 - v. Land Uses
 - vi. Other important features within and adjacent to the subject area
 4. Preliminary Grading and Drainage Plan
 - a. Location and description of proposed:
 - i. Water courses
 - ii. 100 year floodplains
 - iii. Topography (at either two (2) foot or five (5) foot intervals)
 - b. Geological stability information may be required by the Community Development Engineer
 5. Preliminary Landscape Plan
 - a. Location of any public or private landscaping
 - i. Including, but not limited to, medians, roundabouts, and tree lawns
 - b. Informational chart showing the types of plants to be used in public areas
 6. Preliminary Utility Plan
 - a. Existing offsite utilities that will be tied into
 - i. Including, but not limited to, water, wastewater, storm sewer, gas, and electricity
 - b. Proposed, and existing if using, public and private utility systems
 - i. Including, but not limited to, water, wastewater, storm sewer, gas, and electricity

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