



ADMINISTRATIVE PLAT (FINAL PLAT)

APPLICATION OVERVIEW AND SUBMISSION MATERIALS

An Administrative Plat application will be reviewed in accordance with the procedures and requirements as outlined in Chapter 17, Article 3, of the Edgewater Municipal Code. An administrative plat may be filed for a property lot consolidation or property subdivision that satisfies all of the following criteria:

- Involves three or fewer lots or parcels (including a lot line adjustment);
- Conforms to all of the requirements of Edgewater's Code and requires no variances; and,
- Does not include the dedication of any new right-of-way, excepting the dedication of additional right-of-way areas adjacent to an existing dedicated right-of-way.

The City of Edgewater's Municipal Code, Chapters 17, can be found online at the following website address: (https://www.municode.com/library/co/edgewater/codes/municipal_code?nodeId=18011).

FEE

A non-refundable fee may be required and is to be paid once an application has been submitted. A development review deposit may be required.

ALL PLANNING APPLICATIONS ARE ACCEPTED THROUGH EDGEWATER'S ONLINE PORTAL.

Note: A preapplication meeting is encouraged with the City prior to formal submittal of an Administrative Plat application.

USE THE CHECKLIST BELOW AS A GUIDE OF ELEMENTS TO INCLUDE IN YOUR APPLICATION

- Title Commitment** (must be current within 6 months) showing current ownership
- Letter of Intent** that includes a project description.
- Certified and Stamped Survey of Property**
- Letters of Agreement** between the applicant and all electrical and natural gas utility providers that will serve the development, or other evidence satisfactory to the City that provision has been made for the facility sites, easements and rights of access to ensure reliable and adequate electrical service and, if applicable, natural gas service for the proposed subdivision. If applicable.
- Final Plat Plan Set**, with all sheets size 24" x 36"
Format (All Sheets):
 - Capital Letter Font
 - Text no smaller than 1/8 inch
 - No color text, color graphics or shading
 - Title Block Format centered at the top of each sheet:

FINAL PLAT TITLE
PROPERTY ADDRESS, EDGEWATER
LEGAL DESCRIPTION,
JEFFERSON COUNTY, COLORADO

- Sheet X of X format in lower right-hand corner
- Certification and Approval Blocks on Cover Sheet (*as provided further on in this checklist*)

Final Plat information to include

- The date, title, name and location of the subdivision, graphic scale and true north line.
- All dimensions, angles, bearings and similar data on the plat should be tied to primary control points as approved by the City. The location and description of said control points should be given.
- Tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions to the nearest one-hundredth (1 /100) of a foot; bearings or deflection angles, radii, arcs and central angles of all curves and dimensions on the centerline of all proposed streets shall be shown.
- Street names and right-of-way width of each street, easement or other right-of-way.
- Lot and block numbers, and identify each unit or lot.
- Names and locations of adjoining subdivisions and streets.
- Required certifications and approvals blocks, as shown on subsequent pages of this packet. Approval blocks are to be included on the cover sheet of the Final Plat plan set.
- ONCE APPROVED BY STAFF:** The approved administrative/final plat shall be printed on Mylar film (with outer dimensions of twenty-four (24) inches by thirty-six (36) inches) by the applicant and all applicant approval blocks signed, and then submitted to City staff for recording.

Additional information required, if applicable

Condominium Subdivision (per Section 17-3-50 of the Edgewater Municipal Code) shall also include:

- A map, to be a part of the Final Plat, depicting all common areas (general and limited common elements) and usage of buildings and ground;
- A map, to be a part of the Final Plat, depicting all horizontal and vertical boundaries of all units, which shall include bearings and distance from each building corner to a property corner or other survey reference;
- Copy of the declaration applicable to the condominium project;
- Copy of condominium association Articles of Incorporation and bylaws.

Duplex Subdivision (per Section 17-3-50 of the Edgewater Municipal Code) shall also include:

- Copy of the party wall agreement.

**CITY OF EDGEWATER
ADMINISTRATIVE PLAT
REQUIRED CERTIFICATIONS AND APPROVAL BLOCKS:**

Owner's Certification and Dedication:

Know all persons by these presents: That (printed name of owner), being the owner(s) of the land described as follows: [insert legal description of land being subdivided] in Jefferson County, Colorado, under the name and style of (complete name of subdivision in capital letters), have laid out, platted and subdivided same as shown on this plat, and by these presents do (does) hereby dedicate to the perpetual use of the City of Edgewater, State of Colorado, the streets, alleys, roads and other public areas as shown hereon and hereby dedicate those portions of land labeled as easements for the installation and maintenance of public utilities as shown hereon.

In witness whereof, the said owner (printed name of owner) has caused his or her name to hereunto be subscribed this ____ day of _____, _____.

Owner

Notarial Certification:

State of Colorado)
)

County of _____).

The foregoing instrument was acknowledged before me this ____ day of _____, _____, by (printed name of owner). (If by natural persons, here insert name; if by person acting in a representative official capacity, then insert the names of said person and his or her capacity; if by officers of a corporation, then insert the names of said officers as the president or other officers of such corporation, naming it). My commission expires on (to be filled in by Notary).

Witness my hand and official seal.

(Signature) _____

(Seal)

(Printed name of Notary)

Notary Public

Land Surveyor's Certification:

I (printed name of land surveyor), being a registered land surveyor in the State of Colorado, do hereby certify that this plat and survey of (name of subdivision in capital letters) was made by me and under my supervision and that both are accurate to the best of my knowledge. Steel pins and/or brass cap monuments were set at all boundary corners.

Dated this _____ day of _____, _____

(Seal)

Colorado Registration Number

(number of registration)

Title Company Certification:

_____ Title Company does hereby certify that it has examined the title to all lands as shown on this plat, and title to such lands is in the dedication free and clear of all liens, taxes and encumbrances, except as follows:

Agent: _____

Edgewater Approval:

The within plat of _____ is approved by the City of Edgewater, Colorado, represented by the City Manager, for filing this _____ day of _____.

By: _____

City Manager

Attest: _____

City Clerk

County Clerk and Recorder's Certification:

(To be placed in the lower right-hand corner of the cover sheet).

State of Colorado)SS.

County of _____)

I hereby certify that this instrument was filed in my office at ___ o'clock ___ m., this _____ day of _____, 20___, and is duly recorded in plan file _____. Fees paid \$_____

Recorder _____ Reception Number _____

Deputy Film Number _____

Previous recording of information for platted area under Reception Number(s): _____