



City of Lakewood Subdivision Plat Specifications

Revised 12/2022

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Note: A Professional Land Surveyor, licensed to practice in the State of Colorado, is required to prepare all final plats. It is highly recommended, that as an applicant, you go through this document with your surveyor to ensure all the required elements for a subdivision plat are met. The information shown on the plat needs to be legible and all supporting documents must be originals or legible copies.

For a digital copy of this information, see the City’s website: www.Lakewood.org/subdivision.

SHEET LAYOUT

Examples of a Preliminary Plat (PDF) and a Final Plat (PDF & DWG) are available at the City’s website at www.Lakewood.org/subdivision and show the layout where the elements should generally appear on each sheet. This is strictly for reference to illustrate how a plat should be laid out for approval.

PLAT CHECKLIST

Elements that are required on all plats are shown in black, while elements that are **Case Specific Elements** are shown in blue. Items in blue may or may not be needed on the plat depending on the particular situation and development requirements.

- **Sheet Layout.** All sheets will be 24" x 36" Landscape reading from the bottom or right margin, see page 3 for more detail.
- **Subdivision Name.** Top, center of each sheet. Minimum ½" tall text. Unique name in the Jefferson County records if the area was not previously platted. If the area was previously platted the subdivision name must be a filing number greater keeping with the historical or previous name. Do not start plat names with "A", "AN", "THE" or Numbers. Must have the word "Subdivision" as part of name EXCEPT if it is a replat of an existing subdivision that does not contain the word Subdivision.
- **Vicinity Map.** First page under the subdivision name is preferred. Must be at a 1" = 500' scale showing 1,500' out from subdivision boundary. Major streets, parks, railroads and drainage ways should be featured and shown with their proper names. No clips of Google Maps or other aerial maps are to be used, they will not reproduce once they are recorded in the permanent records at the County Clerk and Records Office.
- **Index Map and Match Lines.** Only needed if the drawing spans multiple sheets. Index map on all sheets, showing total number and relationship to one another.
- **North Arrow and Scale.** Graphic bar and written scale. Preferred scale for all plats is a 1" = 20'. The maximum scale allowed is a 1" = 50'. On rare occasions a 1" = 100' scale may be allowed if approved by the Planning Department.
- **Lettering.** Minimum text height is at 1/10th-inch using a legible font. No shading or tinting allowed. Not to be covered or on top of lines or other objects. Must read from the right or bottom margins.
- **Line Work.** All line work used must be consistently used throughout the drawing. Any line type used must be included in a legend. All lines must be labeled with bearings, distances, and curve data. If geometry is displayed in tables, the tables must be on the sheet referencing the geometry. **Curve data must be in this order: Radius, Delta, Chord Bearing, Chord Length, and Arc Distance.**
- **Legend.** Show all line types, symbols and abbreviations used in the drawing and on all sheets referencing line work.
- **Lots, Blocks and Tracts.** All these must be shown with solid lines and numbered systematically, no letters used for lots, no numbers for tracts. Areas must be shown on all lots, tracts, dedicated rights of way, and easements, using square feet and only show acres over one (1).
- **Right-of-way Lines.** Centerlines must be label with bearings and distances. The widths from the centerline to the edge of the right of way (ROW) and other dimensions must be shown. Existing (ROW) must be shown with ½-inch dashed lines, widths and labeled with recording information.

FINAL PLATS

1. **Margins.** All sheets will have heavy neat lines leaving a minimum of a ½-inch open margin on the left, bottom and right sides with an open 1-inch clear area above any recording text in the top margin. **NOTE:** All blank lines referenced below will be filled in by the Jefferson County Clerk and Recorder’s office at the time of recordation.
 - A. **Top Margin.** No text is allowed in the top margin of any sheet of any plat.
2. **Title Description.** On all sheets. Centered immediately below the subdivision name and smaller than the subdivision name. Must reference previous platted Lots, Blocks, Tracts (if previously subdivided), vacated rights-of-way, aliquot breakdowns, Quarter Section, Section, Township, Range and Principal Meridian. No abbreviations. City of Lakewood, County of Jefferson, State of Colorado.
3. **Dedication Certificate or Legal Description.** A full written description in the upper left hand corner on the title sheet, immediately followed by the Construction Covenant.
4. **Construction Covenant.** If a Public Improvement Agreement (PIA) is required, the construction covenant must be used and inserted below the dedication certificate or legal description.
5. **Owner Signature.** Choose the appropriate block based on the type of ownership. All corporate type ownerships, i.e. LLC, LLLP, Corp, etc. must provide recorded **Statements of Authority**, recorded at the Jefferson County Clerk and Recorder’s Office with the initial submittal of any subdivision plat.
 - A. Individual. Vesting deed
 - B. General (Limited) Partnership. Statement of Authority required
 - C. Corporation. Statement of Authority or Corporate by-laws required
 - D. Limited Liability Company. Statement of Authority required
 - E. Power of Attorney. Copy of the recorded documents.
6. **Notary Certificate.** One for each owner’s signature.

7. **Deed of Trust Holder and Notary Certificate.** This is required for any property being developed that has a deed of trust and must provide a letter indicating name, address and title of person signing this certificate. The certificate will follow the owner certificate. NOTE: A separate plat consent form is also acceptable when a lender is out of state.
8. **Title work required.** Title work, in the form of a title insurance policy or title commitment, must be provided. The effective date must be within 2 weeks of the date of submittal of the case. Ownership & Encumbrance (O & E) reports are not acceptable. During the case review process, updating the title work every six (6) months may be required, as determined by the City's Planning Department. Title work may be submitted electronically with hyperlinks embedded in the document.
9. **Title Company Certificate.** This certificate shall be signed by a Colorado-licensed title agent, with accompanying letter indicating name, address and title of person signing. This is required only when dedications to the City are required:
 - A. Easement(s) valued at \$5,000 or greater.
 - B. All fee simple parcel(s)
10. **Vicinity Map.** This map shows the general location of the subject property with basic street labels at a 1-inch = 500-foot scale.
11. **General Notes.**
 - A. **Preparation Date.** Date plat prepared shown in General Notes. This date will change on every resubmittal.
 - B. **Basis of Bearings.** Must be between two quarter section monuments. This statement must include the monument information and the distance between the monuments.
 - C. **Subdivision History Note.** Reference the complete history of the platted area. This means working from current day back in time until all the subdivisions are accounted for. This information should include Lots, Blocks and Tracts. All subdivision names are to be Capitalized, and if the text being used is in all caps the subdivision names must be underlined. If this is the first subdivision of the area, then write the following: "This is the first subdivision of the area platted herein".
 - D. **Land Dedications.** Purpose of tracts must be stated in General Notes. All tracts labeled as publicly or privately owned. Area must be label or identified for all tracts. If there are no lands to be dedicated, then use the following language in General Notes: "No new property or easements or rights-of-way dedicated by this subdivision plat."
 - E. **SEVA Easement.** Service and emergency vehicle access easements shown on the drawing and listed in the General Notes if requested by fire department. Please use the specific language provided in this document.
 - F. **Private Access Easement.** Shown on drawing and listed in the General Notes.

- G. **Formation of a Homeowners Association.** Refers to the need to convey a property to the HOA, but the conveyance needs to be done by a separate instrument.
 - H. **Homeowners Association Maintenance.** Establishes maintenance responsibilities for tracts or easements.
 - I. **Underdrains.** Required for all subdivisions using underdrain systems within City ROW or City owned property.
 - J. **Stormwater Detention and Water Quality Facilities.** One of three (3) types, depends on case specifics and location.
 - 1. **Single Family and Duplex Developments with HOA.** For tracts or lots conveyed to an HOA.
 - 2. **Single Family and Duplex Development without an HOA.** Stormwater facilities must be located on a single family or duplex lot in an easement dedicated to the City.
 - 3. **Developments other than Single Family or Duplex.** Include language in the General notes, but do not show Drainage Areas on Final Plats.
 - K. **Stormwater Drainage Easement.** For all drainage easements being dedicated to the City use the specific language provided in this document.
 - L. **Utility Easement Note.** Describes utility easements dedicated to the City. One of two types. The specific language is provided in this document
 - 1. **Single/Multi-Family Developments.** Show the easements on the drawing and add note to General Notes.
 - 2. **Commercial Developments.** Show the easements on the drawing and add note to General Notes.
12. **Surveyor Certificate.** Signed & stamped by a professional land surveyor, licensed in the State of Colorado. This is placed in the right-side margin area above the approvals section following the General Notes section.
13. **Approvals.**
- A. **Park Land Dedication.** Required for all plats with residential units.
 - B. **School Land Dedication.** Required for all plats with residential units.
 - C. **City Plat Acceptance.** Required for all plats approved by the Director.
 - D. **Planning Commission.** Required for all plats approved by the Planning Commission.
 - E. **City Dedication Acceptance.** Used only if dedications are made by plat. Customize to specific easements or fee simple dedication.
 - F. **Recorder Certificate.** Lower right corner, above the Reference Block.
14. **Revisions.** No revision blocks or dates are to be shown on the final mylar.

15. **Subdivision Boundary.** Heavy weighted, solid line. Angle points, curves and tangency points must be shown. Directional calls and distances must match the directional flow of the written legal description. Symbols identified in the Legend. Areas labeled, “Not a part of this subdivision” if needed.
16. **Monumentation.** Show found/set monuments, aliquot corners and other evidence used for boundaries of legal description. Reference with different symbols in legend. Must comply with State requirements.
17. **Adjacent Properties.** Show parcels adjacent to the subdivision boundary and those across from adjacent ROW. Parcels to be shown with labels include ROW conveyances, lots, blocks, tracts, subdivision boundaries, etc.
18. **Vacating/Abandoning Existing Easements.** Applicant may need to provide utility locates, if required by Planning. Provide a separate VACATION OF EASEMENTS SHEET, typically it is sheet 2 or the sheet preceding the platted area drawings. Abandonment letters will be required from all relevant utility companies prior to allowing any vacation of any city-owned easement. The Planning Department will prepare abandonment letters and provide them to the applicant who will be responsible for obtaining signatures from the relevant utility providers. The vacation of City-owned easements by Planning Director Administrative Review is authorized by Section 16-7-3 of the Subdivision Code and is accomplished by labeling and showing any such easements to be vacated on a VACATION OF EASEMENTS SHEET.
19. **Vacation of Right-of-way.** Requires an Ordinance taken to City Council and requires 2 readings/meetings of the ordinance together with a 30-day referendum after the second reading. Once the vacation process is complete the Ordinance and recording information will be listed in the General Notes section with an explanation and will be depicted on the plat with recorded Ordinance reception number information.
20. **A sample of sheet 1.** An AutoCAD (DWG) file of a typical Final Plat is available on the City’s website to aid in preparing the drawing, refer to the cover sheet, map sheet, and line type template of this document.
<https://www.lakewood.org/Government/Departments/Planning/Subdivision-Ordinance>

NOTES, CERTIFICATIONS AND ACKNOWLEDGEMENTS

1. **Dedication Certificate or Legal Description:** This block is placed in the upper left-hand area of sheet 1. Immediately following this block shall be the Owner Signature Block and its accompanying Notary Certificate. If applicable, the owner signature is followed by the Deed of Trust Holder and its Notary Certificate block, followed again by the Title Company Certificate (all listed below).

A. If there are no dedications required to the City use the following Legal Description format:

LEGAL DESCRIPTION

The undersigned, being the owner(s) of the following described property:

[Complete and accurate legal description of the property – see NOTE 1 below]

has laid out, subdivided and platted the same into lots, blocks and tracts as herein shown under the name and style of *{list plat title all CAPITALIZED or all BOLD or all UNDERLINED}*.

B. If dedications are required such as easements, rights of way, etc., use the Dedication Certificate format below. It is broken into several parts and should be altered to meet the type of dedication(s) needed. Dedication can only be to the City of Lakewood. There cannot be any dedications to utility companies or special districts. When using a Dedication Certificate, all property owners must have separate Owner Signature Block and Notary Certificates.

DEDICATION CERTIFICATE

The undersigned, being the owner(s) of the following described property:

[Complete and accurate legal description of the property - see NOTE 1 below]

has laid out, subdivided and platted the same into lots, blocks, tracts, and right(s)-of-way as herein shown under the name and style of *{insert plat title CAPITALIZED or all BOLD or all UNDERLINED}* and *(Using whichever and as many of the following dedications is applicable)*

do(es) hereby grant and convey to the City of Lakewood for public use and roadway purposes all such right(s)-of-way *[this language includes all ways, courts, places, boulevards, etc.]*, and Tracts *(list any tracts dedicated to City)*, in fee simple, with all appurtenances and warrants title to the same.

(if and where applicable) and further grants and conveys all *{list lands dedicated as easements}* easements over, upon, under and across said lots at locations shown on the accompanying plat for installation, reconstruction, operation, and maintenance of said *{list lands to be maintained}* facilities, (if utility easement, then add “private public utility” per XCEL Energy) with all appurtenances and warrants title to the same.

and *(if and where applicable)* do(es) hereby further grant to the City of Lakewood each and every right of access across Access Control Line (ACL) *{list all access control line numbers}*.

Note: A complete and accurate legal description is required of the entire property being subdivided.

The description shall begin with a title paragraph referencing any previously subdivided land; aliquot portions thereof, followed by the Quarter-Section, Section, Township, Range, Principal Meridian, City, County, and State.

If the area being subdivided has been previously platted reference the original subdivision by the Lot, Block, and Tracts, including the recording information of the original Plat Book and Page and/or Reception Number. Any description shall include reference to any vacated rights-of-way including the recording information of the vacation instrument.

If the area is unplatted, the legal description will be described by metes & bounds around the exterior of the property being subdivided. A resubdivision of portions of platted lots will require a metes and bounds description. Any parcels to be excepted out of the subdivision boundary shall be referenced with the word "EXCEPT". If there are areas not being platted such as a road or a tract of some kind, that area must be labeled on the plat as: "NOT A PART OF THIS SUBDIVISION".

2. **Construction Covenant.** Every final plat requiring a Public Improvements Agreement shall contain the following covenant signed by the owner. The Construction Covenant is to be located directly beneath the dedication language (written legal description) ensuring that the owner is signing for the covenant. This allows the owner to sign once on the plat and not multiple times.

CONSTRUCTION COVENANT

The undersigned owner(s), hereinafter known as the dedicators, for themselves, their heirs, successors and assigns, covenant and agree with the City of Lakewood that no structure constructed on any portion of the platted land shown herein, shall be occupied or used unless and until all required public improvements, as defined by the Lakewood Municipal Code, 14.13 are in place and accepted by the City or cash funds or other security for the improvements are escrowed with the City, and a Certificate of Occupancy has been issued by the City. Issuance of the Certificate of Occupancy shall be prima facie evidence that the foregoing conditions have been complied with.

3. **Owner Certificate.** The ownership of lands being subdivided may involve individuals, partnerships, corporations, etc. All ownerships other than individuals must provide a recorded Statement of Authority with the initial submittal of a subdivision plat. Depending on the type of ownership, one or more of the following Owner Signature Blocks may be appropriate:

- A. **Individual: Vesting Deed required.**

Owner: {Print name}

- B. **General (Limited, or other) Partnership (statement of authority required):**

ABC PARTNERSHIP, a Colorado General (Limited, or other type) Partnership

By: _____
Print Name, General Partner (or Partner)

By: _____
Print Name, General Partner (or Partner)

C. Corporation (statement of authority or corporate by laws required):

QRS CORPORATION, a Colorado Corporation

By: _____
Print Name, President

ATTEST:

(Optional)

[S E A L]

Print Name, Secretary

D. Limited Liability Company (statement of authority required):

XYZ LLC, a Colorado Limited Liability Company

By: _____
Print Name, Manager or Managing Member

E. If Power of Attorney has been assigned to another party (recorded document is required):

JOHN H. DOE

By: _____
John H. Doe, by William H. Doe, Attorney-in-fact

F. All Owner Signature Block are to be followed by a Notary Certificate. If more than one owner, every owner is to have their own Notary Certificate.

NOTARY CERTIFICATE

STATE OF _____)
) §
COUNTY OF _____)

The above and foregoing instrument of {list plat title in all bold or all CAPS} was acknowledged before me this ____ day of _____, 20____, by as (*title*) of (*owner name*), owner.

My Commission expires: _____

Witness my hand and official seal.

[S E A L]

4. **Dee**
prop
sign
LET

Notary Public

company letterhead and needs to state the company name, address, the county and state where the Plat or Plat Consent will be signed, and the name and title of the person who is to sign the certificate or the Plat Consent.

DEED OF TRUST HOLDER

The undersigned, as legal Holder of the Deed of Trust / Mortgage recorded on {Date Recorded} at Reception Number of _____, of the records of the Jefferson County Colorado Clerk & Recorder, hereby consents to the within plat.

Signed this ____ day of _____, 20____.

Lender: [PRINT NAME OF PERSON SIGNING, THEIR TITLE AND NAME OF COMPANY]

NOTARY CERTIFICATE

STATE OF _____)
) §
COUNTY OF _____)

The above Deed of Trust Holder Certificate was acknowledged before me this ____ day of _____, 20____, by _____ as (*title*) of (*lender*).

My Commission expires: _____.

Witness my hand and official seal.

[S E A L]

Notary Public

5. **Title Company Certificate.** This is required for all dedications of fee simple or any easements with the value over \$5,000. A Title Agent representing a Title Insurance Company licensed to do business in the State of Colorado must complete this certificate. In addition, a letter on the Title Insurance Company letterhead must be submitted to The Planning Department stating the company name, address, and the name and title of the person in the company who is to sign the certificate below, including the county and state where the Title Company Certificate will be signed.

TITLE COMPANY CERTIFICATE

The undersigned Title Company, which is duly licensed and authorized to do business in the State of Colorado, has examined the status of title to the real property shown upon the within plat, and hereby certifies that all parties signatory to this plat and to the dedication certificate hereon, are those necessary to encumber the dedicated lands by the within plat, and to dedicate to the City of Lakewood, free and clear of all liens and encumbrances except as described hereon, all lands dedicated and shown upon the within plat as *(List verbatim as in the Dedication Certificate - all purposes and specific types of dedications, including easements valued at \$5,000 or more).*

Signed this ____ day of _____, 20 ____.

[Name of Title Company Name, and complete address]

By: _____
(Name of Title Agent, and their title)

6. **Service and Emergency Vehicle Access (SEVA) easement, if required.**

The Service and Emergency Vehicle Access (SEVA) Easement shown hereon is hereby dedicated to the City of Lakewood and shall be constructed and maintained by the owner and subsequent owners, heirs, successors and assigns. In the event that the owner(s) fail or refuse to perform any required maintenance, the City of Lakewood shall have the right, but not the obligation, to enter said easement and perform necessary work, and shall bill the owner(s) for the costs of the maintenance work. In the event that the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place liens against the property legally described as *{list each lot and block and tract of the subdivision}* to the full extent of all costs incurred.

7. **Pedestrian, Utility and Traffic Control Device (PUTCD) easement, if required.**

Easements for pedestrian, utility, & traffic control devices (PUTCD) are dedicated to the City of Lakewood as shown hereon by this plat. These easements are dedicated for the purposes of constructing, installing, operating, maintaining and replacing improvements in the nature of public pedestrian, public utility, and traffic control devices, with all related facilities and appurtenances.

8. **Private Access Easements.** When private access easements are required for lot owners to cross one another's property, they shall be reserved, shown and dimensioned in the manner of any other typical easement, labeled as "Private Access Easement, See Note ____" and referenced in the General Notes with corresponding number as follows:

The easement shown and labeled hereon as "Private Access Easement" lying in Block _____, Lot(s) _____ is a private ingress/egress easement reserved for the exclusive use of the owners of the said Lot(s) _____.

9. **Utility Easement Notes.** These shall be used to describe utility easements dedicated to the City of Lakewood by plat. Dry utility easements are typically required along the rear property lines. The following language shall be modified if necessary to fit the situation and easement(s) required.

This note is for a typical residential development

Eight-foot (8') wide dry utility easements are hereby dedicated to the City of Lakewood on private property as shown hereon. These easements are dedicated for the installation, maintenance, and replacement of electric, gas, television cable, and telecommunications facilities (Dry Utilities). Permanent structures and water meters shall not be permitted within said dry utility easements.

This note is for a typical Commercial Development:

Ten-foot (10') wide dry utility easements are hereby dedicated to the City of Lakewood on private property as shown hereon. These easements are dedicated for the installation, maintenance, and replacement of electric, gas, television cable, and telecommunications facilities (Dry Utilities). Permanent structures and water meters shall not be permitted within said dry utility easements.

10. **Sanitary Sewer Easement.** If the plat area is located within the boundaries of the Lakewood Sewer Utility District and a sanitary sewer easement is required to be dedicated to the City by the plat the language below will be added to the general notes.

The Lakewood Sewer Utility (LSU) sanitary sewer easement shown hereon is dedicated for the purpose of construction, operation, maintenance, repair, removal, and alteration of a sanitary sewer system and related appurtenances. The operation and maintenance of the said sanitary sewer system shall be the responsibility of the City of Lakewood, providing the design, construction and maintenance criteria of the City are followed, and the said sanitary sewer system has been accepted by the City. No buildings, fences, trees, shrubs, fill or any structure shall be constructed in the sanitary sewer easement. Any such obstruction will be removed at the property owner's expense.

11. **Stormwater Detention and/or Water Quality Facilities.** When detention and/or water quality facilities are provided for a proposed development one of the following notes shall be included in the General Notes:

- A. This note shall be used for Single Family and Duplex Developments with a required HOA:

{Tract or Lot}, conveyed to the Homeowners Association (HOA) by separate instrument, includes stormwater detention, water quality features, drainage facilities, and landscaping. The maintenance and replacement of all hardscape drainage facilities is the responsibility of the City. The City is hereby granted access to *{tract or lot}* to perform said responsibilities.

The maintenance and replacement of all irrigation, landscaping, all other vegetation, or other improvements is the responsibility of the HOA and owners of the lots within this subdivision, all of whom shall hereby have the right to enter such area(s) to perform necessary maintenance.

In the event that the HOA fails or refuses to perform any required maintenance, the owners of Lots *{list the lots here}* shall become responsible for said maintenance. In the event that the individual lot owners fail or refuse to perform any required maintenance, the City of Lakewood shall have the right, but not the obligation, to enter *{tract or lot}* and perform necessary work, and shall bill the HOA, or, if the HOA has ceased to exist, the owners of the individual lots on a pro rata basis, for the costs of the maintenance work. In the event that the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place liens against each of the properties legally described as *{list each lot and block and tract of the subdivision}* to the full extent of all costs incurred.

No building, fence, fill or structure shall be constructed in the stormwater detention area, water quality area, or drainage facilities and no changes or alterations affecting the hydraulic characteristics of the stormwater detention area, water quality features, or drainage facilities shall be made without the approval of the City Engineer.

- B. This note shall be used for Single Family Duplex developments with no HOA required. Facilities must be located on a single family or duplex lot in an easement dedicated to the City.

The stormwater detention easement across Lot ____, dedicated to the City of Lakewood by this plat, includes stormwater detention, water quality features, drainage facilities, and landscaping. The maintenance and replacement of all hardscape drainage facilities is the responsibility of the City. The City is hereby granted access to Lot ____ to perform said responsibilities.

The maintenance and replacement of all irrigation, landscaping, all other vegetation or other improvements is the responsibility of the owner(s) of Lot _____. In the event that the owner(s) fail or refuse to perform any required maintenance, the City of Lakewood shall have the right, but not the obligation, to enter Lot _____ and perform necessary work, and shall bill the owner(s) for the costs of the maintenance work. In the event that the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place liens against the property legally described as *{list each lot and block and tract of the subdivision}* to the full extent of all costs incurred.

No building, fence, fill or structure shall be constructed in the stormwater detention area, water quality area, or drainage facilities and no changes or alterations affecting the hydraulic characteristics of the stormwater detention facility, water quality features, or drainage facilities shall be made without the approval of the City Engineer.

C. This note shall be used for Developments other than Single Family or Duplex:

12.

The stormwater detention and/or water quality facilities shall be maintained by the owner(s) and subsequent owners, heirs, successors and assigns all of whom shall hereby have the right to enter such area(s) to perform necessary maintenance. In the event that the owner(s) fails or refuses to perform any required maintenance, the City of Lakewood shall have the right, but not the obligation, to enter such area(s) and perform necessary work, and shall bill the owner(s) for the costs of the maintenance work. In the event the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place a lien against the property legally described as *{list each lot and block of the subdivision}* to the full extent of all costs incurred.

**{if the area is in a tract conveyed to the HOA replace the last few lines of the note above with the following.}*

...the City shall have the right to place liens against each of the properties legally described as *{list each lot and block of the subdivision}* to the full extent of all costs incurred.

{continue with the following paragraph} No building, fence, fill or structure shall be constructed in the stormwater detention area, water quality area, or drainage facilities and no changes or alterations affecting the hydraulic characteristics of the stormwater detention area, water quality features, or drainage facilities shall be made without the approval of the City Engineer.

Stormwater Drainage Easements: when required to be dedicated to the City, the following language shall appear in the General Notes:

The stormwater drainage easement shown hereon is dedicated for the purpose of operation, repair, alteration, and maintenance of a stormwater management system. The maintenance and operation of the said facility shall be the responsibility of the City, providing the design, construction and maintenance criteria of the City are followed, and the said facility has been accepted by the City.

No building, fence, fill or structure shall be constructed in the stormwater drainage easement, and no changes or alterations affecting the hydraulic characteristics of the drainage facilities shall be made without the approval of the City Engineer.

13. Underdrain Plat note: the following note shall be included for any subdivision that

The underdrain main line system shall be owned and maintained by the Homeowners Association (HOA). Each underdrain service lateral shall be owned and maintained by the owner(s) of the individual lot that it serves.

In the event that the HOA fails or refuses to perform any required maintenance of the underdrain main line system, the owners of the individual lots served by the main line system shall become responsible for said maintenance. In the event that the individual lot owners fail or refuse to perform required maintenance on the underdrain main line system, the City shall have the right, but not the obligation, to perform the necessary work, and shall bill the HOA, or, if the HOA has ceased to exist, the owners of the individual lots on a pro rata basis, for the cost of the maintenance work. In the event that the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place liens against each of the properties legally described as lots *{list each lot and block and tract of the subdivision}* to the full extent of all costs incurred.

14. **Formation of a Homeowners Association.** When Lots, Tracts or Common Areas in a Subdivision are to be conveyed to a Homeowners Association, the following will be added to the General Notes:

Note: If an HOA is not required the maintenance responsibilities will be tied to a lot in that project:

FORMATION OF HOMEOWNERS ASSOCIATION

Tract *{list all tracts to be conveyed}* shall be conveyed to the *{proper name of the HOA}* Homeowners Association (HOA) by separate instrument at a later date and will be owned and maintained by the HOA or owners of the lots within this subdivision. Prior to issuance of any building permit, the Declaration of Covenants, Conditions and Restrictions, for *{title of subdivision}* must be recorded along with the conveyance deed proving the formation of the HOA and ownership of Tract *{list all tracts to be conveyed}* by the HOA. A recorded copy of these documents must be received and verified by the City of Lakewood's Planning Department before building permits can be issued.

Developments other than Single Family or Duplex: Note: For the establishment of an HOA that will be required to maintain tracts and or common areas. The above note establishing the HOA must precede this note.

Tract *{list all tracts and easements, etc to be conveyed}* shall be conveyed to the HOA at a later date. Tract *{list all tracts and easements, etc to be conveyed}* shall be constructed and landscaped by the owner. Responsibility for maintenance for *{list all tracts and easements, etc to be conveyed}* shall be with the HOA. In the event that the HOA fails or refuses to perform any required maintenance, the owners of Lots ___ shall become responsible for said maintenance. In the event that the individual lot owners fail or refuse to perform any required maintenance, the City of Lakewood shall have the right, but not the obligation, to enter *{tract or lot}* and perform necessary work, and shall bill the HOA, or, if the HOA has ceased to exist, the owners of the individual lots on a pro rata basis, for the costs of the maintenance work. In the event that the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place liens against each of the properties legally described as *{list each lot and block and tract of the subdivision}* to the full extent of all costs incurred.

In certain situations where the developer does not wish to form an HOA when the unit count is under the minimum required number to trigger one, an HOA may still be required for utility billing purposes. In these situations, the responsibilities that would normally be handled by the HOA will instead be handled by the owners of the lots within the subdivision. To document these responsibilities, the developer will need to prepare a Developer Disclosure Agreement and Party Wall Agreement. These documents must be prepared by the developer and approved by the City and be signed and submitted in a form ready to be recorded with the plat mylar. In addition, a Utility Billing Note will be

required on the plat itself, with an HOA name being chosen and listed in this note. The following two (2) notes are used:

THIS PLAT IS SUBJECT TO THE DEVELOPER'S DISCLOSURE AGREEMENT RECORDED AT RECEPTION NO. _____ AND PARTY WALL AGREEMENT RECORDED AT RECEPTION NO. _____

THE RESPONSIBLE UTILITY BILLING PARTY WILL BE A HOME OWNER'S ASSOCIATION LISTED AS _____.

15. **Surveyor Certificate.** A certificate shall be signed by a Professional Land Surveyor licensed to practice in the State of Colorado, certifying that they are directly responsible for the survey done under their supervision and that the final plat accurately depicts the subdivision and the survey thereof.

SURVEYOR CERTIFICATE

I, _____ a Professional Land Surveyor in the State of Colorado, License Number _____ do hereby certify that the survey of {list the subdivision name in ALL CAPITAL LETTERS} was made by me or under my direct supervision on the ____ day of _____, 20__, and that the accompanying map accurately and properly

16. **Park Land Dedication.** To be used for plats which include **residential units**:

PARK LAND DEDICATION

The land dedication requirements for ____ units have been satisfied. A change in the number of units may require changes in dedication requirements (City Ordinance O-2018-004).

Approved:

Kit Newland
Director of Community Resources

Date

17. **School Land Dedication.** To be used for plats which include **residential units**:

SCHOOL LAND DEDICATION

The land dedication requirements for _____ units have been satisfied. A change in the number of units may require changes in dedication requirements (City Ordinance O-1997-005).

In certain situations, when agreed upon by the Planning Director, the following signature block should be used:

SCHOOL LAND DEDICATION

The land dedication requirements for _____ units shall be satisfied at the time of the building permit for each of the _____ units. A change in the number of units may require

18. **City Plat Acceptance.** The following Acceptance/Approval block is required on all plats and is to be placed directly under the School Land Dedication block (when applicable):

CITY PLAT ACCEPTANCE

The foregoing plat is approved for filing and accepted by the City of Lakewood, Colorado, this ____ day of _____, 20__ by the Planning Director.

Travis Parker
Planning Director

Attest:

Jay Robb, City Clerk

19. Planning Commission. If plat is to be approved by the Planning Commission:

<p><u>PLANNING COMMISSION</u></p> <p>Approved by the City of Lakewood Planning Commission this ___ day of _____, 20__.</p> <p>_____</p> <p>Chair: (print name)</p> <p>_____</p> <p>Secretary: (print name)</p>

20. City Dedication Acceptance. The language in this signature block can be shortened to reflect the relevant easement(s) or land(s) being dedicated. A City Right-of-Way Agent or Equivalent will sign this block as the designee of the City Manager in accordance with Ordinances O-83-108 & O-84-105 and the Lakewood Municipal Code section 14.13.060(F).

<p><u>CITY DEDICATION ACCEPTANCE</u></p> <p>The foregoing plat is approved for filing, and conveyance of</p> <p><i>(if applicable) the {insert all fee simple Right(s)-of-Way dedications to be made}</i> for public use and roadway purposes and</p> <p><i>{insert all other fee simple – any Tracts and easement dedications}</i> and all other places designated for public use shown hereon are accepted by the City of Lakewood, Colorado,</p> <p><i>(if applicable) subject to the condition that the City shall undertake maintenance of {insert all fee and easement dedications}</i> and other places designated for public use only after construction of said <i>{insert all fee and easement dedications}</i> and all other places designated for public use have been satisfactorily completed by the subdivider and accepted by the City of Lakewood.</p> <p>Signed this ___ day of _____, 20__.</p> <p>_____</p> <p>Planning Department: <i>(insert name of Right-of-Way Agent authorized)</i>, Right-of-Way Agent</p>

21. **Jefferson County Clerk and Recorder's Certificate.** This certificate must be located in the lower, right hand corner of the sheet.

<p><u>RECORDER'S CERTIFICATE</u></p> <p>Accepted for recording in the Office of the County Clerk and Recorder of Jefferson County at Golden, Colorado, on this ___ day of _____, 20__ at _____ o'clock ___m.</p> <p>_____</p> <p>Jefferson County Clerk and Recorder</p> <p>_____</p> <p>By: Deputy Clerk</p>

22. , . In the lower right-hand corner justified to the far right within the border line of each sheet shall appear the following items, all CAPITALIZED and at a minimum height of 1/4-inch sized lettering:

Number of sheets, i.e., SHEET ____ OF ____

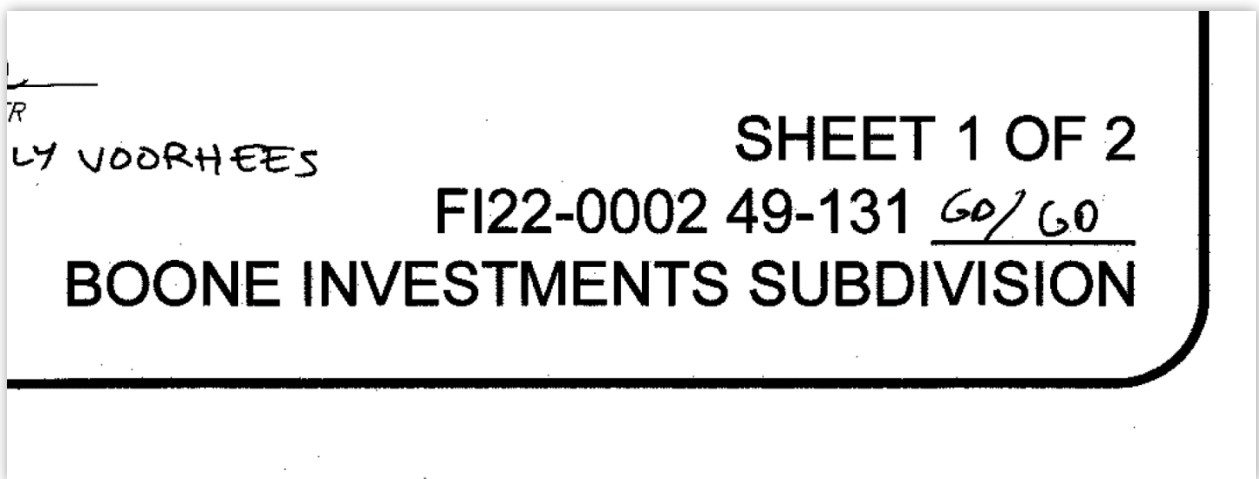
The City case number, e.g., LA21-0005.

The quarter section map code number, e.g., 39-354 or 49-354, refer to next page for details on how to determine this number.

A 3/4-inch line for approval initialization, e.g., _____

The full title of the plat on a single line not stacked.

(example)



5-DIGIT COUNTY QUARTER SECTION CODE EXPLANATION

Example: **49-354**

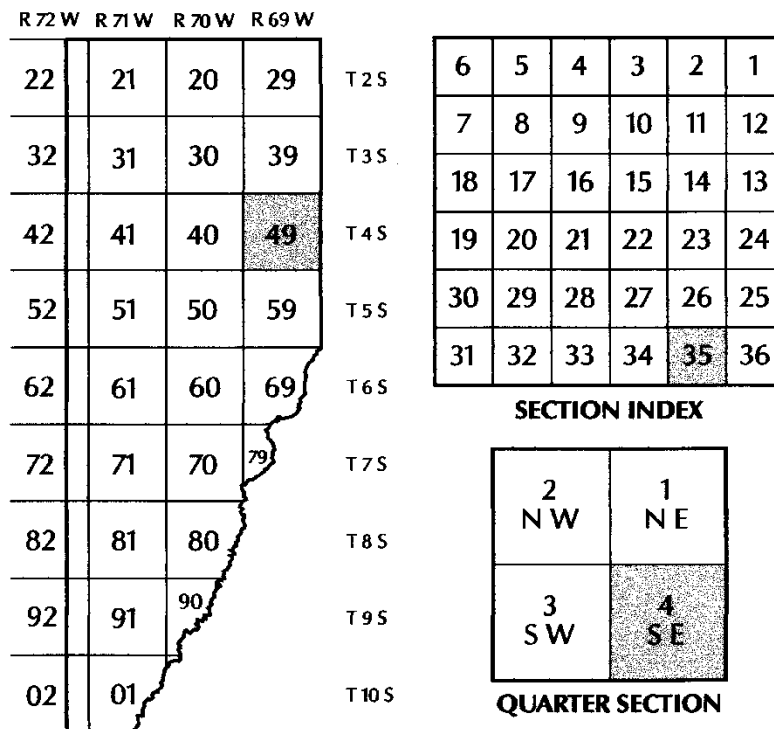
The first digit of the code is derived from the Township the property is located in and is taken directly from the Township Number (Example: a tract of land in the Southeast ¼ of Section 35, Township 4 South, Range 69 West would start out with **4**). For the City of Lakewood, these values are 3, 4, or 5.

The second digit of the code is derived from the Range and is taken directly from the **second digit** of the Range Number (Example: a tract of land in the Southeast ¼ of Section 35, Township 4 South, Range 69 West would have its second digit as **9**). For the City of Lakewood, these values are either 9 (for Range 69) or 0 (for Range 70). A dash is placed between the first two digits and the last three digits.

The third and fourth digits of the code are derived from the Section and are taken directly from the Section Number (Example: a tract of land in the Southeast ¼ of Section 35, Township 4 South, Range 69 West would have its third and fourth digits as **35**). These values will always run from 01 to 36.

The fifth digit of the code is derived from the Quarter (¼) Section and is taken by assigning a number from 1 to 4 to the Quarter Section that the property is located. These numbers are assigned as follows: Northeast ¼ = 1, Northwest ¼ = 2, Southwest ¼ = 3, Southeast ¼ = 4. (Example: a tract of land in the Southeast ¼ of Section 35, Township 4 South, Range 69 West would have its fifth digit as **4**). These values will always run from 1 to 4.

The complete **5-DIGIT COUNTY QUARTER SECTION CODE** for this property would be **49-354**. This code will often correspond to the Jefferson County Assessor Map for the parcel.



PRELIMINARY PLATS – if required the following elements are explained.

1. **Legal Description.**
2. **Boundary.** Heavy weighted, solid line. All linear, angular and curve data shown. Curve data will be list in this order; radius, delta, chord bearing, chord length, and arc distance.
3. **Existing Utilities.** Size and location of all existing utilities including the owner and recording information with the purpose and use listed.
4. **Proposed Utilities.** Size and location of proposed utility systems and their easements.
5. **Existing Topography.**
6. **Zoning.** Current and proposed zoning and setbacks.
7. **Existing and Proposed Buildings.** Building outlines shown in relation to existing and proposed lot lines.
8. **Flood Plain (Proposed).** Show on the drawing and add note regarding any proposed relocated 100-year flood plain boundaries.
9. **Park and School Dedications.** Required if residential units are included. Park and open space calculations. Land dedicated or fee in-lieu of land shown.
10. **Site, Building and Landscape Designs.** Conceptual designs of all required landscaping, fencing, lighting or on-site improvements shown.
11. **Preliminary Plat Expiration Note.**
12. **Existing Structures Note:** If required.

Preliminary Plats are required, unless waived by the Director. The Preliminary Plat is intended to show all existing conditions as they relate to the subject property and proposed plat layout; e.g., building, utilities, fences, etc.

1. **Flood Plain Note.** For any preliminary map with a proposed relocated flood plain on the site:

FLOOD PLAIN NOTE:

The flood plain shown on this Preliminary Map is a proposed flood plain. Approval of this Preliminary Map does not change the flood plain boundary. Separate reports and/or plans will be required with the final plat to amend the flood plain.

2. **Plat Expiration Note.**

PLAT EXPIRATION NOTE:

A Preliminary Plat shall be effective for two years from the date of approval unless an application for a final plat has been filed with the City and is in the review process or the Director grants an extension upon showing of cause.

3. **Existing Structures Note.**

EXISTING STRUCTURES NOTE:

Any fencing or accessory structures that do not conform to the zoning standards must be removed, relocated or altered to comply with all regulations prior to the Director's review of the Final Plat. No accessory structures may exist on a lot without a primary structure as determined by the City of Lakewood Zoning Ordinance.

4. **Director's Approval.**

PLANNING DIRECTOR

Approved by the Planning Director of the City of Lakewood this ____ day of _____, 20____.

Travis Parker
Planning Director

ELECTRONIC SUBMITTAL INFORMATION

City staff prefers the following electronic files for any submittal:

1. **Adobe PDF files** – AutoCAD drawings can be printed in a manner to capture the layers being used in a drawing allowing staff the ability to turn layers on and off in the review process. This will assist staff with the ability to review submittals faster and more thorough.

If a PDF file is submitted, the applicant may submit one (1) less paper copy than otherwise required. DO NOT provide the Model-Space”) view in the PDF submittal. All pages of the layout should be included as a single PDF file and must be set to the appropriate scale.