

CITY OF DENVER SURVEY SECTION - SUBDIVISION CHECK LIST

DATE: _____
PROJECT NAME: _____
PROJECT MASTER NUMBER: _____ PROJECT RECORD NUMBER: _____
SURVEY REVIEWER: _____

REQUIRED DOCUMENTS

- TITLE COMMITMENT (EFFECTIVE DATE SHALL BE WITHIN 30 DAYS OF SUBMITTAL)
- PROPOSED SUBDIVISION PLAT

COVER SHEET

BORDER

- ALL FOUR SIDES 1.0" (MINIMUM)
- LIST THE PROJECT MASTER NUMBER 20XX-PROJMSTR-0000XXX ON THE LOWER RIGHT CORNER OF SHEET 1, OUTSIDE BORDER AREA

TITLE

- SUBDIVISION NAME (SURVEY REVIEWER WILL VERIFY NAME IS NOT ALREADY BEING USED)
- CHECK IF LAND HAS BEEN SUBDIVIDED BEFORE. IF YES, ADD RESUBDIVISION TO THE SUBTITLE.
- QUARTER SECTION, SECTION, TOWNSHIP, RANGE, OF THE 6TH PRINCIPAL MERIDIAN
- CITY AND COUNTY OF DENVER, STATE OF COLORADO

VICINITY MAP

- NORTH ARROW
- NO COLOR, NO SOLID HATCH, NO SHADING/GRAY SCALE

DEDICATION LANGUAGE (SEE ATTACHED EXAMPLE)

- 1ST PARAGRAPH
 - OWNER NAME MUST MATCH TITLE COMMITMENT
 - IF THERE IS MORE THAN ONE OWNER, ALL OWNERS SHALL BE LISTED
 - CHECK FOR HOLDERS OF DEED OF TRUST (TYPICALLY LISTED UNDER SCHEDULE B ITEMS)
 - VERIFY THE BLOCKS, LOTS AND TRACTS
- DESCRIPTION
 - DESCRIPTION MUST MATCH TITLE COMMITMENT WORD FOR WORD
 - AREA STATEMENT SHALL BE INCLUDED AT THE END OF DESCRIPTION
 - PRECISION: SQUARE FOOT TO THE NEAREST FOOT AND ACREAGE TO FOURTH DECIMAL PLACE
- LAST PARAGRAPH
 - SUBDIVISION NAME MUST MATCH TITLE AT TOP OF SHEET
 - VERIFY ENTITIES LISTED (STREETS, EASEMENTS ETC. ALL THAT APPLY TO THIS SUBDIVISION)

GENERAL NOTES (SURVEY NOTES REQUIRED IN GENERAL NOTES)

- 1) TITLE COMPANY, COMMITMENT NO. AND EFFECTIVE DATE
- 2) BASIS OF BEARINGS STATEMENT (INCLUDE DESCRIPTION OF MONUMENTS AT ENDPOINTS OF LINE)
- 3) LINEAL UNITS USED (US SURVEY FOOT)
- 4) DATE OF FIELD WORK WITHIN 1 YEAR OF SUBMITTAL
- 5) "PROPOSED SUBDIVISION NAME" HAS ____ TRACTS, ____ LOTS AND ____ BLOCKS
- 6) ANY PERSON WHO KNOWINGLY REMOVES ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, OF THE COLORADO REVISED STATUTES.

- 7) NOTICE: ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.
- 8) RANGE POINTS TO BE SET BY THE SURVEYOR PREPARING THE PLAT UPON COMPLETION OF ROADWAY CONSTRUCTION. SET RANGE POINTS PER CITY OF DENVER STANDARDS.
- 9) TRACT USAGE NOTES (TABLE OPTIONAL)

SIGNATURE BLOCKS (SEE ATTACHED EXAMPLE)

- ALL SIGNATURES, SEALS AND STAMPS IN BLACK INK ONLY
- OWNER (EVERY OWNER LISTED IN TITLE COMMITMENT MUST HAVE SIGNATURE BLOCK WITH NOTARY)
- HOLDER OF DEED OF TRUST (NEEDED IF TITLE COMMITMENT LIST ANY HOLDER OF DEED OF TRUST)
- ACCEPTANCE OF TRACTS (IF NEEDED)
- CITY ATTORNEY'S CERTIFICATION
- SURVEYOR'S CERTIFICATION (SEAL, SIGN AND DATE ALL MYLAR SHEETS)
- APPROVALS

CITY ENGINEER

EXECUTIVE DIRECTOR OF THE DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE

EXECUTIVE DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT

EXECUTIVE DIRECTOR OF PARKS AND RECREATION

APPROVED BY THE COUNCIL OF THE CITY AND COUNTY OF DENVER

- CLERK AND RECORDER'S CERTIFICATION

VERIFY TITLE COMMITMENT EXCEPTIONS

- 1) ALL PLOTTABLE EASEMENTS NEED TO BE SHOWN AND LABELED WITH TYPE OR USAGE, INCLUDING RECORDING INFORMATION
- 2) LIST ALL NON-PLOTTABLE EASEMENTS THAT AFFECT THE PROPERTY AS A GENERAL NOTE

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GENERAL ITEMS

- TITLE AND SUBTITLE - SHOULD MATCH COVER SHEET
- NORTH ARROW (NEEDS TO BE THE SAME DIRECTION ON ALL SHEETS)
- SCALE
- LEGEND
- LAND AREAS MUST BE SHOWN FOR ALL LOTS, TRACTS AND RIGHTS-OF-WAY
- LINE AND CURVE TABLES
- LABEL BASIS OF BEARINGS

SUBDIVISION BOUNDARY

- VERIFY DESCRIPTION WITH GEOMETRY SHOWN
- BOUNDARY CLOSURE (CLOSURE TOLERANCE OF 0.01' BY 0.01')
- AREA (LOTS, BLOCKS, TRACTS AND ROW)
- MEASURED AND RECORD GEOMETRY SHOWN
 - ADD (R1), (R2), ETC AS NEEDED FOR MULTIPLE RECORDS AFFECTING PROPERTY
 - LIST EACH DOCUMENT SEPARATELY IN LEGEND
- SUBDIVISION BOUNDARY MUST BE MONUMENTED
 - IF A BOUNDARY LINE LENGTH IS LONGER THAN 1400' AN ADDITIONAL BOUNDARY MONUMENT MUST BE SET ON LINE
- BOUNDARY MUST BE TIED TO PUBLIC LAND SURVEY SYSTEM (SECTION/QUARTER) CORNERS
 - A MINIMUM OF 3 CORNERS TIED TO 3 DIFFERENT BOUNDARY CORNERS
 - PROVIDE MONUMENT RECORDS OF CORNERS
 - VERIFY IF ANY USED CORNERS NEED TO BE UPGRADED

- RANGE LINES
 - ALL CONTROLLING RANGE LINES MUST BE SHOWN
 - RANGE POINTS TO BE SET AT ALL ANGLE POINTS, ROW WIDTH CHANGES, PC, PT
 - SEE SITE DEVELOPMENT PLAN GUIDELINES FOR RANGE POINT REQUIREMENTS
 - RANGE POINTS TO BE SET BY SURVEYOR PREPARING THE PLAT, PER CITY OF DENVER STANDARDS,
 - INCLUDE PLS#
 - MEASURED AND RECORD GEOMETRY SHOWN
 - PROPOSED RANGE LINE OFFSET DISTANCES NEED TO MATCH ADJACENT ROADWAYS OR CENTERLINE
- VERIFY ADJOINING PROPERTIES
 - VERIFY GAPS AND OVERLAPS
 - VERIFY OWNERS AND RECEPTION NUMBERS
 - VERIFY SUBDIVISION NAMES
- EXISTING ROW
 - WIDTH MUST BE CALLED OUT
 - DOCUMENT THAT CREATED ROW MUST BE SHOWN
 - RESOLUTION NO. OR SUBDIVISION PLAT
- PROPOSED ROW
 - SHALL BE LABELED AS
 - "AS DEDICATED BY THIS PLAT"
 - IF STREETS START OUT AS TRACTS AND ARE GOING TO BE DEDICATED TO THE CITY, NEED SEPARATE TRACT FOR EACH STREET NAME
 - LABEL WIDTH-EXAMPLE "N MAIN ST, 96' PUBLIC ROW"
- AREA (LOTS, BLOCKS, TRACTS AND ROW)
 - PRECISION: SQUARE FOOT TO THE NEAREST FOOT AND ACREAGE TO FOURTH DECIMAL PLACE
 - SHALL INCLUDE BOTH SQUARE FEET AND ACRES
- ALL GEOMETRY OF LOTS, BLOCKS, TRACTS, ROW AND PROPOSED EASEMENTS SHALL BE ANNOTATED
- EXISTING EASEMENTS
 - VERIFY ALL SCHEDULE B2 PLOTTABLE EXCEPTIONS ARE SHOWN
 - VERIFY PLACEMENT OF ALL EASEMENTS
 - VERIFY RECORDING NUMBER
- PROPOSED EASEMENTS
 - GEOMETRY MUST BE SHOWN OR AN OFFSET DISTANCE FROM A PROPERTY LINE
 - USAGE OF EASEMENT LABELED

GENERAL DRAFTING

- TEXT SHALL NOT OBSCURE LINE WORK
- LINEWORK THICKNESS SHALL BE SHOWN IN THIS ORDER
 - SUBDIVISION - HEAVIEST LINE WEIGHT
 - BLOCKS, ROW LINES
 - LOTS, PROPOSED EASEMENT AND RANGE LINES
 - EXISTING EASEMENT, RANGE LINES AND ADJOINING PROPERTY OR ROW LINES
- LINE TYPES
 - BOUNDARY - CONTINUOUS
 - SECTION LINES - PHANTOM
 - RANGE LINES - CENTER LINE
 - LOTS, BLOCKS AND TRACTS - CONTINUOUS
 - PROPOSED EASEMENTS - DASHED
 - EXISTING EASEMENTS - HIDDEN
 - ROW LINES - CONTINUOUS
 - TIE LINES - SMALL DASH, NEED TO BE SMALLER THAN EXISTING EASEMENTS
- LEGEND
 - VERIFY THAT ALL SYMBOLS, ABBREVIATIONS AND LINE TYPES USED ARE IN THE LEGEND
- TEXT
 - BLOCKS - SHALL BE A NUMBER WITH A CIRCLE
 - LOTS - SHALL BE LABELED WITH NUMBER ONLY
 - BOUNDARY TEXT - TALLEST AND HEAVIEST
 - STREET NAMES - BOLD
 - RANGE LINE - ITALIC
 - COUNTY BOUNDARY (IF APPLICABLE) - ITALIC
- STREET NAME ABBREVIATIONS (NO PERIODS)
 - N, S, E, W
 - AVE, BLVD, ST, PL, RD, PKWY (WAY IS NOT ABBREVIATED)
- VERIFY PAGE NUMBERS ON ALL SHEETS (SHEET INDEX OPTIONAL)

SAMPLE SUBDIVISION PLATS AVAILABLE UPON REQUEST

RESOURCE LINKS

Colorado Revised Statutes:

<http://www.lexisnexis.com/hottopics/colorado/>

Colorado State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors Bylaws and Rules:

https://www.colorado.gov/pacific/dora/AES_Laws#Rules

Guidelines/Requirements for Range Points:

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Department-of-Transportation-and-Infrastructure/Programs-Services/Right-of-Way-Survey/Range-Points>

Address Assignments:

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Department-of-Transportation-and-Infrastructure/Programs-Services/Right-of-Way-Survey>

EXAMPLES

DEDICATION

First Paragraph

KNOW ALL MEN BY THESE PRESENTS THAT (*OWNER'S FULL NAME, LLC, A COLORADO LIMITED LIABILITY COMPANY*), AS OWNER, (*AND HOLDER OF DEED OF TRUST FULL NAME, A COLORADO CORPORATION, AS HOLDER OF DEED OF TRUST – if applicable*) HAS (*or HAVE*) LAID OUT, PLATTED AND SUBDIVIDED INTO BLOCKS, LOTS AND TRACTS, AS SHOWN ON THIS MAP, THE LAND DESCRIBED AS FOLLOWS:

Description

Insert Description (Must match title commitment word for word)

Area statement (square feet to nearest foot and acreage to 4 decimal places)

Last Paragraph

UNDER THE NAME AND STYLE OF (*SUBDIVISION FULL NAME, SAME AS TITLE*), AND BY THESE PRESENTS DO HEREBY DEDICATE TO THE CITY AND COUNTY OF DENVER THE STREETS, AVENUES, EASEMENTS AND OTHER PUBLIC PLACES HEREON SHOWN AND NOT ALREADY OTHERWISE DEDICATED FOR PUBLIC USE, ALSO TO THE CITY AND COUNTY OF DENVER AND APPLICABLE PUBLIC UTILITIES AND TELECOMMUNICATION COMPANIES, EASEMENTS AS SHOWN.

OWNER:

(name of company or owner)

(type of company)

(owner or c.e.o)

STATE OF COLORADO)
)SS
CITY AND COUNTY OF DENVER)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____
BY (name of owners and name of company):

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISION EXPIRES _____

NOTARY PUBLIC

ADDRESS

HOLDER OF DEED OF TRUST:

(name of owner)

(signature)

_____, _____
(printed name) (title)

STATE OF COLORADO)

)SS

CITY AND COUNTY OF DENVER)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____

BY _____, AS _____
(name) (title)

WITNESS MY HAND AND OFFICIAL SEAL.

MY COMMISION EXPIRES _____

NOTARY PUBLIC

ATTORNEY'S CERTIFICATION:

I HEREBY CERTIFY THAT I HAVE EXAMINED THE EVIDENCE OF TITLE TO THE LAND DESCRIBED HEREON, AND FIND THE TITLE TO THE STREETS, AVENUES, TRACTS AND OTHER PUBLIC PLACES TO BE IN THE ABOVE-NAMED DEDICATORS THIS ____ DAY OF _____ A.D., 20__, AT _____ O'CLOCK, _____.M.,

FREE AND CLEAR OF ENCUMBRANCES EXCEPT THOSE AS SHOWN AND LISTED HEREIN.

ATTORNEY FOR THE CITY AND COUNTY OF DENVER

ASSISTANT CITY ATTORNEY

SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY: THAT THE SURVEY FOR THIS PLAT HAS BEEN MADE IN AGREEMENT WITH RECORDS ON FILE IN THE OFFICE OF THE CITY ENGINEER OF THE CITY AND COUNTY OF DENVER; THAT THIS PLAT IS IN CONFORMITY WITH SUCH RECORDS; THAT ALL MONUMENTS SHOWN HEREON EXIST AS DESCRIBED; AND THAT ALL DIMENSIONAL AND GEODETIC DETAILS ARE CORRECT.

(LAND SURVEYOR NAME AND REGISTRATION NUMBER)

APPROVALS:

I HEREBY CERTIFY THAT THIS MAP AND THE SURVEY REPRESENTED THEREBY ARE ACCURATE AND IN CONFORMITY WITH THE REQUIREMENTS OF CHAPTER 49, ARTICLE III OF THE REVISED MUNICIPAL CODE OF THE CITY AND COUNTY OF DENVER, AND THAT THE REQUIRED IMPROVEMENTS HAVE BEEN PROVIDED FOR.

CITY ENGINEER DATE

APPROVED BY THE EXECUTIVE DIRECTOR OF THE DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE:

EXECUTIVE DIRECTOR OF THE DEPARTMENT OF TRANSPORTATION AND INFRASTRUCTURE DATE

APPROVED BY THE EXECUTIVE DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT:

EXECUTIVE DIRECTOR OF COMMUNITY PLANNING AND DEVELOPMENT DATE

APPROVED BY THE EXECUTIVE DIRECTOR OF PARKS AND RECREATION:

EXECUTIVE DIRECTOR OF PARKS AND RECREATION DATE

APPROVED BY THE COUNCIL OF THE CITY AND COUNTY OF DENVER, COLORADO, BY RESOLUTION NO. _____ OF THE SERIES 20____. WITNESS MY HAND AND CORPORATE SEAL OF THE CITY AND COUNTY OF DENVER THIS _____ DAY OF _____ A.D., 20____.

CLERK AND RECORDER, EX-OFFICIO CLERK OF THE CITY AND COUNTY OF DENVER
BY _____
DEPUTY CLERK AND RECORDER

CLERK AND RECORDER'S CERTIFICATION

STATE OF COLORADO)
)SS
CITY AND COUNTY OF DENVER)

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT _____ O'CLOCK __.M., _____, 20____, AND DULY RECORDED UNDER RECEPTION NO. _____

CLERK AND RECORDER
BY _____ DEPUTY
FEE _____

Subdivision Final Approval Steps

Once the mylars (signed by owners) are received by City and County of Denver (CCD) Survey:

1. Signatures will need to be obtained by:
 - a. Executive Director of Transportation and Infrastructure
 - b. City Engineer
 - c. Executive Director of Parks and Recreation
 - d. Assistant City Attorney (an updated title commitment current within 14 days will need to be submitted for City Attorney review)
2. Once signatures are obtained an Ordinance/Resolution package will be prepared and sent to PW Ordinance.
3. Once on the City Council agenda the Ordinance/Resolution will need to be passed by three committees:
 - a. Land Use, Transportation and Infrastructure Committee
 - b. Mayor-Council Committee
 - c. City Council
4. Once the Ordinance/Resolution has passed and has been recorded, the mylars will be taken to the Clerk and Recorder to be recorded.

The time for processing can vary depending on availability of the individuals that need to review and sign the mylars. Committee and Council meeting schedules may vary. Please check [City Council website](#) for schedules. There are too many variables to determine an accurate time frame for when the resolution will be scheduled on the City Council agenda.