



PLAT SPECIFICATIONS CHECKLIST

An application for PLAT 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
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"> ▪ Subdivision Name ▪ Prior Reception Numbers (Plat Amendments only) ▪ Legal Description ▪ Town of Monument, El Paso County, Colorado <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. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>			
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>			
All recorded and apparent easements and right-of-ways on and/or adjacent to the property. <i>Comments:</i>			

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

A land and improvements survey and metes-and-bounds legal description of the property in question by a registered surveyor. <i>Comments:</i>			
All dimensions necessary to establish the boundaries in the field. <i>Comments:</i>			
All signatures in black, permanent ink. <i>Comments:</i>			

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:		