



Planning Division
Community Development Department
THE CITY AND COUNTY OF BROOMFIELD

CHECK-LIST: RECORDING REQUIREMENTS

Project Name: _____ Date Required: _____

1. SUBMIT MYLARS FOR ALL APPLICABLE PLANS

(Refer below for special mylar requirements including carrier strip.)

- 2 sets for a PUD Plan / Preliminary Plat
- 2 sets for a Final Plat or Minor Subdivision Plat
- 2 sets for a Site Development Plan (SDP)
- 2 sets for _____ (Other Plan)

2. SUBMIT ADDRESS PLAT MYLAR

(The final mylar and paper copies must be based on a staff approved draft address plat.)

- 1 mylar set (24X36)
- 15 paper copies for distribution to emergency services, utilities, etc.(11x17)

3. SUBMIT FINAL VERSION OF ALL PLAN DOCUMENTS ON CD or DVD

(We accept AutoCAD versions: 2002, 2004 or 2005)

- Disk with final approved version of all applicable plans
(SDP, Final Plat, Preliminary Plat, PUD Plan, Minor Subdivision Plat and/or Address Plat)

4. SUBMIT OPEN LANDS TRACKING FORM IDENTIFYING ANY OPEN LANDS PARCELS DEDICATED TO BROOMFIELD AND COMPLETING RELATED INFORMATION FOR THOSE PARCELS.

- Completed Open Lands Tracking Form

Mylar Requirements

1. **NO CHANGES.** Absolutely no changes shall be accepted to the mylars after City Council approval.
2. **MYLARS ACCEPTED.** Only photographic mylars (4 mil thick double matte), sepia mylar or original inkjet mylars accepted. (No xerox reproductions or electrostatic processing allowed.)
3. **MYLAR SIZE.** Unless otherwise noted, all mylars shall be 24" x 36" in size.
4. **SIGNATURES.** All mylars must include original applicant, owner and surveyor signatures as required. Notarized signatures are required on certain plans.
5. **PERMANENT MARKER.** All applicant signatures must be in permanent black marker. (Pencil, ball point pen or non-permanent markers are not acceptable.)
6. **MYLAR PLAN FORMAT AND CARRIER STRIP.** All mylar sheets must contain Mylar Carrier Strip SAFCO #6552 or comparable attached to the left or top 24" side. A sample diagram is attached.



