



FINAL PLAT
SUBMITTAL CHECKLIST

This application is used when land is being subdivided in accordance with Section 18.17.1402 of the Unified Development Code.

The following information is required for the application to be accepted. Forms and informational requirements are located on the City's Development Center (DC) website under the specific application. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice will contain an itemized description of the application fee. A resubmittal of the project will not be accepted until the application fee is paid. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee.

- 1. Concept Review Meeting held on:
2. Traffic Impact Study Scoping Meeting if held, indicate date:
3. Sketch Plat. A Sketch Plat application is required to be submitted in advance of the Final Plat if new public improvements (streets, grading and drainage, and utility services or extensions) are proposed. Was a Sketch Plat approved for the property?
4. Application Checklist. Complete this checklist with boxes checked verifying submittal of the required information.
5. Application. Complete and sign the Application form on the City's DC website.
6. Vicinity Map identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
7. Title Commitment or Property Binder verifying the record title owners and identifying encumbrances and exceptions to title. The commitment or binder must be dated within 30 days of the application submittal to the City. An ownership and encumbrance report does not qualify as a title commitment. However, if a commitment or title was previously

submitted with a Sketch Plat application, an **Ownership and Encumbrances Report** is acceptable.

8. **Final Plat** prepared in compliance with the *Final Plat Mapping Requirements* and the *Final Plat Template* available on the City’s DC website.
9. **Site Plan** of the entire property, drawn to scale, including the items below. This item is not required if the information is provided in a separate Site Development Plan (SDP) set or Public Improvement Construction Plans (PICP) set.
  - a. Existing and proposed lot lines;
  - b. The location of all existing and proposed improvements and structures, including sidewalks, curbs and gutters, access(s), and dimensions to existing and new property lines, and an indication of any such improvements and structures that will be installed, re-located, or removed;
  - c. The location and size of all existing and proposed public and private utilities, including all mains, service lines, fire hydrants, fire-sprinkler lines, meters, buried cables, transformers, poles, and other above ground facilities;
  - d. The location and dimensions of all existing and proposed easements and rights-of-way, indicating if the easements and rights-of-way are to be dedicated, vacated, or otherwise altered;
  - e. The location of existing and proposed landscape improvements, including existing trees, environmentally sensitive areas, wetlands, natural features and proposed bufferyards and an indication of any such landscaping or environmentally sensitive areas that is proposed to be relocated or removed.
10. **Public Improvement Construction Plans Checklist** available on the City’s DC website. If not included, please indicate reason below:

11. **Public Improvement Construction Plans (PICPs)**, complying with the checklist requirements. Sheets shall be numbered sequentially beginning with 1. The initial submittal of the PICPs may be at a preliminary level; however, additional comments, and an additional fee, may then be assessed with the final level PICPs. If not included, please indicate reason below:

12. **Environmentally Sensitive Areas Report** prepared by a qualified biologist if the site contains one or more of the environmentally sensitive areas. The report shall be prepared in accordance with the *Environmentally Sensitive Areas Report and Site Inventory Mapping Requirements* available on the City’s DC website.
  - a. Any of the environmentally sensitive areas as identified in the “City of Loveland Natural Areas Sites”;
  - b. Land within the ordinary high water mark of a river, stream, creek, lake, or reservoir;

- c. Jurisdictional or non-jurisdictional wetlands;
  - d. Existing drainage patterns and areas within the floodway and flood fringe including areas within designated floodways or floodplains of major drainages as well as smaller tributary drainages without designated floodways or floodplains; and
  - e. Fault and aquifer recharge and discharge areas.
12. **Traffic Worksheet.** Complete the *Traffic Worksheet* on the City's DC website, unless a Traffic Impact Study in Item 13, below, is required.
  13. **Traffic Impact Study** in accordance with the City's Street Standards available on the City's DC website, unless waived by the Transportation Development Division. If not included, please indicate the reason below:

14. **Geotechnical Report** in accordance with the City's Street Standards available on the City's DC Website. A peak seasonal subsurface groundwater investigation, analysis, and determination report shall be provided whenever the geotechnical investigation documents the presence of groundwater within three (3) feet of the proposed street sub-grade elevations.
15. **Final Drainage and Erosion Control Report and Plan** prepared in accordance with the City of Loveland Storm Drainage Criteria available on the City's Stormwater webpage.
16. **Water and Wastewater Impact Demand Analysis** if required by the Water/Wastewater Division.
17. **Water Meter Justification Letter** for all commercial, industrial, irrigation and multi-family (3 units or greater) water meters. Information needed for the justification letter is provided in Section 4.4.6 of the Water and Wastewater Development Standards.
18. **Dedication or Grants** such as off-site deeds of dedication and/or grants of easements, if applicable.
19. **Mineral Estate Owners.** A list, certified by the Applicant, of the names and addresses of all mineral estate owners that fall wholly or partially within the project area as indicated in the records of the Larimer County Clerk and Recorder. This list is not needed if it was submitted previously with a Sketch Plat application or if the Final Plat creates no more than one additional lot.

### **Required Items Not Needed with Initial Application**

20. **List of Surface Owners**, certified by the Applicant, of the names and addresses of all surface owners of record property that fall wholly or partially within the radius specified in *Public Notice Requirements* on the City's DC website. The names and addresses must be as listed on the latest records of the Larimer County Assessor. The list should be current within 1 month from the date of the required mailing for the comment period. This is not needed if a Sketch Plat was completed (per Checklist Item #3).

21. **Community Participation Report.** In the event that a neighborhood meeting is required based on the comments received by the neighborhood during the comment period, a community participation report is required after the neighborhood meeting. The report must include the information as set forth in the *Community Participation Report Requirements*. This is not needed if a Sketch Plat was completed (per Checklist Item #3).
22. **Affidavits of Notice** for posting signs and sending letters for either the comment period or neighborhood meeting, if applicable. *Affidavit Templates* are available on the City's DC website. All notices must be fulfilled at least 15 days prior to the meeting or hearing. This list is not needed if it was submitted previously with a Sketch Plat application. This is not needed if a Sketch Plat was completed (per Checklist Item #3).
23. **Stormwater Quality Paperwork & Permits** including: City of Loveland Large Site Stormwater Quality Permit Application; Acknowledgement Certificate of Receipt of City of Loveland Stormwater Quality Enforcement Policy form; City of Loveland Erosion Control Best Management Practices (BMP) Cost Opinion Spreadsheet; Agreement for Sediment/Erosion Control Best Management Practices (BMPs) with Letter of Credit or Cash Deposit (certified check); Stormwater Discharge Permit received from the Colorado Department of Public Health and Environment (CDPHE); and Stormwater Management Plan and written Report prepared to support the Stormwater Discharge Permit and CDPHE's requirements. Forms available on the DC website.
24. Public Improvements *Opinion of Costs* form available on the City's website, signed and sealed by the Applicant's Engineer.