



2880 International Circle, Suite 110
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EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

SUBDIVISION EXEMPTION CHECKLIST

Revised: January 2022

Subdivision Exemption		
Exemption plat maps are required to support the review of proposed exemptions to ensure conformance with all requirements of State law and the LDC, and to establish lots or parcels for the purpose of sale.		
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.	V	Office use only
Map Content		
Sheet Size		
1	The sheet size shall be 24 inches by 36 inches, including a minimum one inch border.	
Scale		
1	Each sheet of the subdivision exemption shall be drawn to the same scale. The scale shall be one inch equals 100 feet (1 inch = 100 feet) or a scale of one inch equals 50 feet (1 inch = 50 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 matchlines shall be depicted.	
Map Content		
1	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, address and telephone number of the owner of record located 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, address, and telephone number of person(s) responsible for preparing the plat (e.g., licensed surveyor, licensed engineer or designer of the plat) located in the lower right hand corner (if applicable),	
	Date of submission with provisions for dating revisions located in the lower right hand corner, and	
	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.	
2	Survey and Associated Information	
	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 exemption 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 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.	
	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 plat.	



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	<p>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 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.)</p>		
	<p>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 adjoiners, as shown in the following form: NXX°XX'XX"X (Recorded as NXX°XX'XX"X with Reception #XXXXX).</p>		
	<p>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 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.</p>		
	<p>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.</p>		
	<p>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, Block 1 is 5.87 feet; Lots 6 and 7, Block 13 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."</p>		
3	Survey Information and Notes		
	<p>Certification by a registered land surveyor that the exemption plat represents a survey made by the surveyor and that the monuments shown on the exemption 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.</p>		
	<p>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."</p>		
	<p>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.</p>		

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