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**EL PASO COUNTY PLANNING AND
COMMUNITY DEVELOPMENT
DEPARTMENT**

CONDOMINIUM/TOWNHOME EXEMPTION PLAT CHECKLIST

Revised: January 2022

Condominium Map/Townhome Exemption Plat

Condominium map/townhome exemption plat map (herein after collectively referred to as "exemption plat") are required to support the review of proposed subdivision exemptions to ensure conformance with all requirements of State law and the LDC, and to establish lots or units for the purpose of sale. The condominium/townhome exemption plat map shall be prepared by or under the supervision of a registered professional land surveyor licensed with the State of Colorado for recording in the Office of the El Paso County Clerk and Recorder in accordance with C.R.S. §§38-33-103 et seq., 30-28-101 et seq. It shall be a neat, clear, permanent, legible and reproducible document. Inaccurate, incomplete, or inadequately drawn plats will not be accepted.

At a minimum, the condominium/townhome plat shall include the following information, where applicable, unless otherwise approved by the PCD Director:

The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

		Applicant	PCD
NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.		✓	Office use only
1	The condominium/townhome exemption plat map shall contain all information necessary to meet the requirements of State law and conform to all applicable provisions of the LDC and any conditions of approval imposed by the approving authority. As a result, in addition to those items specifically required by State law, the exemption plat may include other information such as notes to ensure the division of land conforms to any local regulations or State laws, or more detailed information than is specifically required by State law.		
2	Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.		
Legal Description Information as follows:			
1	A certified legal boundary description showing the location and dimension of all boundary lines and monuments of the property proposed to be exempted 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 exemption shall be included in the following format: "A parcel of land in the X 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 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).		
2	Identification of the point of beginning. The point of beginning of the exemption 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 exemption plat.		
3	A statement by the land surveyor explaining the basis of bearing. Assumed bearings shall not be used. The existing monuments that define the reference line shall be included on the exemption plat. One of the following methods of establishing a basis of bearing shall be used: (1) solar or polaris observation - the date of the observation and the method used shall be included in the basis of bearing note; or (2) GPS observations on the monuments at each end of the reference line. (Note: The observations shall be of sufficient time to ensure an accurate bearing. The methodology and length of the observation session shall be included in the basis of bearing note).		
4	Where the exterior boundary lines of the exemption 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 adjoiners, as shown in the following form: NXXOXX'XX"X (Recorded as NXXOXX'XX"X with Reception #XXXXX).		



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5	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 units and tracts fully dimensioned with distances and bearings; (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 exemption; (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.		
6	A data table may be used where such a table will enhance clarity. If table data is used, each individual unit must be separately described giving all bearings and angles and lengths making each lot or unit close by data provided. Should the exemption 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 exemption plat and its pertinent table on each sheet, as required.		
7	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 commitment or policy including the title commitment or policy number.		
Exemption Plat Layout information including the following:			
1	A number associated with each lot or unit beginning with the numeral 1 (one) or alphabetical a, as determined to be appropriate by the PCD Director, and continuing consecutively throughout the property, with no omissions or duplications. Tracts shall be given an alpha designation. All lot, unit, and tract numbering shall conform to these requirements and the provisions of Chapter 7 of the LDC.		
2	The address of each lot or unit as provided by the Pikes Peak Regional Building Department (which shall be added prior to recording).		
3	Right-of-way lines, widths, and street names of all existing and proposed streets within and immediately adjacent to the property being exempted. All streets, including private drives, names shall be approved by the El Paso Teller E911 Authority. Alleys, greenways, bikeways, trails, and other transportation links shall also be indicated.		
4	The use designations and final ownership of all property proposed to be set aside for public and private facilities, including parks, trails, open space, recreation facilities, stormwater and drainage facilities, including the area of each tract or easement to be set aside.		
5	The use designations and beneficiary of all proposed or existing easements and rights-of-way showing when conveyed by reception number, and rights-of-way.		
6	The boundary of the condominium/townhome exemption plat delineated with a heavy solid line.		
7	Names of all adjoining subdivisions and exemption plats with dotted lines of abutting lots or units. If the adjoining land is unplatted, it should be described and depicted as such.		
Exemption Plat Notes, Restrictions, and Signatures containing the following information:			
1	Dedication statements for streets, parks, trails, open space, schools, or other uses and dedication of public streets, alleys and easements to the County, as applicable.		
2	The following certifications on a single sheet: Surveyor, Dedication Statement, Title Verification, Clerk and Recorder, PCD Director, and Acceptance Certificate, as needed.		
3	Acknowledgments of the execution of the exemption plat by the property owner (Statement of ownership and acknowledgment) before a notary public.		
4	Notations referencing any restrictive covenants or other restrictions to be recorded with the exemption plat.		
5	Statement identifying the ownership and maintenance responsibility of all easements and tracts.		
6	Any special notes required by legal agreements or other related requirements.		
7	Notations referencing the utility providers serving the exemption plat.		
8	Any notes that were a requirement or condition of the condominium/townhome exemption plat approval or in the opinion of the PCD Director further the purposes of the LDC.		
Easements and No-Build Areas to include, but not limited to, the following:			
1	The sight distance triangles per Chapter 2 of the ECM shall be designated and dimensioned.		
2	Sign easements for the development entryway signage.		



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3	All exemption plats having lots or units bordering a collector or larger roadway shall contain a note limiting or prohibiting ingress and egress to that roadway.		
4	All no-build areas shall be graphically depicted on the exemption plat.		
5	Floodplain elevations and boundaries, as applicable, or a Floodplain Certification Letter from a licensed professional engineer or surveyor indicating the absence of floodplain on the property.		
Summary Table to include the following information:			
1	Total number, acreage, and use of all lots, units, and tracts proposed as part of the exemption.		
2	Total number of square feet and usage of all dedicated right-of-way and tracts, as applicable.		
3	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:		