



FREMONT COUNTY FINAL PLAT APPLICATION

1. Final Plat Title: _____

2. Applicant: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Telephone #: _____ Facsimile #: _____
Email Address: _____

3. Owner: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Telephone #: _____ Facsimile #: _____
Email Address: _____

4. Consultant: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Telephone #: _____ Facsimile #: _____
Email Address: _____

Please read prior to completion of this application

Final Plat (*Major Subdivision*) applications shall not be submitted until the corresponding Preliminary Plan application has received approval from the Fremont County Board of County Commissioners (Board). A Final Plat may be submitted for all or a portion of an area (*if the Preliminary Plan application was approved as a phased development*) within an approved Preliminary Plan, to which it must conform.

Final Plat applications shall be submitted for approval within eighteen (18) months of the date that the preceding Preliminary Plan was approved by the Board. Thereafter, approval of the Preliminary Plan will be deemed expired and re-submittal required unless an extension of time has been granted by the Board through appropriate process. When a Final Plat application is submitted for less than the entire area covered by the Preliminary Plan (*if the Preliminary Plan application was approved as a phased development*), approval of the Preliminary Plan for the remaining un-platted area shall be extended for an additional eighteen (18) months from the date of the Board approval of the Final Plat.

The Final Plat and accompanying materials shall be submitted to the Fremont County Department of Planning and Zoning (Department) a minimum of twenty-four (24) working days prior to the regularly scheduled Board Meeting at which the application is proposed to be considered.

Any application which is not complete or does not include all minimum submittal requirements will not be accepted by the Fremont County Department of Planning and Zoning (Department). Further, any application that

is inadequately prepared, or is incomplete, may be subject to postponement (*until an adequate submittal is provided*) of placement on an agenda of the Board.

The applicant shall provide **one (1) original document, five (5) copies, and an electronic copy (either CD or flash/thumb drive)** of the application and all of its attachments. After submittal, the Department will review the application and all attachments and prepare a Department Submittal Deficiency and Comment Letter (D & C Letter). The letter will state the submittal deficiencies, Department comments and or questions about the application, which must be addressed by the applicant. In addition the letter will note the number of revised application packets that must be supplied to the Department in order to place the application on an agenda of the Board.

Attachments can be made to this application to provide expanded narrative for any application item including supportive documentation or evidence for provided application item answers. Please indicate at the application item that there is an attachment and label it as an exhibit with the application item number, a period and the number of the attachment for that item (*as an example, the first attached document providing evidence in support of the answer given at application item number 22 would be marked Exhibit 22.1, the fifth attached document supporting the narrative provided for application item 22 would be marked Exhibit 22.5*).

An application fee, as set by the Board shall accompany this application at the time of submittal.

An additional full application fee will be charged to the applicant, as per resolution approved by the Board, if all deficiencies, as per the initial D & C Letter, are not adequately addressed or provided. Each subsequent D & C Letter, based on resubmitted items, will result in another full application fee. All such fees shall be paid along with the deficiency submittal, prior to any further review of the application.

As per the Fremont County Subdivision Regulations (FCSR) Section X., B., at the option of the Board, an independent engineering firm may be retained, at the expense of the developer, for review of improvement plans, compliance with all applicable regulations or any necessary field investigations, and the design of particular improvements.

The Department and/or the Board may require additional information at any time during the application process as may be deemed necessary in order to review the application adequately, to determine if the application is in compliance with all applicable regulations and make an informed decision with regard to recommendations, approval or disapproval of the application.

For specific regulatory requirements the applicant should refer to the appropriate sections of the FCSR and the Fremont County Zoning Resolution (FCZR), as the Department and Board will take into consideration these regulations in the review of Final Plat applications which could result in the need for additional information from the applicant.

For further reference the Fremont County Zoning Resolution may be viewed on the Internet at <http://www.fremontco.com/planningandzoning/zoningresolution.pdf> and the Fremont County Subdivision Regulations may be viewed on the Internet at <http://www.fremontco.com/planningandzoning/forms/subdivisionregulations.pdf>

5. What is the name, date of approval by the Board and Department file number of the Preliminary Plan that preceded this Final Plat application?

Name: _____ Date: _____ File #: _____

6. Is this Final Plat application a portion of an approved, "phased" Preliminary Plan? Yes --- No
If yes, how many phases of development are proposed? _____ Which phase of

development is this application for? _____ If this is not the first phase of development, when was the previous final plat recorded? Date: _____ Reception Number: _____

- 7. Does this submittal conform to all aspects of the Preliminary Plan as it was approved by the Board?
 Yes --- No If no, then a complete list of all such non-compliances, with an explanation as to why they are non-compliant, shall accompany this application and be marked as Exhibit 7.1.
 An exhibit has been attached.

- 8. Have all Preliminary Plan contingencies, as per Board approval been met? Yes --- No A list of all contingencies of approval of the Preliminary Plan, with a written explanation of how each contingency has been met and all documentation required to meet the contingencies of approval shall accompany this application and be marked as Exhibit 8.1. When ever possible this exhibit shall be submitted as one packet arranged in the order of the listed contingencies. An exhibit has been attached.

- 9. What is the total number of proposed lots in this final plat? _____

- 10. Was a zone change of any portion of the subject property required to accomplish this Final Plat?
 Yes --- No If yes, the Department File #: _____
The Zone Change was from the _____ Zone District to the _____ Zone District, with a Board approval date of _____. If more than one zone change was required a complete list shall be hereto attached and marked as Exhibit 10.1. An exhibit has been attached.

- 11. Will all proposed lots conform to the "Development Requirements" of the Zone District(s) in which the property is located? (ie. lot size, lot width, etcetera) Yes --- No If no, a list of requirements not met shall be provided with an explanation why the requirements were not met and marked as Exhibit 11.1. An exhibit has been attached.

- 12. Have at a minimum, six (6) twenty-four (24) inch by thirty six (36) inch copies of a final plat drawing and six (6) reduced copies, (8½ x 11 inches or 11 x 17 inches) , professionally drawn, as stipulated by the Fremont County Subdivision Regulations, Section VIII., B. & C., been submitted with this application? Yes --- No If all such requirements are not proposed to be met then, a list of requested waivers, specifically citing the regulations for which waivers are being requested and justification for each requested waiver shall be attached hereto and marked appropriately as Exhibit 12.1. An exhibit has been attached. At a minimum, the following (the Department or Board can require additional information) shall be provided:
 - a. Drawing scale, unless a different scale is approved by the Department prior to submittal, shall not be less than one (1) inch to one hundred (100) feet.
 - b. Multiple sheets shall contain a key map showing the relationship of the individual sheets to each other.
 - c. Appropriate title - Subdivision name. No subdivision, street or road in the County shall bear the same name or substantially similar name as another subdivision, street or road unless adjoining and using consecutive filing numbers or if the street or road is a continuation of an existing street or road. The Department shall have the authority to require applicant to change the proposed name if such name is

substantially similar to the name of an existing subdivision, street or road in the County.

- d. The sub-title of the Final Plat shall read: A portion of the (*aliquot description*) Section, Township, Range, Fremont County, Colorado or A Vacation and Re-plat of (*Lot(s), Block(s) of [Name of Subdivision]*), Fremont County, Colorado, as appropriate, dependent on whether or not the property being subdivided is un-platted or platted property.
- e. A note table with each not being individually labeled.
- f. A legend table with each symbol and line pattern being identified.
- g. The total acreage and the total number of lots contained within the subdivision being platted.
- h. The acreage and / or square footage for each proposed lot.
- i. The proposed lot and block layout, including lot and block numbers which shall be consecutively numbered.
- j. Name and address of the person, firm or organization preparing the Final Plat.
- k. The date of preparation of the Final Plat and revision dates to the submitted final plat.
- l. A north arrow.
- m. A written and graphic scale.
- n. A vicinity map locating the proposed subdivision in relation to the surrounding area, streets and major natural features (*such as rivers, mountain peaks, cliffs, etcetera*).
- o. All appropriate survey information on the plat shall show lengths to hundredths of a foot, and angles and bearings shall be shown to seconds of a degree.
- p. A survey tie from the proposed subdivision boundary to an aliquot survey monument.
- q. A statement identifying the basis of bearing for the proposed subdivision survey.
- r. The length and bearings for the exterior boundary lines of the proposed subdivision. For bearings and lengths for interior lot lines where the bearings and lengths are the same as the exterior lot lines, labeling is not required.
- s. All bearings and dimensions for irregularly shaped lots shall be provided for each lot.
- t. For proposed curved boundaries and all curves on the plat, sufficient data shall be given to enable the re-establishment of the curves on the ground. This curve data shall be shown in a table and shall include the following:
 - 1. Radius of curve.
 - 2. Central angle.
 - 3. Tangent.
 - 4. Arc length.
 - 5. Notation of non-tangent curves.
- u. All non-radial lot lines or boundary lines shall be labeled.
- v. All survey monuments set and found, in preparation of the final plat, shall be indicated on the final plat as to location and type of monument, in a legend table.

- w. Any "Reference Monuments" and or "Witness Corners" shall be appropriately labeled on the plat.
- x. At a minimum, the name, centerline bearing, distance and curve information along with width information shall be provided for all proposed and existing roadway rights-of-way that traverse or adjoin the subject property.
- y. The acreage and lineal footage proposed to be devoted to roadways.
- z. The location, width, length and identification label for all other public ways, easements and rights-of-way that traverse or adjoin the subject property.
- aa. All proposed easements shall be designated as to use, bearings and dimensions, or indicated by appropriate statements.
- bb. All legally described easements in the title insurance commitment or policy shall be located or if not applicable, a written statement to that effect shall be provided.
- cc. Excepted parcels shall be marked as "Not included in this subdivision" or "Not included in this plat," as appropriate.
- dd. All existing easements shall be shown on the plat, labeled or noted as to its use, size and location. In addition, all survey information and any recording information shall be provided. Any existing easement or right-of-way to be vacated, which is within the County's authority or ownership may be vacated by a note on the final plat. Any existing easement not within the County's authority or ownership, shall be vacated or released by the appropriate authority or owner(s), and documentation shall be provided noting such.
- ee. The 100 year floodplain line shall be shown as per the FEMA FIRM map.
- ff. The Final Plat shall show building setback lines for all stem or flag lots or irregularly shaped lots that do not have the minimum lot width, as required by the Zone District of the property at the property frontage. Said building setback line shall be shown by a thin dashed line and shall be labeled as such. In addition, dimensions shall be provided along the side lot lines, which are adequate to locate the building setback lines.
- gg. Sites to be reserved or dedicated for open space, parks, playgrounds, schools or other public uses, other than easements shall be shown as outlots and shall be labeled with a statement as to the designated use.
- hh. Has all required Subdivision Plat language been provided? Yes --- No

13. Is this application for a condominium or townhouse plat? Yes --- No If yes, then the condominium or townhouse application addendum, in accordance with the FCZR Section VIII., D., shall be attached hereto and marked as Exhibit 13.1. An exhibit has been attached.

14. Has a completed work sheet for fees in lieu of land for schools and parks been provided with this application marked as Exhibit 14.1? Yes --- No If no, please explain: _____

If lands for schools and or parks are to be provided rather than fees, then executed documents transferring ownership of specific property to the school and/or park district in which the proposed subdivision would lie, shall be provided with this application and marked as Exhibit 14.2. An exhibit has been attached.

15. Are there any existing deed restrictions on the property which might affect the subdivision of the subject property? Yes --- No If yes, provide copies of such documents marked as Exhibit 15.1. An exhibit has been attached.

16. Are there any proposed deed restrictions on the property as required by the preliminary plan approval? Yes --- No If yes, provide copies of such documents marked as Exhibit 16.1. An exhibit has been attached.

17. Does the property have direct access to a public roadway? Yes --- No If yes, please identify the public roadway: _____ If no, please explain how access to a public roadway will be provided: _____

Provide a copy of the documentation that evidences the property has access to a public roadway and mark it as Exhibit 17.1. An exhibit has been attached.

18. Will the property require access from a State or Federal Highway? Yes --- No If yes, a copy of an application for a Colorado Department of Transportation (CDOT) Access Permit will be required to be attached and marked as Exhibit 18.1. An exhibit has been attached. **NOTE:** *Prior to recordation of a Final Plat a copy of an approved CDOT Access Permit will be required.* Is the applicant requesting that the approved CDOT Access Permit be a “contingency” of approval? Yes --- No

19. Is access to the property proposed directly from a Fremont County right-of-way? Yes --- No If yes, what is the name and or number of the right-of-way? _____ Will improvements to this right-of-way be required due to development of the property? Yes --- No Please explain _____

Will a Fremont County Driveway Access Permit (FCDAP) be required to provide access to the property? Yes --- No If yes, a copy of an application for the FCDAP will be required to be attached and marked as Exhibit 19.1. An exhibit has been attached. **NOTE:** *Prior to recordation of a Final Plat a copy of an approved FCDAP will be required.* Is the applicant requesting that the approved FCDAP be a “contingency” of approval? Yes --- No

20. Does this Final Plat propose new rights-of-way that would require maintenance by Fremont County? Yes --- No Please explain: _____

If answered yes, has an executed deed to Fremont County, for all rights-of-way proposed by this Final Plat, been provided with this application? Yes --- No **NOTE:** *Prior to recordation of a Final Plat an executed deed to Fremont County for all such rights-of-way will be required.* Is the applicant requesting that the said deed(s) be a “contingency” of approval? Yes --- No

21. Has a complete set of improvement construction plans, certified by a Colorado Professional Engineer, been provided with this application? Yes --- No If no, please explain: _____

If yes, please mark all items that are included with the plans:--- street plans and profiles --- public water distribution systems --- sanitary sewer collection systems --- stormwater drainage facilities --- irrigation distribution systems --- natural gas distribution systems --- electrical distribution systems --- telephone distribution systems --- cable television distribution systems --- fire protection facilities --- other improvements, please explain:_____

NOTE: *Prior to recordation of a Final Plat a complete set of improvement construction plans that have been executed by all entities involved as to their acceptance of the plans along with execution by a Fremont County representative accepting the design of all improvements will be required. Is the applicant requesting that the said plans be a “contingency” of approval? Yes --- No*

22. A written statement and or map, as required by the FCSR Section X., C., which specifically designates the County Roads that will be traveled by the contractor, subcontractor and or independent contractor vehicles and heavy equipment during construction of improvements, prior to commencement of such construction, shall be submitted with this application marked as Exhibit 22.1. Has said attachment been made? Yes --- No If no, please explain:_____
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NOTE: *Representatives of the Board will inspect the proposed route(s) prior to the commencement of construction and post construction to determine damage to the public roadway system during the improvement construction period. The Developer will be responsible monetarily for any roadway damage that occurs during the improvement construction period.*

23. Have three copies of an estimated construction cost of all required improvements, accepted by a Fremont County representative, (*such as streets, signs, utilities, and drainage structures, etcetera*) and a statement as to the proposed method of financing for the cost of construction been attached and marked as an Exhibit 23.1? Yes --- No If no, please explain:_____
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24. Has a completed subdivision improvement agreement been provided with this application? Yes --- No If no, a statement explaining why an improvement agreement has not been provided, along with a request for this to be made a contingency of approval shall be attached hereto and marked as Exhibit 24.1. An exhibit has been attached.

25. Are there any existing or proposed drainage facilities, drainage easements, drainage rights-of-way, etcetera? Yes --- No If yes, has an executed quit claim deed(s), with a deed restriction addressing maintenance of all drainage facilities, easements, and or rights-of-way been submitted with this application? Yes --- No **NOTE:** *Prior to recordation of a Final Plat an executed*

quit claim deed, with said deed restriction will be required. Is the applicant requesting that the said deed(s) be a “contingency” of approval? Yes --- No

26. Has a list of all property owners, whose property lies within five-hundred (500) feet of the subject parcel(s), to include names, mailing addresses and Assessor Parcel Numbers of each such owner, been attached to this application marked as Exhibit 26.1? Yes --- No **NOTE:** *This exhibit shall also contain an exact copy of the information packet to be sent to the listed parties. These required notices shall be mailed by the applicant, certified mail – return receipt requested to all such owners, a minimum of fourteen (14) days prior to the Board Meeting, at which this Final Plat Application is anticipated to be heard.*

27. Based on the real estate records of the county, which include the records of the County Assessor, and “requests for notification” filed by a mineral estate owner in the records of the County Clerk and Recorder, have the mineral interests of the subject property been severed? Yes --- No If yes, name of mineral interest owner _____

As per the FCSR Section VIII., F., 2., a notice of the proposed subdivision shall be sent (*certified mail return receipt requested*) to the severed mineral interest owner(s) not less than thirty (30) days before the date of the Board meeting at which the application is anticipated to be heard. See Subdivision – Mineral Interest Owner Notification Form. Evidence of said notice and mail receipt shall be attached to this application, marked as Exhibit 27.1. An exhibit has been attached.

28. Has information adequate to enable the Department to issue addresses to each lot in the Final Plat been attached marked as Exhibit 28.1? Yes --- No If no, is the applicant requesting that the required information be a contingency of approval? Yes --- No

29. Has a survey closure sheet for each lot boundary and the exterior subdivision boundary been attached to this application and marked as Exhibit 29.1? Yes --- No If no, is the applicant requesting the required closures be a contingency of approval? Yes --- No

30. Has a title insurance commitment or policy with an effective date within thirty (30) days of the application submittal date, for each property involved in this application been attached to this application, marked as Exhibit 30.1? Yes --- No

Document Number _____ Effective Date of Document _____

NOTE: *An updated title insurance commitment or policy shall be required prior to recording of the Final Plat, if said recording date is more than sixty (60) days from the effective date of the title insurance commitment or policy. An updated title insurance commitment or policy may necessitate further requirements of the applicant prior to recording of the Final Plat*

31. As per the FCSR Section VIII., H., 1., g., an executed Ratification, Consent and Release Form (*forms are provided by the Department for execution with the initial D & C Letter*) shall be provided for each outstanding mortgage, deed of trust, lien, judgment or the like for each property involved in a Final Plat application prior to recording of the final plat. Will any property involved in this application require a form to be executed and submitted? Yes --- No If answered yes please

list and identify the documents that will require RCR forms. _____

Is the applicant requesting that required executed Ratification, Consent and Release Forms be a contingency of approval? Yes --- No

32. As per the FCSR Section VIII., H., 1., h., a tax certificate issued by the Fremont County Treasurer shall be provided indicating that all ad valorem taxes for the subject property for all years prior to the year in which the final plat is to be recorded have been paid. Said Certificate shall be attached and marked as Exhibit 32.1. An exhibit has been attached.

Date of Tax Certificate _____

33. Have all design standards of the FCSR Appendix 1 and 2 been met by this proposal?
 Yes--- No If no, a list of requested waivers shall be attached, specifically citing the design standards from Appendix 1 and 2, for which waivers are being requested and why they are requested marked as Exhibit 33.1. An exhibit has been attached.

34. Is a "Site Specific Development Plan" to be filed to vest the property right for a period of three (3) years? Yes --- No (*NOTE: such plans can only be approved by separate application, fee and require review by the Fremont County Planning Commission and approval by the Board*)

35. If the subject property owner is not the applicant, and said owner does not sign this application form then written authorization from the owner shall be provided granting such to the applicant and shall accompany this application marked as Exhibit 35.1. An exhibit has been attached.

36. A submittal fee of \$ _____ is attached to this application (Check # _____ cash).

At the time of request for recording of the Final Plat, the applicant shall provide the Department with an original mylar and two (2) polyester or mylar copies of the Final Plat.

The Department will record the Final Plat with the Clerk & Recorder for Fremont County within five (5) working days after Department approval of all Board approved contingencies.

By signing this Application, the Applicant, or the agent / representative acting with due authorization on behalf of the Applicant, hereby certifies that all information contained in the application and any attachments to the Application, is true and correct to the best of Applicant's knowledge and belief.

Applicant understands that any required private or public improvements imposed as a contingency for approval of the application may be required as a part of the approval process.

Fremont County hereby advises Applicant that if any material information contained herein is determined to be misleading, inaccurate or false, the Board of Commissioners may take any and all reasonable and appropriate steps to declare actions of the Board regarding the Application to be null and void.

Signing this Application is a declaration by the Applicant to conform to all plans, drawings, and commitments submitted with or contained within this Application, provided that the same is in conformance with the Fremont County Zoning Resolution.

Applicant Printed Name

Signature

Date

Owner Printed Name

Signature

Date