



SUBDIVISION FINAL PLAT SUBMITTAL CHECKLIST

Municipal Code 16-91

PO Box 351
50 S Beech Street
Hudson, CO 80642

Phone: 303-536-9311
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Project Name: _____

REVIEW PROCESS
1. Complete Final Plat application received by Town
2. Negotiation with staff on Subdivision Improvements Agreement
3. Referral sent to reviewers
4. Reviewers comments returned to applicant
5. Applicant to resubmit as necessary
6. Town Council meeting
7. Town signatures obtained on approved Final Plat and SIA
8. Final Plat and SIA recorded.

APP. INITIALS	STAFF INITIALS	DATE	SUBMITTAL REQUIREMENT
			Completed Land Use Application Form, if not submitted earlier.
			Review Fee Deposit: _____.
			Evidence of current ownership, acceptable to the Town Attorney, such as a copy of deed or an updated title policy or commitment, current within thirty (30) days.
			Electronic copy provided.
			Final Plat Map (refer to Subdivision Regulations for specifications): -One paper copy of full-size paper map, properly folded. -One copy of final plat, reduced to 11 x 17 inches.
			Check for plat and Subdivision Improvements Agreement (SIA) Weld County recording fee in the amount of \$_____ (Check with Town for exact amount.)
			Plat Format (See M.C. 16-91(e) for more details): <ol style="list-style-type: none"> 1. Legal Description 2. Vicinity map 3. Subdivision map with lots, blocks, easements, survey information 4. Right-of-way, easement, public land dedications 5. Park land of cash-in-lieu of park land per Subdivider Improvement Agreement 6. Signature blocks for: Planning Commission, Town Council; surveyor; owners; lien holders; special districts; vested rights certification (if necessary) 7. Other information required by the Town
			<ol style="list-style-type: none"> 1. Engineering plans: <ul style="list-style-type: none"> • Street layout and cross-sections • Street construction plans and profiles • Sewer and water line layout construction plans • Estimate of water usage • Final drainage plan and report • Storm sewer construction plans • Over-lot grading plan

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			2. Signed Subdivision Improvements Agreement (SIA)
			3. Guarantee of public improvements (letter of credit) (M.C. 19-91(g))
			4. Park facilities master plan and construction plans, if required in SIA
			5. Final landscape plan for public ROW, if required in SIA
			6. Construction estimates for all public improvements
			7. Warranty deeds and title insurance for school land of cash-in-lieu of school land agreement
			8. Warranty deeds and title insurance for dedicated public lands
			9. Warranty deeds and title insurance for all dedicated rights-of-way
			10.
			11. Water rights transfer as required to serve development, or approved cash-in-lieu of water rights
			12. State or County permits for access and right-of-way landscaping, if necessary
			13. Site existing conditions map (unless submitted earlier in process)
			14. Landowners' Association declaration, covenants, private of common elements maintenance agreements
			15. Additional documents or fees as required:

Comments: _____
