



**Administrative Plat Application Checklist**  
**City of Greenwood Village**  
**Community Development Department**

6060 S. Quebec Street  
Greenwood Village, CO 80111-4591 (303)  
486-5783; FAX (303) 773-1238

Property Address/Location: \_\_\_\_\_

Case No.: \_\_\_\_\_

*This checklist will help to ensure that your submitted plan is consistent with City of Greenwood Village Land Development Code. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom, and submit it with your application and submittal materials. Quality control is the responsibility of the Applicant. Incomplete and inaccurate submittals will be rejected.*

**DOCUMENTS – (Hard copies and electronic copies)**

- Application Form & fee
- Letter of Authorization from property owner for applicant representation (if different)
- Proof of Ownership
- Title Commitment
- Tax Certificate
- Legal Description (verify consistency with legal on the PUD, if applicable)
- Traverse closure calculations (boundary and lots)
- Letter of Description and Justification
- Will Serve Letters / ACC letter (if applicable)
  - Electric
  - Gas
  - Water
  - Cable
  - Sewer
- Mineral Estate Notification

**Existing Conditions ALTA/ACSM Survey**

- An ALTA Land Survey meeting the requirements for an ALTA/ACSM Land Title Survey as detailed by the American Land Title Association, National Society of Professional Surveyors and the American Congress on Surveying and Mapping.

**FINAL PLAT - Sheet Size 24" x 36" – (Hard copies and electronic copies)**

**Cover Sheet**

- Name of Subdivision
- Case Number in the bottom left hand corner (Case No. XX-XXX)
- Location referenced to Section, Township, Range, Principal Meridian, City, County and State
- Name, address and phone number of the:
  - Owner or Owners (if different from the Applicant)
  - Applicant (if different from the Owner)
  - Designer
  - Engineer/Surveyor
- Amendment History
- Standard Notes
- Date of Preparation/Latest Revision
- North Arrow
- Scale (Bar and Written, not greater than 1"=100')
- Vicinity Map scaled
- Key Map Scaled (if large site)
- Date of Survey
- Meets and bounds legal description with total acreage of the subdivision
- Point of beginning of the subdivision tied to two or more Section or Quarter Sections corners
- Basis of Bearing Statement
- Signature Blocks
  - Certificate of Dedication
  - Surveyors Certificate
  - Community Development Director
- Jointly executed agreement between the owners regarding maintenance of a common appearance of the exterior of the building and party wall maintenance.
- If there are overhead utilities adjacent to the property to be subdivided, the applicant must submit an estimate for placing the utilities underground from all effected utility companies.

**Final Plat Drawing**

- Boundary of subdivision (Heavy Line)
- Net and gross acreage of each proposed lot, tract
- Bearings, distances, chords, radii, central angles, and tangent links for the perimeter of all lots, blocks, and easements
- Lengths shown to the nearest hundredth of a foot and bearings shall be shown in degrees, minutes and seconds

- Proposed lot and block numbers, numbered in consecutive order and square footage of each lot, tract and parcel
- Existing rights-of-way adjacent to the property, labeled and dimensioned
- Existing street names for all streets adjacent to the property
- Existing and proposed easements and their type, in and adjacent to the property ( including easement use and maintenance statements)
- Subdivision name
- Existing easements with Reception/Book/Page
- Easements to be dedicated with the plat
- Easements to be dedicated by separate document
- Identification and designation of 100 Year Floodplain and Wetland Boundary and the source of the designation
- Appropriate traffic sight triangles shown at the intersections of all roadways and at the intersection of all commercial drives and access points with public roadways

***Applicant Acknowledgement***

I, \_\_\_\_\_ state that the above referenced documents, plans, reports and information have been provided pursuant to the submittal requirements of the City of Greenwood Village. I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date