



# Final Plan APPLICATION CHECKLIST

*Town of Kremmling*

The following checklist is based on the submittal requirements for a Final Plan pursuant to Section 16.06.070 of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

*This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.*

**Project Name:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Applicant E-Mail:** \_\_\_\_\_

Applicant - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
<input type="checkbox"/>	<b>1. Four copies of application with below information</b> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>2. Title report:</b> A title report prepared by a licensed title or abstract company containing the legal description of the proposed subdivision and identifying, listing and certifying the following: <ul style="list-style-type: none"> <li>a. A listing of all owners of record of the proposed subdivision;</li> <li>b. A list of all liens and encumbrances against the proposed property together with the book and page and reception number of each encumbrance as recorded in the office of the Grand County Clerk and Recorder; and</li> <li>c. All owners of any surface, subsurface or above surface estates, rights or interests in the proposed subdivision, the nature of and description of such estate, right or interests; and the addresses of all such owners.</li> </ul> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>3. Final Plat:</b> The final plat shall include: <ul style="list-style-type: none"> <li>a. Provide a permanent and accurate record of the exact size, shape, location and authorized use of the tracts or parcels, blocks, streets, easements, improvements, monuments, common areas and other parcels of land within the proposed subdivision;</li> <li>b. Provide adequate space for construction of public improvements;</li> <li>c. Dedicate public lands and space for improvements, parks, and any other land to be dedicated to the Town or other appropriate public entity including without limitation the School District, and the Kremmling Fire Protection District in a manner that complies with the language in section 16.10.030; and</li> <li>d. Be prepared by, or under the supervision of, a registered land surveyor licensed within the state of Colorado.</li> </ul> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>4. The final plat shall contain the following information and conform to the following specifications:</b> <ul style="list-style-type: none"> <li>a. One original, drawn with indelible ink on reproducible Mylar, and four (4) prints of the final plat</li> <li>b. Sheet size shall be twenty-four inches by thirty-six inches (24" x 36") with a one-</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>half inch (1/2") border on the top, bottom and right-hand side and a one-and-one-half inch (1 1/2") border on the left side. As many sheets as necessary may be submitted</p> <ul style="list-style-type: none"> <li>c. All final plat map titles, road names, statements, certificates, notes, and sheet numbers shall be oriented, to the greatest extent practicable, to the bottom (36 inch dimension) of each sheet</li> <li>d. Each sheet of the final plat shall display the particular number of the sheet and the total number of sheets, and shall clearly show the location relationship of land areas depicted on the overlay sheet by use of a small key sketch</li> <li>e. The final plat map scale shall be drafted in a scale that best conveys the detailed survey, engineering, and design of the proposed subdivision and confines drafting error to less than one percent (1%). Acceptable scales are one (1) inch equals fifty (50) feet to one (1) inch equals one hundred (100) feet but the scale shall be such as to clearly convey the necessary information listed in this section. The scale may be increased or decreased if necessary to fit the paper, but in all cases the scale used shall be in multiples of ten (10)</li> <li>f. Each sheet of the final plat shall display, in a prominent location and with prominent lettering, the subdivision name, generalized legal description and total acreage of the land to be subdivided. An example of the acceptable form is available in section 16.06.070.3.f.</li> <li>g. Each sheet shall show a written and graphic scale, north point (designated true north), and the date of the survey</li> <li>h. The locations and exact dimensions of all easements, including those shown on the preliminary plan, and a grant thereof to the public use or the specific entity which will use the easement whether dedicated to a specific agency, individual or body, and the purpose(s) of each easement</li> <li>i. Location of the proposed subdivision by reference to permanent survey monuments, with a tie to a section corner or a one-quarter (1/4) section corner</li> <li>j. Bearings and dimensions to the nearest hundredth of a foot (1/100') of tract or parcel lines and street centerlines</li> <li>k. All tracts or parcels and blocks shall be numbered in consecutive order for ease of identification (when blocks and tracts or parcels continue the Town grid, blocks shall be numbered beginning with the number next to the last block and tract or parcel numbers shall begin in the northeast corner of the block and end in the southeast corner of the block)</li> <li>l. The area of each tract or parcel in acres or in square feet shall be indicated</li> <li>m. Proposed ownership and use of open land shall be indicated</li> <li>n. All thoroughfares shall be named as follows:             <ul style="list-style-type: none"> <li>i. North/south streets shall be numbered</li> <li>ii. Blank</li> <li>iii. Streets and avenues in alignment with existing streets and avenues shall be named according to the streets or avenues with which they correspond</li> </ul> </li> <li>o. The names of abutting subdivisions shall be indicated with dotted lines for abutting lots, tracts or parcels, and if adjacent land is unplatted, it shall be shown as such</li> <li>p. All section, range and Township lines shall be shown and must close within the limits of one in ten thousand (1/10,000); all tract or parcel lines must close within the limits of one in ten thousand (1/10,000)</li> <li>q. All curve data shall be shown in chart form on the face of the plat</li> </ul>			
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	<ul style="list-style-type: none"> <li>r. Radii, angles, points of curvature and length of all arcs shall be indicated</li> <li>s. Information and measurements complying with all monumentation, plat and survey requirements of titles 50 and 51 of Title 68, C.R.S.</li> <li>t. An identification of the streets, alleys, parks, trails and other public areas or facilities as shown on the preliminary plan, a dedication thereof to public use, and identification of areas reserved for future public use</li> <li>u. A written legal description of the proposed subdivision, including the total acreage to the nearest one thousandth (.001) of an acre</li> <li>v. A statement by the land surveyor explaining how bearings, if used, were determined</li> <li>w. Approved certificate language as set forth in section 16.10.C.</li> <li>x. The following certificates are required on the final plat:             <ul style="list-style-type: none"> <li>i. A certificate by the registered land surveyor as to the accuracy of the survey and plat and that the survey was performed by him or her</li> <li>ii. A certificate of a title guarantor title insurance company that the person dedicating to the public the public rights-of-way, areas or facilities as shown thereon are the owners thereof in fee simple, free and clear of all liens and encumbrances except those listed</li> <li>iii. A certificate showing approval of the plat by the Planning Commission and the Planning Director</li> <li>iv. A certificate stating that the plat and the dedications are accepted by the Board of Trustees, and bearing the signature of the Mayor and attestation by the Town Clerk</li> <li>v. A certificate of ownership and dedication</li> <li>vi. A certificate of mortgage and approval by mortgagee, if applicable</li> <li>vii. A certificate of recordation for the County Clerk and Recorder including the date and time, a space for the reception number and the recorder's signature, but no book and page numbers</li> <li>viii. Any other information reasonably required by the Planning Commission.</li> </ul> </li> </ul> <p><b>Comments:</b></p>			
<input type="checkbox"/>	<p><b>5. Complete engineering plans and specifications:</b> And estimated costs for all improvements to be installed in the subdivision, including but not limited to water, sewer, and all other utilities, streets and related improvements, trails, bridges, excavations, landscaping and storm drainage.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>6. A landscape plan:</b> Showing location, size and type of proposed landscape features, where such features are located on common or dedicated areas.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>7. Copies of any monument records required of the land surveyor in accordance with Colorado Revised Statutes</b></p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>8. A certified statement:</b> By the subdivider stating that all supplemental information furnished with the preliminary plan is embodied in the final plan and final plat or, if this is not the case, revised supplemental data of the same scope and format as required for the preliminary plan shall be furnished with the final plan and final plat.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>9. Three (3) copies:</b> Of all draft protective covenants or restrictions placed on the proposed</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<p>subdivision, one of which shall be properly executed and acknowledged and filed with the final plat, following consultation with the Town and insertion of any amendments reasonably required. Such covenants shall not conflict with the existing or proposed zone district minimum or maximum dimensional or use standards, or the “Kremmling Design Guidelines.”</p> <p><b>Comments:</b></p>			
<input type="checkbox"/>	<p><b>10. Two (2) copies:</b> Of the draft conservation easement(s) or other document(s) acceptable to the Town, permanently preserving open land for the proposed number of units as set forth in section 16.07.040.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>11. Upon request of the Town:</b> The final plan application shall include an unexecuted warranty deed conveying to the Town all lands dedicated to the Town, other than streets, alleys and rights-of-way as shown on the final plat.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>12. A subdivision improvements agreement:</b> In the form substantially as set forth in section 16.10.040 “Subdivision Improvements Agreement.”</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>13. Financial security for public improvements to be built by the subdivider as required in section 16.06.080.3</b></p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>14. A statement:</b> That the subdivider covenants that all information presented for the final plan is accurate and acknowledging that the Town is being asked to make a decision to approve or disapprove the proposed subdivision based on the information presented to it by the subdivider.</p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>15. A 14” x 18” black line Mylar for 911 address purposes.</b></p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>16. Any other documents, certificates or information reasonably deemed necessary by the Planning Commission</b></p> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMPLETENESS DETERMINATION** *(Office Use Only):*

<p><b>Reviewed by:</b> _____</p>	<p><b>Date:</b> _____</p>
<p><b>Determination:</b>      <input type="checkbox"/> Complete              <input type="checkbox"/> Complete, with conditions              <input type="checkbox"/> Not complete, resubmittal required</p>	
<p><b>Determination Comments:</b></p>	