



Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

MINOR SUBDIVISION PLAT CHECKLIST

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 Meeting

- Highly recommended with a member of the Planning staff at least two weeks prior to plan submittal.

Executed Forms

- Development Application – Signed by Owner and Notarized
- Geodetic Survey Requirements -- Signed by Surveyor
- Certificate of Notice For Owner of Severed Mineral Estates - Verify Box Checked & Notarized

Current Proof of Ownership

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

Processing and Recording Fee

- \$250.00 – Make check made payable to: The City and County of Broomfield

Minor Subdivision Plat – Minimum / Initial Requirements

(Refer to attachment - Broomfield Municipal Code Chapter 16-22)

- Plat - 3 sets (24" x 36") AND 20 sets (11" x 17") – Bounded and Folded
- Legal Description – Provide on disk (Word) if longer than one page
- Electronic Copy of Minor Subdivision Plat and Address Plat– Provide on Computer Disk or DVD (Auto Cad v.13 through 2005)
- Closure Report (1:10,000)
- Preliminary Address Plat – 5 copies (11" x 17")

Final Reports and Studies

- Utility Report – 3 to 4 copies (consult with Planner)
- Drainage Report – 3 to 4 copies (consult with Planner)
- Traffic Analysis Report – 3 copies
- Geotechnical Study (Including Earthen Cut and Fill Investigation Report) – 2 copies

The following items may be required - Verify with planner

- Owner/Developer Information Form for Subdivision Improvement Agreements (SIA) - 3 copies
 - Proof of Ownership such as a Title Commitment - 1 copy (This is in addition to above requirement.)
 - 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
- Environmental Assessments & Open Lands/Trails Analysis – 2 to 3 copies (consult with Planner)
- Open Lands Tracking Form – 2 copies
- Oil and Gas Well Abandonment Report – 2 copies

To be completed by Planning:

- APPLICATION COMPLETE AND ACCEPTED
- Date: _____