



## MINOR SUBDIVISION CHECKLIST

An application for MINOR SUBDIVISION shall be accompanied by the following information, unless one or more items are specifically waived in writing by the Planning Director:

**PROJECT NAME:**

APPLICATION REQUIREMENTS	Applicant	Staff	N/A
Development Review Application form. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application fee. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of legal ownership in the form of a current title policy. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project narrative or Letter of Interest including: <ul style="list-style-type: none"> <li>• a statement of purpose/intent</li> <li>• a description of how the application meets the preliminary plat review and approval criteria of Section 18.02.230 of this title.</li> </ul> <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A final plat document drafted in accordance with the following: (All final plats shall clearly and accurately set forth and include the information in the format prescribed in addition to any other information required to be shown on the final plat by the Director) <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plat size: twenty-four (24) inches by thirty-six (36) inches, with a one-half-inch margin on the top, bottom and right-hand side and a one-and-one-half-inch margin on the left-hand side. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheets shall be numbered in sequence if more than one (1) sheet is used. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title: The title shall include the type of subdivision (Final Plat) and the following addition information: <ul style="list-style-type: none"> <li>▪ Subdivision Name</li> <li>▪ Prior Reception Numbers (Plat Amendments only)</li> <li>▪ Legal Description</li> <li>▪ Town of Monument, El Paso County, Colorado</li> </ul> <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A blank 2¼" x 3" vertical box in the lower right-hand corner of the plat inside the margin, for use by the El Paso County Clerk and Recorder to place a recording stamp. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each sheet shall show the written and graphic scale, north arrow and date of survey preparation. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A general vicinity map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Town of Monument**  
**645 Beacon Lite Road**  
**Monument, CO 80132-0325**  
**Ph: 719-884-8015**

<i>Comments:</i>			
Names and addresses of the applicant and surveyor. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A statement by the surveyor of the basis of bearing for laying out the boundaries. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A description of all monuments, both found and set, which mark the boundaries of the property, and a description of all control monuments used in conducting the survey. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature and seal of the land surveyor. See Plat Certifications for signature block text and format. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature blocks for owners, lien holders (if any) and Mayor. See Plat Certifications for signature block text and format. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dedication and depiction of access rights-of-way to adjacent lands, if applicable. See Plat Certifications for signature block text and format. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All recorded and apparent easements and right-of-ways on and/or adjacent to the property. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A land and improvements survey and metes-and-bounds legal description of the property in question by a registered surveyor. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All dimensions necessary to establish the boundaries in the field. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All signatures in black, permanent ink. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other reports and information deemed necessary by Town Staff at the pre-application meeting. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of the submittal materials in a format and quantity as specified by Town Staff. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**APPLICANT INFORMATION**

Date:	Completed by:	
Phone Number	Email Address:	
Notes:		

**TO BE COMPLETED BY STAFF**

Date:	Reviewed by:	
Completeness Review:	Complete: <input type="checkbox"/>	Incomplete: <input type="checkbox"/> Conditional Complete: <input type="checkbox"/>
Notes:		

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