



**SUBMITTAL CHECKLIST
 LAND PRESERVATION SUBDIVISION EXEMPTION**

Activity No. _____	OFFICE USE
Reviewed By _____	Date _____

*This checklist shall be completed by the applicant and **must** accompany a complete application form. Failure to submit all required information may delay the review of the application. **Applicant is responsible for notice to mineral interest owners (refer to Mineral Interest Notice Requirements).***

- Signed application form
- Application fee \$ _____
- PDF of complete submittal package: CD/Flash Emailed
- Proof of ownership: Deed Current title policy commitment
- Statement of Authority, if required
- Legal description: Attached On application form
- Title policy commitment (less than 30 days old) *(This may be submitted prior to plat recording; consult with Planning Staff)*
- Deed to transfer title of property between owners (to be recorded with plat), if applicable
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- Written narrative / description of compliance with LPS Design Standards *(Refer to Section 5, Routt County Subdivision Regulations)*
- Existing conditions map of subject site illustrating existing improvements, geologic hazards/characteristics, steep slopes (>30%), water bodies, soils, vegetation, wildfire hazards, and critical wildlife habitat
- Survey plat (24" x 36" sheet size), prepared and sealed by registered land surveyor, drawn to scale of not less than 1" = 50', including the following information, as applicable:
 - Scale, written and graphic
 - North arrow (designated as true north)
 - Written property description referencing county, state, section, township, range, and principal meridian or established subdivision, block, and lot number or other established and accepted method
 - Boundary and lot lines with exact lengths and bearings
 - Lots and blocks numbered in consecutive order
 - Names of abutting subdivisions, or "unplatted" for abutting unplatted property
 - Curve data (in chart) including radii, internal angles, points of curvature, arc lengths, chord distance and bearing
 - Topography with minimum 10-foot contours
 - Signature blocks as required by Appendix B, Routt County Subdivision Regulations
 - Cross references and plat notes as required by Appendix B, Routt County Subdivision Regulations
 - Subdivision Exemption name (and filing, if applicable)
 - Basis of bearings
 - Location and names of all streets
 - Open spaces, remainder parcels and contingent lots
 - Location and dimension of all easements (shown using dashed lines)
 - Description of monuments, found and set, marking boundary and lot lines, including control monuments
 - Designated "no build" zones
- Digital copy of plat
- Information regarding designation, dedication, and maintenance of open space
- Reports, prepared by a qualified engineer, of water availability and quality and sewage disposal system
- Engineered plan and profiles for all new public streets and Common Roads
- Final plans for all other improvements
- Cost estimates for all improvements
- Additional information as required by Planning Director _____
 - CDOT Access Permit (submitted or approved), if applicable
 - Wildlife Mitigation Plan, if required
 - Draft Covenants, if required
 - Draft Development Agreement, if required