

Final Plat Mapping Requirements

All Final plats shall comply with the following standards:

1. All plats must bear suitable evidence of the professional qualifications of the person or firm who prepared the plat. All required documents containing land survey descriptions shall be certified by a duly registered Colorado Professional Land Surveyor. The plat shall conform to all the requirements of C.R.S. Title 38, Article 51 and Article 53.
2. Monuments. The character, type and position of all boundary and/or aliquot monuments found or set shall be shown on the plat.
3. A monument key that shows monuments in the form of those monuments found and those set, or a note at each monument detailing this information is acceptable.
4. Section Corner Tie. Any plat to be filed shall reference at least two (2) public land corners in the Section in which it is located, with the exception of a new plat that is entirely a replat of all or a portion of an existing subdivision.
5. The dimensions of all plats shall be twenty-four (24) inches by thirty-six (36) inches, with a marginal line one inch from each edge. All drawings, affidavits, certificates, acknowledgments, endorsements, acceptances of dedication and notarial seals shall be contained within said marginal lines, except that the title shall be noted in the upper and lower right corners, outside the margin, for city filing purposes.
6. Each plat shall be printed in black, waterproof ink on Mylar of good quality. A poorly drawn, un-reproducible, unsigned or illegible plat is sufficient cause for its rejection.
7. The proposed name of the plat. The name of the plat shall be as follows:
 - a. For Boundary Line Adjustment, Simple Plat, or Lot Merger “(insert subdivision name) Amendment # ____”.
 - b. For all other final plats: (insert subdivision name) (insert next sequence of plat number) Subdivision. All numbers shall be in written form.
8. A subtitle describing the complete origin of the proposed subdivision:
 - a. For Boundary Line Adjustments, Lot Mergers and Simple Plats insert: “being a (select boundary line adjustment, lot merger, or simple plat) of (insert lot, block, subdivision name) Situate in Section __, Township __ North, Range __ West of the 6th P.M, City of Loveland, County of Larimer, State of Colorado.”
 - b. For all other final plats insert: “Being a subdivision of (insert lot, block, subdivision name) Situate in Section __, Township __ North, Range __ West of the 6th P.M., City of

Loveland, County of Larimer, State of Colorado."

9. Date of preparation.
10. A vicinity map showing a minimum of two major roads in relation to the subdivision along with Scale and North Arrow (recommended scale of 1" = 2000').
11. In the case of three or more sheets, a key map showing the relationship of individual sheets shall be provided on the first sheet of the set. Match lines are required on each sheet of a set. Notes shall appear only on the first sheet.
12. The basis of bearings used in the legal description, noted and shown.
13. A written legal metes and bounds description of the exterior boundaries of the land parcel. Or the Legal Description of the parcel of land per recorded deed (Lot, Block, Subdivision).
14. A scale drawing of all boundaries of the land parcel. The Point of Commencement and True Point of Beginning) shall be clearly labeled for parcels described by Metes and Bounds.
15. A statement defining the lineal units used.
16. A title commitment note if research for all easements and rights-of-way was completed by someone other than the Colorado Professional Land Surveyor who certifies this plat.
17. Each sheet shall show title, north arrow, scale (minimum 1" = 100' or as determined by the Director), bar graph, and sheet number. Sheets shall be in sequential order beginning with 1.
18. Show relationship of adjacent parcels using fine dashed lines to include complete legal description (lot and block numbers, outlot and tract names and subdivision names or "unincorporated Larimer County"), including land across adjacent rights-of-way.
19. Boundary of the plat shall be designated by a one-eighth inch hatched border applied to the inside of the bold boundary line.
20. Line types for land boundary, street right-of-way lines and lot lines shall be bold and solid.
21. Line types for easements shall be denoted by fine dashed lines.
22. Location and widths of all existing recorded and non-recorded easements are to be labeled, including easements reserved for public use. Where an easement is not defined as to width or extent by a recorded conveyance, decree or other instrument, the easement shall be depicted in a manner that gives notice of the existence thereof, together with an appropriate descriptive label which includes the words "boundary not determined." It shall be the duty of the Applicant to meet with the owner of each such easement and to make reasonable efforts to agree upon boundaries thereof. In the event any such agreement is reached, appropriate instruments evidencing such agreement shall be recorded prior to recording of the final plat, and the agreed upon boundaries shall be indicated on the final plat.

23. Postal easements shall have a minimum of width of six (6) feet and shall be provided along all street frontages unless waived in writing by the Loveland Postmaster.
24. Location and dimensions of all existing recorded rights-of-way, showing the centerline of each right-of-way and the right-of-way width on each side of centerline.
25. Future street dedication. Whenever construction of a street is necessary for future re-subdivision as determined by the city, but which street is not warranted for construction, the necessary dedication for such future street shall be provided on the plat.
26. Location and dimensions for all lines, angles and curves used to describe boundaries, alleys, lot lines, access points to public ways, open areas, easements, areas to be reserved for public use and other important features shall be provided. Sufficient data shall be shown to readily determine the bearing and length of every lot line, boundary line and easement line. Length, radius, total delta and chord bearing and distance for all curves.
27. All distances shall be set forth to the nearest hundredth of a foot and bearings to the nearest second.
28. All lots, tracts, and outlots shall show net area to the nearest square foot. And/or acreage to the nearest one thousandth (0.000) for areas over 1 acre.
29. Block and lot numbers. Lots shall be designated numerically, in bold, beginning with LOT 1 in each block. Groups of lots surrounded by a street shall be designated as separate blocks. The block or blocks shall be designated numerically in bold, beginning with Block 1.
30. Street names, including prefixes and suffixes, as per Section 12.08 of the Loveland Municipal Code. Names to be used for new streets shall be subject to street naming policy of the city and all names shall be subject to the approval of the Director/Planning Commission, and Fire and Police Departments. If the street is shown on more than one sheet of the plat, the street name shall be shown on each sheet. No street shall be phonetically or alphabetically similar to an existing street in Larimer County.
31. Limits of FEMA floodway and flood fringe boundaries shall be shown by dashed lines and labeled. Include the FEMA FIRM Map Panel Number and date.
32. The centerline and directional flow of streams and rivers shall be shown with dashed lines ending with arrows and with an appropriate descriptive label including the words "exact location not determined". The Public Works Department may require information, including but not limited to, additional right-of-way, flood plain information, etc.
33. All irrigation ditches and proposed easements and rights-of-way for irrigation ditches. If no easements or rights-of-way exist, the plat shall show the location of any such ditch on the plat with appropriate descriptive label including the words "exact location not determined."
34. Legal description of the subdivision parcel inclusive of the reception number(s) and/or book and page(s) that the legal survey for the subdivision is based upon. Legal descriptions must match boundary and direction as shown on the final plat. The area Acreage and Square Footage of the subdivision shall be included in the legal description.

35. Other relevant documentation or information as determined or required by the Director of Development Service to make a determination as to the impacts of the proposed subdivision to the city.
36. When a development agreement has been established for a project, the following note shall be provided on the plat: "This project is subject to a development agreement which has been recorded in the real property records of Larimer County."
37. Previous conditions reference. The following note shall be provided on all new plats of previously subdivided property: "Unless otherwise approved by the city, all unsatisfied conditions of approval for the original Subdivision or Addition shall continue to apply to this property."
38. Improvement statement. If applicable, the final plat shall have a statement stating who will pay for the installation of the improvements to be placed in or upon the property shown on such plat as follows: "All expenses involving necessary improvements for public and/or private utilities including water, wastewater, storm sewer, electric, and other dry utilities, grading, street improvements, curbs gutters, and sidewalks, street signs, traffic control signs, alley grading and surfacing, and landscaping shall be paid by (insert name of owners or Developer)."
39. A note which explains the ownership and maintenance responsibility for side and rear lot drainage easements (i.e. publicly owned, privately maintained by the adjacent property owners).
40. A note which states the following: Maintenance and upkeep of stormwater detention ponds, storm sewer systems, swales, and permanent stormwater quality improvements are required by the City of Loveland and are a continuing obligation of the Homeowner Association (HOA), Business Owner Association (BOA), or private property owner. The owner(s) or responsible parties (HOA, BOA) shall provide ongoing maintenance to the private stormwater improvements as needed to maintain compliance with the approved construction plans and reports.
41. The following notes with the appropriate square footage for dedication and/or vacation of easements shall be included. If no easements are dedicated or vacated, please enter "0" as the necessary value.

Total area in square feet of easements dedicated to the public or the city by this plat. Total area in square feet _____ . (Excluding easements dedicated exclusively to outside entities or agencies.)

Total area in square feet of easements dedicated to the public or city that is being vacated by this plat. Total area in square feet _____ .

42. The following table outlining the ownership, maintenance, and purpose of outlots and tracts shall be provided:

PARCEL	OWNER & MAINTENANCE	PURPOSE
A	ABC HOA	BLANKET EASEMENT FOR PEDESTRIAN ACCESS, DRAINAGE, UTILITIES AND LANDSCAPING
B	XYZ DISTRICT	BLANKET EASEMENT FOR PEDESTRIAN ACCESS, DRAINAGE, UTILITIES AND LANDSCAPING
C	ABC HOA	BLANKET EASEMENT FOR PEDESTRIAN ACCESS, DRAINAGE, UTILITIES AND LANDSCAPING
D	XYZ DISTRICT	BLANKET EASEMENT FOR PEDESTRIAN ACCESS, DRAINAGE, UTILITIES AND LANDSCAPING
E	ABC HOA	BLANKET EASEMENT FOR PEDESTRIAN ACCESS, DRAINAGE, UTILITIES AND LANDSCAPING
F	XYZ DISTRICT	BLANKET EASEMENT FOR PEDESTRIAN ACCESS, DRAINAGE, UTILITIES AND LANDSCAPING
G	ABC HOA	BLANKET EASEMENT FOR ACCESS, EMERGENCY ACCESS, DRAINAGE AND UTILITIES
H	XYZ DISTRICT	BLANKET EASEMENT FOR PEDESTRIAN ACCESS, DRAINAGE, UTILITIES AND LANDSCAPING
I	ABC HOA	BLANKET EASEMENT FOR ACCESS, EMERGENCY ACCESS, DRAINAGE AND UTILITIES
J	XYZ DISTRICT	BLANKET EASEMENT FOR DRAINAGE, UTILITIES AND LANDSCAPING
K	ABC HOA	BLANKET EASEMENT FOR ACCESS, EMERGENCY ACCESS, DRAINAGE AND UTILITIES
L	XYZ DISTRICT	BLANKET EASEMENT FOR PEDESTRIAN ACCESS, DRAINAGE, UTILITIES AND LANDSCAPING

43. PRIVATE DEDICATION STATEMENT. If private easements or Rights-of-Way are being dedicated to a private owner or entity, a Private Dedication Statement shall be placed on the cover sheet of the plat with the specifics of said easement or right-of-way.
- a. Private Utility Dedication Statement EXAMPLE: The owner hereby grants and dedicates a private utility easement in, over, and across Lot 1 for the purpose of constructing, repairing, replacing, inspecting, operating, maintaining, and accessing a private wastewater service from Lot 2 to the wastewater main located within Lot 1. This grant and dedication shall run with the land and shall be binding and enforceable upon the owner and the owner's successors and assigns and it shall insure to the benefit of all current and future owners of Lots 1 & 2 of the XX Subdivision.
44. Final Plat Closure Report for the boundary and/or other areas as determined by the City shall be submitted.
45. The following certificates must be placed on the final plat and signed by all owners and lienholders:

Certificate No. 1: DEDICATION STATEMENT: Owners/Lienholders (all plats)

KNOW ALL PERSONS BY THESE PRESENTS that (the undersigned), being all the owners and lienholders of the following described property, except any existing public streets, roads, or highways, which property is located in Section _____, Township _____ North, Range _____ West of the 6th P.M., being more particularly described as follows:

_____ containing _____ (acres) (square feet) more or less, and is subject to all easements and rights-of-way on record or existing and do hereby designate the same as (insert the title of the plat, including the words "City of Loveland, Colorado").

Owner's Signature(s)

Lienholder's Signature(s)

STATE OF COLORADO)
) ss
COUNTY OF LARIMER)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____
as _____.

Witness my hand and official seal

My commission expires _____

Notary Public

Certificate No. 2: DEDICATION STATEMENT: Dedication/Acknowledgments (all plats dedicating rights-of-way or easements)

KNOW ALL PERSONS BY THESE PRESENTS that _____ (the undersigned) _____, being all the owners and lienholders of the following described property, except any existing public streets, roads or highways, which property is located in Section _____, Township _____, North, Range _____ West of the 6th P.M., being more particularly described as follows:

_____ containing _____ (acres)(square feet) more or less, and is subject to all easements and rights-of-way on record or existing, and do hereby designate and dedicate: (1) all such rights-of-way and easements, other than utility easements and private easements, to and for public use, except where indicated otherwise on this plat; and (2) all such utility easements to and for public use for the installation and maintenance of utility, irrigation and drainage facilities; and do hereby designate the same (insert the title of the plat, including the words "City of Loveland, Colorado").

Owner's Signature(s)

Lienholder's Signature(s)

STATE OF COLORADO)

) ss.

COUNTY OF LARIMER)

The foregoing instrument was acknowledged before me this _____ day of _____, 2____, by _____.

as _____.

Witness my hand and official seal.

My commission expires _____

Notary Public

Certificate No. 3 SURVEYOR’S CERTIFICATION: Surveyor (all plats)

I, (name of land surveyor), being a (registered/licensed) Professional Land Surveyor in the State of Colorado, do hereby certify that the survey of (name of plat in capital letters) was made by me or under my supervision and that the survey is accurately represented on this plat and that the statements contained hereon were read by me and the same are true to the best of my knowledge.

Dated this _____ day of _____, 2_____.

Certificate No. 4 DIRECTOR’S APPROVAL: City of Loveland Director – No Dedications of Easements and Rights-of-Way

(if easements or ROW are being dedicated, use certification No. 5)

This plat is hereby approved by the Director of Development Services of the City of Loveland, Larimer County, Colorado, this _____ day of _____, 2_____, for filing with the Clerk and Recorder of Larimer County.

Director of Development Services

Witness my hand and seal of the City of Loveland

ATTEST:

City Clerk

Certificate No. 5 DIRECTOR’S APPROVAL: City of Loveland Director – Dedication of Easements and Rights-of-Way

This plat is approved by the Director of Development Services of the City of Loveland, Larimer County, Colorado, this _____ day of _____, 2____, for filing with the Clerk and Recorder of Larimer County and for conveyance to the city of the public dedications shown hereon, which are accepted; subject to the provision that approval in no way obligates the City of Loveland, for the financing or constructing of improvements on land, streets, or easements dedicated to the public except as specifically agreed to by the Director of Development Services.

Director of Development Services

Witness my hand and seal of the City of Loveland.

ATTEST:

City Clerk

Certificate No. 6 ATTORNEY’S CERTIFICATION: Applicant’s Attorney (plats dedicating rights-of-way)

I, (name) _____, an attorney licensed to practice law in the State of Colorado, certify that I have examined title to the above described land dedicated to the City of Loveland, Colorado, with such land described in Schedule A to Title Commitment No. _____, issued by _____ effective _____, 2____, and that based on such title commitment updated through the date of execution of this plat and my actual knowledge, all persons executing the dedication of this plat are the owners or duly authorized signatories of such land in fee simple, such land is free and clear of all liens and encumbrances, except encumbrances set forth in Schedule B – Section 2 of such title commitment as of such date of execution, and any such encumbrances do not impair the use of such land dedicated to the City of Loveland for the purposes set forth on this plat.

So sworn this _____ day of _____, 2____

Attorney at Law