



**Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD**

FINAL PLAT CHECK-LIST

Project Name: _____ **Case No.:** _____

Please note that unless a requirement is waived in writing, an application missing any of the items below will be considered incomplete and will not be processed.

Pre-Application Consultation with Staff

- Required at least two weeks prior to plan submittal.

Executed Forms

- Development Application - Original, Signed by Owner and Notarized
- Owner/Developer Information Form for Subdivision Improvement Agreements (SIA) - 3 copies
 - Proof of Ownership such as a Title Commitment - 1 copy
 - Exhibit A (Legal Description) - 3 copies
 - Exhibit B (Final Plat in an 8.5" x 11" size) - 3 copies
 - Exhibit C (Itemized List of Public Improvements and Estimated Costs) - 3 copies
- Geodetic Survey Requirements - 1 Original, Signed by Surveyor
- Certificate of Notice For Owner of Severed Mineral Estates - Original, Signed and Notarized

Current Proof of Ownership (This is in addition to requirement for SIA.)

- Title Commitment - Current within 60 days from date of application

Fee for Processing, Noticing and Recording (Check made payable to: The City and County of Broomfield)

- If less than 10 acres = \$550
- If more than 10 acres = \$650 plus \$10 per additional Acre
- Public Notice and Publication Fee = \$100

Final Plat – Minimum / Initial Requirements (Refer to Broomfield Municipal Code Chapter 16-20 & 16-22)

- Plans - 3 sets (24" x 36") AND 25 sets (11" x 17") - Each set stapled and folded to 8.5" x 11"
- Address Plat – 3 copies (24" x 36") AND 3 sets (11' x 17') - Each set stapled and folded to 8.5" x 11"
- Electronic Copy of Final Plat and Address Plat – Provide on Computer Disk or DVD (Auto Cad v.13 through 2005 accepted)
- Closure Report (1:10,000) - 2 copies
- Legal Description – Include an electronic copy on disk (Word) if longer than one page
- Open Lands Tracking Form - 3 copies completed

Final Reports and Studies

- Utility Report – 3 copies
- Drainage Report – 3 copies
- Traffic Analysis Report – 3 copies
- Geotechnical Study (Including Earthen Cut and Fill Investigation Report) – 2 copies

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FINAL PLAT CHECK-LIST (Continued)

The following items may be required - Verify with planner

- Wildlife Assessment and Relocation Study – 2 copies
- Environmental Assessments & Open Lands/Trails Analysis - 2 copies
- Oil and Gas Well Abandonment Report – 2 copies

Applicant's Signature _____ Date: _____

Refer to Attached for additional information and requirements regarding review, public notices, hearings, etc.

APPLICATION COMPLETE

DATE: _____

Revised: 11/06 - waldo\planning\forms&templates\check-list-final plat