

Final Plat Mapping Requirements

All Final plats shall comply with the following standards:

1. All plats must bear suitable evidence of the professional qualifications of the person or firm who prepared the plat. Plans containing water supply, sanitation, utilities, soils, grading, roads, structures, and other civil engineering work shall be certified by a duly registered Colorado Professional Engineer. All required documents containing land survey descriptions shall be certified by a duly registered Colorado Professional Land Surveyor.
2. Monuments. The character, type and position of all boundary and/or aliquot monuments found or set shall be shown on the plat.
3. A monument key that shows existing monuments in the form of those monuments found and those set, as well as those to be set upon completion of street construction or a note at each monument detailing this information is acceptable.
4. Section Corner Tie. Where the location of a subdivision or piece of property is required to be shown as a part of some larger subdivision or tract of land, such subdivision or piece of property shall be shown by reference to permanent survey monuments with the original subdivision or tract. A minimum of two section corners, quarter corners or other relevant aliquot corners are required for major subdivision plats.
5. The dimensions of all plats shall be twenty-four (24) inches by thirty-six (36) inches, with a marginal line one inch from each edge. All drawings, affidavits, certificates, acknowledgments, endorsements, acceptances of dedication and notarial seals shall be contained within said marginal lines, except that the title shall be noted in the upper and lower right corners, outside the margin, for city filing purposes.
6. In the case of three or more sheets, a key map showing the relationship of individual sheets shall be provided on the first sheet of the set. Match lines are required on each sheet of a set. Notes shall appear only on the first sheet.
7. Each plat shall be drawn in black, waterproof ink on Mylar of good quality.
8. The basis of bearings used in the legal description, noted and shown.
9. The proposed name of the plat. The name of the plat shall be as follows:
 - a. For Boundary Line Adjustment or Lot Merger “(insert subdivision name) Amendment #__”.
 - b. For all other final plats: (insert subdivision name) (insert next sequence of plat) Subdivision

10. A subtitle describing the complete origin of the proposed subdivision:
 - a. For Boundary Line Adjustments, Lot Mergers and Simple Plats insert: "being a (select boundary line adjustment, lot merger, or simple plat) of (insert lot, block, subdivision name and section, township, range) to the City of Loveland, County of Larimer, State of Colorado."
 - b. For all other final plats insert: "Being a subdivision of (insert lot, block, subdivision name and section, township, range) to the City of Loveland, County of Larimer, State of Colorado."
11. Date of preparation.
12. A written legal metes and bounds description of the exterior boundaries of the land parcel.
13. A scale drawing of all boundaries of the land parcel with the Point of Commencement (or Point of Beginning) and Point of Beginning (or True Point of Beginning) clearly labeled.
14. A statement defining the lineal units used.
15. A title commitment note if research for all easements and rights-of-way was completed by someone other than the Colorado Professional Land Surveyor who certifies this plat.
16. Each sheet shall show title, north arrow, scale (minimum 1" = 100' or as determined by the Director), bar graph, and sheet number.
17. Show relationship to adjacent areas using fine dashed lines to include complete legal description (lot and block numbers, outlot and tract names and subdivision name or "unincorporated Larimer County"), including land across adjacent right-of-ways.
18. Boundary of the plat shall be designated by a one-eighth inch hatched border applied to the inside of the bold boundary line.
19. Line types for land boundary, street right-of-way lines and lot lines shall be bold and solid.
20. Line types for easements shall be denoted by fine dashed lines.
21. Location and widths of all existing recorded and non-recorded easements are to be labeled and dimensioned to sufficiently define the easement geometry, including easements reserved for public use. No "typical" notations shall be used. Where an easement is not defined as to width or extent by a recorded conveyance, decree or other instrument, the easement shall be depicted in a manner that gives notice of the existence thereof, together with an appropriate descriptive label which includes the words "boundary not determined." It shall be the duty of the Applicant to meet with the owner of each such easement and to make reasonable efforts to agree upon boundaries thereof. In the event any such agreement is reached, appropriate instruments evidencing such agreement shall be recorded prior to recording of the final plat, and the agreed upon boundaries shall be indicated on the final plat.
22. Postal easements shall have a minimum of width of six (6) feet and shall be provided along all street frontages unless waived in writing by the Loveland Postmaster.
23. Location and dimensions of all existing recorded right-of-ways, showing the centerline of each

right-of-way and the right-of-way width on each side of centerline.

24. Future street dedication. Whenever construction of a street is necessary for future re-subdivision as determined by the city, but which street is not warranted for construction, the necessary dedication for such future street shall be provided on the plat.
25. Location and dimensions for all lines, angles and curves used to describe boundaries, alleys, lot lines, access points to public ways, open areas, easements, areas to be reserved for public use and other important features shall be provided. Sufficient data shall be shown to readily determine the bearing and length of every lot line, boundary line and easement line. No ditto marks shall be used. Length, radius, total delta and the bearing of radial lines to each lot corner on a curve shall be shown. In addition, non-tangent curves shall include a chord bearing and distance.
26. All distances shall be set forth to the nearest hundredth of a foot and bearings to the nearest second.
27. All lots, tracts, and outlots shall show net acreage to the nearest square foot.
28. Block and lot numbers. Lots shall be designated numerically, in bold, beginning with the number "1", in each block. Groups of lots surrounded by a street or other recognized feature shall be designated as separate blocks. The block or blocks shall be designated numerically in bold, beginning with the number "1", in each block.
29. Street names, including prefixes and suffixes, as per Section 12.08 of the Loveland Municipal Code. Names to be used for new streets shall be subject to street naming policy of the city and all names shall be subject to the approval of the Director/Planning Commission, and Fire and Police Departments.
30. Limits of FEMA floodway and flood fringe boundaries shall be shown by dashed lines and labeled.
31. The centerline and directional flow of streams and rivers shall be shown with dashed lines ending with arrows and with an appropriate descriptive label including the words "exact location not determined". The Public Works Department may require information, including but not limited to additional right-of-way, flood plain information, etc.
32. All irrigation ditches and proposed easements and right-of-ways for irrigation ditches. If no easements or right-of-ways exist, the plat shall show the location of any such ditch on the plat with appropriate descriptive label including the words "exact location not determined."
33. Legal description of the subdivision parcel inclusive of the reception number(s) and/or book and page(s) that the legal survey for the subdivision is based upon. Legal descriptions must match boundary and direction as shown on the final plat. The area of the subdivision shall be included in the legal description.
34. Other relevant documentation or information as determined or required by the Director to make a determination as to the impacts of the proposed subdivision to the city.
35. When a development agreement has been established for a project, the following note shall be provided on the plat: "This project is subject to a development agreement which has been

recorded in the real property records of Larimer County.”

36. Previous conditions reference. The following note shall be provided on all new plats of previously subdivided property: “Unless otherwise approved by the city, all unsatisfied conditions of approval for the original subdivision shall continue to apply to this property.”
37. Improvement statement. If applicable, the final plat shall have a statement stating who will pay for the installation of the improvements to be placed in or upon the property shown on such plat as follows: “All expenses involving necessary improvements for water system, sanitary sewer system, storm sewer system, curbs and gutters, sidewalks, street improvements, street signs, traffic control signs, alley grading and surfacing, gas service, electric system, grading and landscaping shall be paid by (insert name of owners).”
38. A note which explains the ownership and maintenance responsibility for side and rear lot drainage easements (i.e. publically owned, privately maintained by the adjacent property owners).
39. A note which states the following: Maintenance and upkeep of stormwater detention ponds, storm sewer systems, swales, and permanent stormwater quality improvements are required by the City of Loveland and are a continuing obligation of the Homeowner Association (HOA), Business Owner Association (BOA), or private property owner. The owner(s) or responsible parties (HOA, BOA) shall provide ongoing maintenance to the private stormwater improvements as needed to maintain compliance with the approved construction plans and reports.
40. The following notes with the appropriate square footage for dedication and/or vacation of easements shall be included. If no easements are dedicated or vacated, please enter “0” as the necessary value.

Total area in square feet of easements dedicated to the public or the city by this plat. Total area in square feet _____. (Excluding easements dedicated exclusively to outside entities or agencies.)

Total area in square feet of easements dedicated to the public or city that is being vacated by this plat. Total area in square feet _____.
41. The following owner’s certificate must be placed on the plat and signed by all owners and lien holders. If easements and/or rights-of-way are not proposed to be dedicated by the amended plat, please use Certificate No. 1a. If easements and/or rights-of-way are proposed to be dedicated by the amended plat, please use Certificate No. 1b:

Certificate No. 3 Surveyor (all plats)

I, (printed name of land surveyor) , being a (registered/licensed) Professional Land Surveyor in the State of Colorado, do hereby certify that the survey of (name of plat in capital letters) was made by me or under my supervision and that the survey is accurately represented on this plat and that the statements contained hereon were read by me and the same are true to the best of my knowledge.

Dated this _____ day of _____, 2_____.

Certificate No. 4 City of Loveland Director – No Dedications of Easements and Rights-of-Way
(if easements or ROW are being dedicated, use certification No. 5)

This plat is hereby approved by the Director of Development Services of the City of Loveland, Larimer County, Colorado, this _____ day of _____, 2_____, for filing with the Clerk and Recorder of Larimer County.

Director of Development Services

Witness my hand and seal of the City of Loveland

ATTEST:

City Clerk

Certificate No. 5 City of Loveland Director – Dedication of Easements and Rights-of-Way

This plat is approved by the Director of Development Services of the City of Loveland, Larimer County, Colorado, this _____ day of _____, 2_____, for filing with the Clerk and Recorder of Larimer County and for conveyance to the city of the public dedications shown hereon, which are accepted; subject to the provision that approval in no way obligates the City of Loveland, for the financing or constructing of improvements on land, streets, or easements dedicated to the public except as specifically agreed to by the Director of Development Services.

Director of Development Services

Witness my hand and seal of the City of Loveland.

ATTEST:

City Clerk

Certificate No. 6 Applicant's Attorney (plats dedicating rights-of-way)

I, _____, an attorney licensed to practice law in the State of Colorado, certify that I have examined title to the above described land dedicated to the City of Loveland, Colorado, with such land described in Schedule A to Title Commitment No. _____, issued by _____ effective _____, 20____, and that based on such title commitment updated through the date of execution of this plat and my actual knowledge, all persons executing the dedication of this plat are the owners or duly authorized signatories of such land in fee simple, such land is free and clear of all liens and encumbrances, except encumbrances set forth in Schedule B – Section 2 of such title commitment as of such date of execution, and any such encumbrances do not impair the use of such land dedicated to the City of Loveland for the purposes set forth on this plat.

So sworn this _____ day of _____, 2_____

Attorney at Law