

SUBDIVISION EXEMPTION REQUIREMENTS

This checklist provides a general overview of required submittal items. Additional submittal standards, procedures, and technical requirements are contained within the County's Land Development Code (LDC) and must also be met. The County reserves the right to request supplemental information, studies, or documents as needed to ensure compliance with applicable regulations and to adequately evaluate the proposed development.

SUBMITTAL CHECKLIST

MAP CONTENT REQUIREMENTS

- Sheet Size:** The sheet size shall be 24 inches by 36 inches, including a minimum of one half of an inch border
- Scale:** Each sheet of the plat shall be drawn to the same scale. The scale shall be one-inch equals 50 feet (1 inch = 50 feet) or a scale of one-inch equals 100 feet (1 inch = 100 feet) unless the PCD Director approves a larger or smaller scale. In the event a single sheet is not practicable, multiple sheets may be used. No lot shall be split between sheets. When using multiple sheets, a key map shall be provided on the first page, and on each sheet thereafter and match lines shall be depicted.

TITLE BLOCK AND REFERENCE INFORMATION

- Description of the exemption including the quarter section(s) (1/4), section, township and range in which the exemption is located centered on the top of the plat and at the top of each sheet. The name of the County and the State shall be included in the subtitle. Each sheet shall have the file number in the bottom left hand corner that reads, "PCD File No. XXX-XXX-XXX."
- The words "Subdivision Exemption" clearly stated.

- Name(s) and contact information of the owner of record in the lower right-hand corner.
- Date of preparation, date of survey (if applicable), north arrow, written and graphic scale located in the lower right-hand corner of each sheet.
- Names and contact information of person(s) responsible for preparing the document (e.g., licensed surveyor, licensed engineer or designer of the plat) located in the lower right-hand corner of each sheet.
- Date of submission with provisions of dating revisions located in the lower right-hand corner.
- Vicinity map (scale of 1 inch = 2000 feet in general scale preferred but does not have to be a scaled drawing) showing the subdivision in relation to section lines and existing or proposed streets within one mile.

SURVEY AND ASSOCIATED INFORMATION

- The plat shall represent an accurate and complete Monumented Land Survey pursuant to C.R.S. §38-51-102. A traverse of boundaries when computed from field measurements on the ground must have a minimum unadjusted ratio of closure of one (1) part in ten thousand (10,000). The Monumented Land Survey shall be an accurate reflection of the legal description. The method of description shall be by use of metes and bounds, except that in a replat the subdivision, tract, or lot may be used. The survey and monumentation shall conform to the requirements of Section 7.2.6 of the Land Development Code.
- A certified legal boundary description showing the location and dimension of all boundary lines and monuments of the property proposed to be subdivided expressed in feet and hundredths of a foot prepared by a registered land surveyor. Total acreage and surveyed description of the area. The legal description for the subdivision shall be included in the following format: "A parcel of land in the 1/4 of Section XX, Township XX South, Range XX West, of the Sixth Principal Meridian, County of El Paso, State of Colorado, more particularly described as follows:" The legal description that follows this introduction may be by one of the following two means: (1) by metes and bounds, incorporating a complete traverse and meeting the accuracy standards described above (Note: The area to the nearest one-hundredth of an acre (.01) more or less shall be included.); or (2) by subdivision and lot numbers (Note: This method may only be used if the area being subdivided encompasses one contiguous area within one existing subdivision and does not include any existing right-of-way. The area to the nearest one hundredth of an

acre (.01) more or less shall be included).

- Identification of the point of beginning. The Point of Beginning of the plat shall be tied to two (2) or more section or quarter section corners. Two of the corners shall be adjacent. The monument found/set at the section or quarter section corners must be described on the plat.
- A statement by the land surveyor explaining the basis of bearing. Assumed bearings shall not be used. El Paso County subdivision regulations Basis of Bearings Statement shall follow the Bylaws and Rules of The State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors. This can be found at 6.8 Basis of Bearing Statement.
- Where the exterior boundary lines of the plat show bearings and distances which vary from those recorded in adjoining plats or surveys, a note shall be placed along those lines, in parenthesis, stating the recorded bearing and distance and the reception number of the ad joiners, as shown in the following form: NXXoXX'XX"X (Recorded as NXXoXX'XX"X with Reception #XXXXX).
- Data determining the location, bearing and length of all lines and the location of all monuments which are sufficient to establish boundaries and locate the monuments including a description of all monuments, both found and set, which mark the boundaries of the property, and a description of all control monuments used in conducting the survey. At a minimum, this shall include: (1) the lengths of all lines and the radii, internal angles, points of curvature, arc and chord lengths, and bearing; (2) the lines of all proposed lots and tracts fully dimensioned with distances and bearings (Note: Where a lot line intersects a street line at right angles, the bearing may be omitted. If a lot line intersects a curved street, the bearing on the line shall be shown. If the lot line is not radial to a curved street line, or a curved property line, the lot line shall be labeled N.R. and the radial bearing at the point of intersection shall be shown. All lot lines and other parcels of land with accurate dimensions in feet and hundredths of a foot with bearings or angles to street and alley lines. Lot dimensions shall close to a tolerance of one (1) in ten thousand (10,000).); (3) the centerlines of all streets; (4) A description of all monuments found or set at each corner, angle point, PC and PT of the exterior boundary of the subdivision; (5) The description of range points that will be set (Note: The accuracy of the range points shall be one (1) in ten thousand (10,000)); and (6) the dimensions of all easements including bearings and distances, where appropriate.
- A data table may be used where such a table will enhance clarity. If table data is used, each individual lot

must be separately described giving all bearings and angles and lengths making each lot close by data provided. The table must be included on the same page as lots or lines described. Should the plat drawing be of such a size as to preclude the data table then the drawing must be developed in such a manner as to show a portion of the plat and its pertinent table on each sheet as required.

- Offsets which are to be set on the extension of any lot, tract or parcel boundary line shall be noted on the plat at the time of recording and shall comply with C.R.S. Section §38-51-105. This note shall specify the standard offset distance and any nonstandard distances. An example of a note is as follows: "All offsets are 1" metal disks embedded in concrete sidewalks set on the lot line extended, 5 feet from the platted lot corner along all streets except as follows:" and "Nonstandard offsets for lot lines between: Lots 2 and 3, is 5.87 feet; Lots 6 and 7, is 6.03 feet." If no offset monuments are to be set in conjunction with the plat the following note shall be included on the plat: "Note: No offset monuments are to be set in conjunction with this plat."

SURVEYOR INFORMATION AND NOTES

- El Paso County subdivision regulations Surveyors Certificate should follow [Bylaws and Rules of the State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors](#). This can be found on 6.2.1 and 6.2.2.
- Certification by a registered land surveyor that the subdivision plat represents a survey conducted by the surveyor and that the monuments shown on the subdivision plat are accurate as located, that all dimensions and other details are correct and that all monuments will be set to establish property corners or control points as required by the County. The certification shall include the title, name, address, seal, and signature of the registered land surveyor and date of certification and revision dates.
- Certification is defined as a statement that includes the following:
 - a) It is signed and/or sealed by a professional land surveyor representing that the surveying services addressed therein have been performed by the professional land surveyor or under the professional land surveyor in responsible charge.
 - b) It is based upon the professional land surveyor's knowledge, information and belief.
 - c) It is in accordance with applicable standards of practice.

d) It is not guarantee or warranty, either expressed or implied.

- The following note shall be placed on the plat: "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 C.R.S. § 18-4-508".
- Reference to the information relied on to establish all easements, rights-of-way, and other features which may include specific reference to a certain title policy including the policy number.

NAMES, NUMBERING LOTS, TRACTS, AND ROAD INFORMATION

- A number associated with each lot and block in the subdivision, beginning with the numeral 1 (one) and continuing consecutively throughout the property being subdivided, with no omissions or duplications. Tracts shall be given an alpha designation. All lot, and tract numbering shall conform to the provisions of Section 7.2.5 of the Land Development Code.
- The address of each lot as provided by the Pikes Peak Regional Building Department (added prior to recording).
- Right-of-way lines, widths, and street names of all existing and proposed streets within and immediately adjacent to, the property being subdivided. Street names shall be approved by El Paso Teller E9-1-1 Authority. Alleys, greenways, bikeways, trails, and other transportation links shall also be indicated. Private drives and streets shall be labeled as such and shall include assignment of maintenance responsibility.
- The use designations, maintenance responsibility, and final ownership of all property proposed to be set aside for public and private facilities, including parks, trails, open space, recreation facilities, stormwater storage and drainage facilities, including the area of each tract or easement to be set aside.
- The use designations, maintenance responsibility, and beneficiary of all proposed or existing easements and rights-of-way showing when conveyed by reception number, and right-of-way.

OTHER PLAT INFORMATION

- The boundary of the subdivision delineated with a heavy solid line.
- The identification and designation of the boundary lines of any 100-year floodplain, and the source of the

designation.

- Names of all adjoining subdivisions with dotted lines of abutting lots. If the adjoining land is unplatted, it should be shown as such.
- Labels reading "Not a part of this subdivision" and dashed lines delineating areas that do not constitute a part of the subdivision.
- Notes limiting ingress or egress to certain roadways pursuant to the Engineering Criteria Manual, as applicable.
- The appropriate sight distance triangles shall be designated and dimensioned. Sight distance triangles shall be shown at the intersection of all roads and at the intersection of all private drive and access points with public roads.
- Dedication statements for streets, parks, trails, open space, schools, or other uses and dedication of public streets, alleys and easements to the County.
- All rights-of-way being dedicated to El Paso County shall be clearly labeled with the following statement "Dedicated to El Paso County for right-of-way purposes by this plat".
- The following certifications on a single sheet: Surveyor, Dedication Statement, Title Verification, Board of County Commissioners, Clerk and Recorder, PCD Director, El Paso County Assessor and Acceptance Certificate, as needed, see below.
- Acknowledgments of the execution of the plat by the property owner before a notary public.
- A note identifying inclusion into any public improvement district, as applicable.
- If the subdivision is within a PUD, the file number and reception number of the recorded PUD.