



**SUBDIVISION REVIEW CHECKLIST – PART I**

**SUBDIVISION NAME:** \_\_\_\_\_

**DEVELOPER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ENGINEERING FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**P.E. IN RESPONSIBLE CHARGE:** \_\_\_\_\_ **P.E. #:** \_\_\_\_\_

**L.S. IN RESPONSIBLE CHARGE:** \_\_\_\_\_ **L.S. #:** \_\_\_\_\_

**DATE OF SUBMITTAL:** \_\_\_\_\_

Checklist items below are written in abbreviated form. A “yes” response by the applicant indicates an understanding of the checklist item and a certification that the item is shown on the plat. All responses in the “no” or “n/a” space require a brief written explanation in the “Comments” section. If additional space is needed, please include an attachment.

**A. SUBDIVISION PLAT**

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. The subdivision plat conforms to the approved Master Development Plan.	___	___	___
2. Boundary, block, lot dimensions and bearings shown.	___	___	___
3. All lots must front upon a public street with a minimum of 50’ frontage. (Cul-De-Sac lot frontage may be less than 50’ along right-of-way; provided that the chord distance at the front setback be a minimum of 50’)	___	___	___
4. Area of individual lots and parcels are shown (square feet or acreage).	___	___	___
5. Location and description of all monuments, both found and set, which mark the boundary of the subdivision.	___	___	___
6. GPS Coordinates (NAD 83 State Plane Colorado South (US feet) North American Datum of 1992 coordinates) clearly shown for at least two (2) external boundary points and four (4) internal street centerline intersections, including the ground to grid correction factor. In the event the subdivision being platted has no internal streets, a minimum of four (4) external boundary points must be shown.	___	___	___
7. Location and names of existing streets.	___	___	___
8. Location, type and width of existing easements with recorded Book & Page No. or Reception No. shown.	___	___	___
9. Location, type and width of proposed easements.	___	___	___
10. Location and name of adjoining subdivisions, parcels or unplatted areas.	___	___	___
11. Point of Beginning of legal description of subdivision shown.	___	___	___
12. Name of proposed subdivision.	___	___	___
13. North arrow.	___	___	___

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	<u>Yes</u>	<u>No</u>	<u>N/A</u>
14. Scale shown (minimum desired scale 1" = 100')	___	___	___
15. Location of park sites with acreage shown.	___	___	___
16. Location of school sites with acreage shown.	___	___	___
17. City monuments shown at the intersection of the centerlines of each street right-of-way, angle points and at the point of curvature (P.C.) and the point of tangency (P.T.) of said centerlines of curvilinear streets.	___	___	___
18. Dimensions shown on the centerlines of each street between City monuments.	___	___	___
19. Street intersections are nearly 90° (+/- 10°).	___	___	___
20. Provide a spreadsheet listing all of the streets within the subdivision, as well as those that are connected or adjacent to the subdivision, that provides all of the roadway design information in a format similar to the "Roadway Classification Design Standards and Policies" attached at the end of this checklist. Provide superelevation calculations for any horizontal curves having a radius smaller than the minimum for all proposed roadways classified as "Collector, Minor and/or Major Arterial". Use of superelevation will not be allowed for all other roadway classifications.	___	___	___
21. Tangent of at least 100' between reverse curves for arterial or collector streets.	___	___	___
22. No streets with offset less than 125'.	___	___	___
23. Dead end streets not longer than 660'.	___	___	___
24. Cul-de-sac on dead-end street with 52' radius for right-of-way.	___	___	___
25. No private streets without special area plan or PUD.	___	___	___
26. Public Utility Easements 10' width minimum.	___	___	___
27. Storm drainage easements 20' width minimum for drainage pipe(s) and 10' for surface drainage.	___	___	___
28. Sanitary sewer easements 20' width minimum.	___	___	___
29. Private utility easements 10' width minimum.	___	___	___
30. Water main easements 20' width minimum.	___	___	___
31. Blocks do not exceed the minimum lengths as defined in the Roadway Classification Design Standards and Policies.	___	___	___
32. Blocks not less than 400' between centerline of streets intersecting arterial streets.	___	___	___
33. Lot dimensions and sizes are in conformance with the Zoning Ordinance 17-4-1.	___	___	___
34. Side lot lines nearly at right angles or nearly radial to street lines.	___	___	___
35. Blocks provide for two tiers of lots of appropriate depth except adjacent to collectors, arterials, or highways.	___	___	___
36. Streets that are extensions of existing streets are named the same as existing streets.	___	___	___
37. Proposed street names do not duplicate names of existing streets in Pueblo County. Names can be checked on the Pueblo County website <a href="http://county.pueblo.org/government/services/online-services-page">http://county.pueblo.org/government/services/online-services-page</a>	___	___	___
38. Looped streets do not intersect the same street twice.	___	___	___
39. A statement that the subdivider is the sole owner of the land being subdivided.	___	___	___

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|--|-----|-----|-----|
| 40. Legal description of plat.                             | ___ | ___ | ___ |
| 41. Acreage of platted parcel.                             | ___ | ___ | ___ |
| 42. A statement for the purpose of creating a subdivision. | ___ | ___ | ___ |
| 43. Dedication of streets and easements for public use.    | ___ | ___ | ___ |

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- |   | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 44. Surveyors certification.  | ___        | ___       | ___        |
| 45. Environmental certification (if required).  | ___        | ___       | ___        |
| 46. A statement by the land surveyor explaining how bearings, if used, were determined.   | ___        | ___       | ___        |
| 47. Improvement Certification by City Engineer.   | ___        | ___       | ___        |
| 48. Planning Commission Certification.  | ___        | ___       | ___        |
| 49. Certification by City Clerk.  | ___        | ___       | ___        |
| 50. Notice of acceptance of roads, parks, and other public improvements for maintenance by the City.  | ___        | ___       | ___        |
| 51. A standard plat statement concerning maintenance responsibility of roads, private and public, sewers, drainage facilities lying within easements and the restoration of surface amenities by the property owner.              | ___        | ___       | ___        |
| 52. Plat ratification statement when a person or entity has a recorded interest in said subdivision.(DPW 107)   | ___        | ___       | ___        |
| 53. Statement for access restrictions if shown on plat.   | ___        | ___       | ___        |
| 54. Deed(s) for park parcel(s) dedicated on plat or outside of platted area.  | ___        | ___       | ___        |
| 55. A statement for each private easement shown on plat.  | ___        | ___       | ___        |
| 56. A statement referring to restrictive covenants (if any) which address the maintenance of private facilities such as private sanitary sewers, private drainage facilities, or private roadways that serve more than one lot.   | ___        | ___       | ___        |
| 57. A note on the plat identifying all lots (if any) with shallow sanitary sewer service lines. All lots on the plat that are serviced by shallow sanitary service lines are shown with a symbol that is explained in the legend. | ___        | ___       | ___        |
| 58. There are no gaps or overlaps between subdivision boundary and adjacent subdivision boundaries.   | ___        | ___       | ___        |
| 59. All parcels shown on plat appear in dedication statement with purpose indicated.  | ___        | ___       | ___        |
| 60. All drainage and sanitary sewer easements accurately depict easements referred to, or required by, the drainage report and preliminary utility plan, including Stormwater detention easements.                                | ___        | ___       | ___        |
| 61. Prudent line setbacks and erosion limits line, if any, are shown on the plat, 100 foot beyond the 100-year floodplain designation for any natural channels.   | ___        | ___       | ___        |

**B. SUPPLEMENTAL MAP**

- |   | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 1. Name of proposed subdivision.  | ___        | ___       | ___        |
| 2. Map noted as Supplemental Map.   | ___        | ___       | ___        |
| 3. Name of subdivider.  | ___        | ___       | ___        |
| 4. Name of surveyor and statement that the map was prepared under his/her direct supervision, including PLS number. | ___        | ___       | ___        |
| 5. Date.  | ___        | ___       | ___        |
| 6. Vicinity map showing location of all streets and roads within one-half mile from each property boundary.         | ___        | ___       | ___        |
| 7. Location of proposed subdivision boundary lines, block(s) and lot(s).  | ___        | ___       | ___        |

- 8. Location and name of proposed streets. \_\_\_ \_\_\_ \_\_\_
- 9. Location of existing lot(s) and right-of-way(s) within plat (re-sub). \_\_\_ \_\_\_ \_\_\_
- 10. Name and location of all adjoining subdivisions, parcels and right-of-ways. \_\_\_ \_\_\_ \_\_\_

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- |   | <u>Yes</u> | <u>No</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 11. Names and owners of adjoining unplatted lands.  | ___        | ___       | ___        |
| 12. Existing zoning within tract to be subdivided.  | ___        | ___       | ___        |
| 13. Existing zoning adjacent to the tract of land being subdivided.   | ___        | ___       | ___        |
| 14. Location of existing buildings, watercourses, tree masses and existing features which may affect the plat.  | ___        | ___       | ___        |
| 15. Location of existing monuments.   | ___        | ___       | ___        |
| 16. Location of section lines, if applicable.   | ___        | ___       | ___        |
| 17. Location, type and width of existing easements with recorded Book & Page No. or Reception No. shown.        | ___        | ___       | ___        |
| 18. Location and size of existing sanitary and storm sewer(s).  | ___        | ___       | ___        |
| 19. Location and size of existing water main(s).  | ___        | ___       | ___        |
| 20. Location and size of existing sanitary sewer and water service lines to existing lots within plat (re-sub). | ___        | ___       | ___        |
| 21. Location and size of existing gas main(s).  | ___        | ___       | ___        |
| 22. Location of existing underground and overhead power, cablevision and telephone cable(s).                    | ___        | ___       | ___        |
| 23. Location of existing street lights within and adjacent to proposed subdivision.                             | ___        | ___       | ___        |
| 24. Sites, if any, to be dedicated for parks.   | ___        | ___       | ___        |
| 25. Contour lines with contour intervals of 2' or less (based on City datum).                                   | ___        | ___       | ___        |
| 26. North arrow.  | ___        | ___       | ___        |
| 27. Scale shown (minimum desired scale 1" = 100').  | ___        | ___       | ___        |

COMMENTS: \_\_\_\_\_

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The Subdivision Plat, Supplemental Map and all easements, if any, have been prepared under my direct supervision and that the above checklist accurately depicts the contents of this submittal.

\_\_\_\_\_  
Professional Land Surveyor Date:

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PLS Number