



# FINAL PLAT

## SUBMITTAL CHECKLIST

This application is used when land is being subdivided in accordance with Section 18.17.13.02 of the Unified Development Code. Please note that a sketch plat is required for subdivisions that propose new public improvements (e.g., streets, grading and drainage, and utility services or extensions) prior to submittal of a final plat application.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice contains an itemized description of the application fee. Additional fees may be required during the review process. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee for all application components that require further review.

Project Information		
• <b>Concept Review Meeting</b> held on: _____		
• <b>Traffic Impact Study Scoping</b> approved on: _____ If a Traffic Impact Study (TIS) is required, as specified in the concept review comments, a scoping meeting is required prior to submittal of the TIS.		
• <b>Sketch Plat:</b> Was a sketch plat completed for the property?	Yes	No
• <b>Preliminary Civil Construction Plans:</b> Was the preliminary CCP step waived at the concept review meeting?	Yes	No
• <b>Hydrozone Plan:</b> Will the Hydrozone Program be requested?	Yes	No
• <b>Mineral Estate Owners:</b> Are there severed mineral estate owners of the property?	Yes	No
• <b>Variances:</b> Are variances or variations to the City’s standards requested with the application? If yes, please contact the applicable reviewing division prior to submittal of the application.		
Planning	Yes	No
Transportation	Yes	No
Water/Wastewater	Yes	No
Stormwater	Yes	No

## Submittal Information

The following information is required with the initial submittal in order for the application to be accepted. Items shown in *orange* font refer to documents located on the City's Current Planning website. All documents must be submitted electronically to [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org) and each document must be a separate pdf file, unless otherwise specified.

1. **Application Checklist.** Complete this checklist with boxes checked verifying submittal of the required information.
2. **Application.** Complete and sign the *Application* form.
3. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
4. **Title Commitment or Property Binder** verifying the record title owners and identifying encumbrances and exceptions to title. The commitment or binder must be dated within 30 days of the application submittal. An Ownership and Encumbrance Report (O&E) does not qualify as a title commitment, however if a commitment or title was previously submitted with a Sketch Plat application and the ownership has not changed, an O&E Report is acceptable.
5. **Final Plat** prepared in compliance with the *Final Plat Mapping Requirements* and the *Final Plat Template*.
6. **Final Plat Closure Report** for the subdivision boundary.
7. **Site Plan** of the entire property, drawn to scale, including the items below. This item is not required if the information is provided in a separate Site Development Plan (SDP) set or Civil Construction Plans (CCP) set.
  - a. Existing and proposed lot lines;
  - b. The location of all existing and proposed improvements and structures, including sidewalks, curbs and gutters, access(s), and dimensions to existing and new property lines, and an indication of any such improvements and structures that will be installed, relocated, or removed;
  - c. The location and size of all existing and proposed public and private utilities, including all mains, service lines, fire hydrants, fire-sprinkler lines, meters, buried cables, transformers, poles, and other above ground facilities;
  - d. The location and dimensions of all existing and proposed easements and rights-of-way, indicating if the easements and rights-of-way are to be dedicated, vacated, or otherwise altered;
  - e. The location of existing and proposed landscape improvements, including existing trees, environmentally sensitive areas, wetlands, natural features and proposed bufferyards and an indication of any such landscaping or environmentally sensitive areas that is proposed to be relocated or removed.

8. **Civil Construction Plans (CCP) Checklist** available on the Current Planning website. The checklist identifies the requirements for the preliminary and the final civil construction plan submittals. Submittal of the checklist is required with both the initial submittal and the first submittal of the final CCPs.
  - a. **Initial Submittal:** All items designated with a “P” on the checklist.
  - b. **First Submittal of Final CCPs:** All items designated with a “F” on the checklist.
9. **Civil Construction Plans (CCPs)**, complying with the checklist requirements.
  - a. **Initial Submittal:** Preliminary CCPs (60% design level) are required as the first step with the initial submittal of the subdivision plat, unless waived by the City’s Development Review Team. Items designated with a “P” on the CCP checklist must be submitted.
  - b. **Resubmittals:** Final CCPs (95% design level) are required with the 2<sup>nd</sup> round of the subdivision plat, unless an additional round of the preliminary CCPs is necessary based on the City’s review comments. Items designated with a “F” on the CCP checklist must be submitted.
10. **Drainage Report** in accordance with the City of Loveland Storm Drainage Criteria Manual available on the City’s Stormwater webpage.
  - a. **Initial Submittal:** A preliminary drainage report may be submitted with the initial submittal of the subdivision plat and CCPs. If the preliminary drainage report was previously reviewed with a sketch plat, a final drainage and erosion control plan can be submitted.
  - b. **Resubmittal:** A final drainage and erosion control report and plan must be submitted with the 2<sup>nd</sup> round of the subdivision plat and CCPs, unless an additional round of review of the preliminary drainage report is necessary based on the City’s review comments.
11. **Stormwater Permanent Control Measure Standard Operating Procedure** prepared in accordance with the City of Loveland Storm Drainage Criteria available on the City’s Stormwater webpage.
12. **Base Design Standard Worksheet for Post Construction Control Measures** prepared in accordance with the City of Loveland Storm Drainage Criteria available on the City’s Stormwater webpage. This worksheet is also available on the City’s Stormwater webpage.
13. **Stormwater Management Plan** that has been prepared for the Colorado Department of Health and Environment Construction Stormwater Discharge Permit for all developments that disturb one acre or more of ground.
14. **Environmentally Sensitive Areas Report** prepared by a qualified biologist if the site contains one or more of the environmentally sensitive areas. The report shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements*.

- a. Any of the environmentally sensitive areas as identified in the “City of Loveland Natural Areas Sites”;
  - b. Land within the ordinary high water mark of a river, stream, creek, lake, or reservoir;
  - c. Jurisdictional or non-jurisdictional wetlands;
  - d. Existing drainage patterns and areas within the floodway and flood fringe including areas within designated floodways or floodplains of major drainages as well as smaller tributary drainages without designated floodways or floodplains; and
  - e. Fault and aquifer recharge and discharge areas.
15. **Traffic Worksheet.** Complete the *Traffic Worksheet*, unless a Traffic Impact Study is required based on the concept review notes and scoping study.
16. **Traffic Impact Study** in accordance with the City’s Street Standards, unless waived by the Transportation Division. If the TIS identifies an adequate community facilities (ACF) failure or level of service (LOS) failure, a meeting to determine mitigation measures is required with the Transportation Division prior to acceptance of the application.
17. **Geotechnical Report** in accordance with the City’s Street Standards. A peak seasonal subsurface groundwater investigation, analysis, and determination report shall be provided whenever the geotechnical investigation documents the presence of groundwater within three (3) feet of the proposed street sub-grade elevations.
18. **Water and Wastewater Impact Demand Analysis** if required by the Water/Wastewater Division in accordance with the City of Loveland Water/Wastewater Development Standards available on the City’s Water and Power Department Development webpage.
- a. **Initial Submittal:** A preliminary Analysis may be submitted with the initial submittal of the subdivision plat and CCPs. The preliminary Analysis can consist of a simplified report outline including exhibits showing the proposed design for the water system and wastewater basins. If a preliminary Analysis was previously reviewed with a sketch plat, a final Analysis can be submitted.
  - b. **Resubmittals:** A complete Analysis must be submitted with the 2<sup>nd</sup> round of the CCPs.
19. **Water Meter Justification Letter** for all commercial, multi-family (3 units or greater) and irrigation water meters. Letter Templates are available on the City’s Water and Power Department Development webpage.
20. **Dedication and/or Grants of Easement not included on the Final Plat** such as off-site access, utility, and drainage easements, if applicable.
- a. **Initial Submittal:** If not already provided with the Sketch Plat, an Ability to Obtain Agreement is required.
  - b. **Resubmittals:** Draft of the legal description (Exhibit A) and map depiction (Exhibit B) are required to be submitted with the first round of the final CCPs.

21. **Mineral Estate Owners.** A list, certified by the Applicant, of the names and addresses of all mineral estate owners that fall wholly or partially within the project area as indicated in the records of the Larimer County Clerk and Recorder. This item can be waived if the mineral estate owner list was submitted previously with a sketch plat application or if the subdivision plat does not create more than one additional lot.

## Required Items Not Needed with Initial Application

22. **List of Surface Owners**, certified by the Applicant, of the names and addresses of all surface owners of record property that fall wholly or partially within the radius specified in *Public Notice Requirements*. The names and addresses must be as listed on the latest records of the Larimer County Assessor. The list should be current within 1 month from the date of the required mailing for the comment period. This surface owner list can be waived if it was submitted previously with a sketch plat.
23. **Stormwater Quality Paperwork & Permits** including:
- City of Loveland Large Site Stormwater Quality Permit Application;
  - Acknowledgement Certificate of Receipt of City of Loveland Stormwater Quality Enforcement Policy form;
  - City of Loveland Erosion Control Best Management Practices (BMP) Cost Opinion Spreadsheet;
  - Agreement for Sediment/Erosion Control Best Management Practices (BMPs) with Letter of Credit or Cash Deposit (certified check);
  - Water Quality Control Plan (if applicable);
  - Air Pollutant Emissions Notice Permit (if applicable);
  - Dewatering Wastewater Discharge Permit (if applicable);
  - Army Corps of Engineers 404 Permit (if applicable); and
  - Stormwater Discharge Permit received from the Colorado Department of Public Health and Environment (CDPHE).
24. **Public Improvements *Opinion of Costs*** form, signed and sealed by the Applicant's Engineer.
25. **Ditch Crossing Agreement** (if applicable) Prior to approval of the Final Plat and CCPs, the Developer shall work with the Ditch Company and provide the City a recorded copy of any Ditch Crossing Agreements.
26. **Roadway and/or Private Underdrain Agreements** (if applicable) Prior to approval of the Final Plat and CCPs, the Developer shall provide the City an executed copy of the Underdrain Agreement using the City's template.
27. **Community Participation Report.** In the event that a neighborhood meeting is required based on the comments received by the neighborhood during the comment period, a community participation report is required after the neighborhood meeting. The report must include the information as set forth in the *Community Participation Report Requirements*.

28. **Affidavits of Notice** for posting signs and sending letters for either the comment period or neighborhood meeting, if applicable. *Affidavit Templates* are available on the City's Current Planning website. All notices must be fulfilled at least 15 days prior to the meeting or hearing. This list is not needed if it was submitted previously with a Sketch Plat application.
29. **Dedication and/or Grants of Easement not included on the Final Plat** – final executed and signed documents, exhibits and recording fees (if required).
30. **AutoCad Digital Data File** in an AutoCad Release 2015 DWG/DXF or newer format must be submitted with the final, signed subdivision plat. The digital data must comply with the layer names and descriptions on the *Digital Submission Standards For City Plats, Maps, and Plans*. The final plat will not be recorded until the digital data file is received by the City.