



**City of Dacono**  
 512 Cherry Street  
 Dacono, CO 80514  
 Phone: 303.833.2317  
[cityofdacono.com](http://cityofdacono.com)

## **Submittal Requirements for Final Subdivision Plats & Minor Subdivision Plats**

The final plat is the legal document that is recorded with the Weld County Recorder's office. The primary purpose of the final plat is to delineate property boundaries and to describe and dedicate rights-of-way and easements. The sale of subdivided lots can only proceed after this recording.

The subdivision regulations are set forth in Chapter 17 of the Dacono Municipal Code. Any and all such subdivisions shall be submitted in the form of plats or plans to the Planning Commission and City Council for their approval or disapproval.

The dedication to public use of any street, utility system or site shall also be governed by these regulations.

No final plat on a subdivision shall be approved and accepted by the City Council unless it conforms to the provisions of this Chapter.

Any transfer of a part of another lot or parcel for the purpose of enlarging an existing lot or parcel which does not create an additional lot shall be done in compliance with Article 13 of this Chapter. Other provisions of this Chapter regarding the subdivision of land shall not apply.

Any application to subdivide a parcel of land zoned commercial, industrial or multi-family residential and containing five (5) or more acres shall be accompanied by an application for a PUD as required by Subsection 16-621(c) of this Code and shall meet all design standard requirements set forth in Chapter 16 of this Code.

This outline should be used to prepare the information and documents required for a complete submittal. A final plat must be submitted within one year of approval of the preliminary plat or as extended by the Planning Commission. The final plat must be in substantial compliance with the approved preliminary plat. If there are changes, city staff shall determine if the subdivision must be resubmitted for the preliminary plat review process.

### **Submittal Materials**

Please note that an incomplete submittal will delay reviewing and scheduling a project. In addition to all requirements of DMC Chapter 17, Article 4, the following information is required:

	Land Use Application
	Cost Agreement/Funds Deposit Agreement. Subdivider is also responsible for reimbursing the City of Dacono for all legal, engineering, planning and any other professional service costs related to reviewing the application. A signed Cost Agreement must be submitted with the application along with a deposit of \$5,000-\$15,000 based on the site and complexity of the subdivision.
	Written narrative of proposal. If there are any changes from the approved preliminary plat, the changes must be described in detail and an explanation of the need for changes must be provided.
	Proof of ownership that includes an updated title insurance commitment (issued not more than 30-days prior to submittal) showing the owner of the land and all other persons who have an interest in, or an encumbrance on, the property described on the plat.
	Final subdivision containing the following information:
	<ul style="list-style-type: none"> <li>a. The plat shall be prepared on 24'x36' paper at a scale that best conveys the detailed, survey, engineering and design of the subdivision, not to exceed 1" =100'. If a proposal requires multiple sheets, a composite, on 24'x36' paper, shall be provided that delineates the boundaries and identified</li> </ul>

	each sheet number. A 1" margin on all sheets shall be left blank on all sides. The plat should be in landscape format.
	b. Title block and name of subdivision
	c. Vicinity map of the surrounding area within one-mile radius showing major streets and municipal boundaries,
	d. A block in the lower right hand corner shall include the following: the preparation date and revision date chronology; a written and graphic scale; name and address information for the applicant, developer, registered engineer or surveyor preparing the exhibits; and the number of the sheet and the total number of sheets.
	e. Index of Sheets. For plats of more than 2 sheets, an index shall be provided.
	f. Dedication statement and legal description of the subdivision
	g. All certification signature blocks for property owner(s), surveyor, utility easement approvals (water, sanitary sewer, gas, and electric), Planning Commission, and City Council
	h. Matchlines. Drawings which continue to another sheet must provide enough overlap on each sheet and clearly indicating the sheet number on which to look for a continuation of the drawing.
	i. Boundary of subject property with bearings and distances clearly noted and tied to known monumented corners
	j. Basis for establishing bearings
	k. Location and description of monuments
	l. Land Use Table. A data table describing all land use delineation within the proposed subdivision shall be shown on the cover sheet. The land use table shall include as applicable: <ul style="list-style-type: none"> <li>• Acreage</li> <li>• Density</li> <li>• Number of lots and outlots</li> <li>• Smallest lot</li> <li>• Largest lot</li> <li>• Average lot size</li> <li>• Acreage for public streets</li> <li>• Acreage developed for parks, trails, and open space</li> </ul>
	m. Informational Outlot Table. A table displaying the label, area, proposed use, ownership and maintenance of each outlot created within the proposed subdivision.
	n. Flood plain note identifying the FEMA Map number and designated zones. If the flood plain information is not from a FEMA map then reference the flood plain study and author. THIS PROPERTY IS NOT LOCATED WITHIN THE 100-YEAR FLOODPLAIN AS SHOWN ON THE FLOOD INSURANCE RATE MAP (FIRM) FOR WELD COUNTY COLORADO MAP NUMBER [XX], COMMUNITY NUMBER [XX] REVISED DATE XXX,XX, XXXX.
	o. Delineation of 100-year flood plain, including flood line and flood way if available
	p. Location and dimensions of all existing streets, alleys, sidewalks, easements and watercourses within and adjacent to the subdivision and the names of such streets
	q. Location and dimensions of all existing street rights-of-way and easements including utility, drainage, access and any other easement within and adjacent to the subdivision. All existing easements should be identified by recording reception number and use. Water courses should be identified by easement or right-of-way with reception number and/or use label
	r. Existing zoning of subject property and adjacent properties, names and boundaries of adjacent subdivisions, land owners, or "unplatted" notes

	s. Dimensions and square footage of each lot
	t. Identify any reverse corner lots
	u. Lot and blocks numbers in connecting order
	v. Street names
	w. Proposed sites for multi-family, commercial, industrial, or other non-public areas identified by block and lot numbers. Open space and park areas to be public or owned by an owners association should be identified as outlots with letter designations
	x. Location of all environmentally sensitive areas such as wetlands, wildlife habitat, etc. that were identified during the preliminary plat process through a wetlands delineation report and survey or a wildlife biologist's report that identified wildlife habitat, or threatened or endangered species
	y. Location of all oil and gas facilities and related setback radii. Identify owner/operator for each oil and gas facility.
	z. Such additional information as may be required by the City of Dacono in order to adequately describe and evaluate proposed utility systems, surface improvements, or area to be subdivided
	Boundary closure print outs for plat boundary (prepared by a registered land surveyor)
	Phase III drainage report.
	Final construction plans dated, signed and stamped by a professional engineer licensed to work in the State of Colorado and all plan/report checklists.
	List of all requested variances or waivers and related justification
	Homeowners Association articles of incorporation, bylaws, and proposed covenants
	Address plat
	Species, habitat or wetlands conservation plan based on wetlands delineation report and/or a wildlife biologist's report submitted with the preliminary plat application that identified wildlife habitat, or threatened or endangered species or wetlands on the site.
	Geotechnical report
	Traffic Impact Analysis (If determined by City Engineer)
	Proof of inclusion of the subject property in all required special districts
	Geologic and Mining Hazards Report
	Copies of all executed agreements & permits, when applicable, with other agencies or property owners for easements, access, etc.
	Final landscape and irrigation system design plan in conformance with Dacono Municipal Code Chapter 16 Article 28
	Engineer's Estimate of Probable Cost for all public improvements and landscaping. Dated, signed and stamped by a professional engineer licensed to work in the State of Colorado.



## Final Subdivision and Minor Subdivision Check List

- |   |  |
|---|--|
| _____ 1. Application form (3 copies)  | _____13. Geotechnical Report (4 copies + pdf)  |
| _____ 2. Application Fee (\$1,655)  | _____14. Geologic & Mining Hazards (4 copies)  |
| _____ 3. Signed Cost Agreement (1 copy)   | _____15. Traffic Impact Study Report (4 copies)  |
| _____ 4. Cover Letter (5 copies)  | _____16. All other reports required by City Engineer   |
| _____ 5. Final Plat (5 folded copies, full size sheets)   | _____17. Final landscape & irrigation plan (4 copies, full size sheets)                                |
| _____ 6. Boundary closure print out (4 copies)  | _____18. Proof of inclusion in all required special districts & Weld County Tax Certificate (2 copies) |
| _____ 7. Phase III drainage report (3 copies)   |  |
| _____ 8. Final construction plans and checklists (4 copies)   |  |
| _____ 9. List of all requested variances or waivers requested and related justification (4 copies)    |  |
| _____ 10. Homeowners association articles of incorporation, bylaws, and proposed covenants (2 copies) |  |
| _____11. Title insurance commitment (2 copies)  |  |
| _____12. Species, habitat or wetlands conservation plan (4 copies)                                    |  |

### Requirements Prior to Recording Final Plat

- Fully executed subdivision agreement and financial security
- All applicable deeds, agreements, fees, payments, etc. required by ordinance or as a condition of approval
- Pdf file of all documents on CR-ROM or flash-drive
- Water dedication
- Mylar set with all required signatures
- Additional information as required by project

All submittals must be scheduled in advance. No mail or email submittals accepted.



## Sample Certification Blocks

### Title Block

(centered on each page)

Final Plat  
Wild Horse Creek Subdivision  
Located in Sections 12 & 13, T1N, R68W of the 6<sup>th</sup> P.M.,  
City of Dacono,  
County of Weld  
State of Colorado  
Sheet \_\_\_ of \_\_\_

### Ownership and Dedication

Know all people by these presents, that the undersigned, **(Insert Property Owner's Name)** being sole owner of the land shown in this Final Plat and described as follows:

A plat of a parcel of land in the City of Dacono, County of Weld, State of Colorado, located in the \_\_\_ ¼ of the \_\_\_ ¼ Section \_\_\_\_\_, T \_\_\_ N, R \_\_\_ W, of the 6<sup>th</sup> P.M. and more particularly described as follows:

Beginning at the.....**(Legal Description)**.....containing \_\_\_ acres.

Has/Have laid out, subdivided and platted said land as per drawing hereon contained under the name and style of **Insert Subdivision Title**, a subdivision of a part of the City of Dacono, County of Weld, State of Colorado, and by these presents does hereby dedicate to the City of Dacono, Colorado, the streets, avenues (and other public places tracts/outlots) as shown on the accompanying plat for the public use thereof forever and does further dedicate to the use of the City of Dacono and all serving public utilities (and other appropriate entities) those portions of said real property which are so designated as easements as shown.

It is expressly understood and agreed by the undersigned that all expenses and costs involved in constructing and installing sanitary sewer works and lines, water system works and lines, gas service lines, electrical service works and lines, landscaping, curbs, gutters, street pavement, sidewalks, and other such utilities and services shall be guaranteed and paid for by the subdivider or arrangements made by the subdivider thereof which are approved by the City of Dacono, Colorado, and such sums shall not be paid by the City of Dacono, and that any item so constructed or installed when accepted by the City of Dacono shall become the sole property of said City of Dacono, Colorado, except private roadway curbs, gutter and pavement and items owned by city franchised utilities, or other serving public entities, and/or ....., which when constructed or installed shall remain and/or become the property of such city franchised utilities, other serving public entities, and/or ..... and shall not become the property of the City of Dacono, Colorado.

Property Owner:

\_\_\_\_\_  
Property Owner/Title

Notary Certificate  
STATE OF     )  
                                  )ss  
COUNTY OF    )

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 201\_, by \_\_\_\_\_.  
My commission expires: \_\_\_\_\_

Notary Public

**Lender's Consent (Include the following when there is a mortgage or lien on the property)**

The undersigned (insert name) the beneficiary of a deed of trust which constitutes a lien upon the owners' property, recorded with the Weld County Clerk and Recorder at Reception No. \_\_\_\_\_ hereby consents to the dedication of the easements as shown on this plat and forever releases said lands from the lien created by said instrument.

\_\_\_\_\_  
(Name of Beneficiary)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

STATE OF     )  
                  )ss  
COUNTY OF   )

The foregoing lender's consent was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 201\_, by **(Printed Name of Mortgagee(s))**.

(If by natural persons here insert name; if by persons acting in a representative official capacity, or as attorney-in-fact then insert the name and said capacity of said person and reference document establishing such capacity; if by officer of a corporation, then insert the name of said officer as the president or vice-president of such corporation, naming it; if by general partner of a partnership, then insert the name of said person as a general partner.)

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**Surveyor's Certificate**

I, (Insert Name) do hereby certify that the accompanying plat accurately represents the results of a survey made by me or under my direct supervision and completed according to the applicable State of Colorado requirements.

\_\_\_\_\_  
L.S. Colorado Registration No. \_\_\_\_\_

**Gas and Electric Easement Approval**

Black Hills Energy \_\_\_\_\_ Date \_\_\_\_\_ United Power \_\_\_\_\_ Date \_\_\_\_\_

**Water and Sanitary Sewer Easement Approval**

City of Dacono \_\_\_\_\_ Date \_\_\_\_\_ St. Vrain Sanitation District \_\_\_\_\_ Date \_\_\_\_\_

**Planning and Zoning Commission Approval**

Approved by the Planning and Zoning Commission of the City of Dacono, this \_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
Chairperson

**City Council Approval**

This is to certify that the **(Insert Name of Subdivision Plat)** was approved by the City Council of the City of Dacono by Resolution No. \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that the Mayor of the City of Dacono, on behalf of the City of Dacono, hereby acknowledges said plat upon which this certification is endorsed for all purposes indicated hereon.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk