

Final Plat 2020 Checklist



Please read the following Checklist and ensure that all required items have been submitted. Please note that uploaded plans and documents not following the naming conventions established in the Checklist and Plan Template Instructions may be considered incomplete applications and returned for corrections.

1. Final Plat and Civil Construction Plans: Please upload final plat and civil construction plans that meet the technical requirements of the City of Brighton.
 - Document Name: Final Plat
 - Document Name: Civil Construction Plans

I verify that I have reviewed the City of Brighton's technical requirements for Final Plat and Civil Construction Plan submittals and that my plans meet said requirements.

Copies of the requirements for the City of Brighton concerning Final Plat and Civil Construction Plans can be found here:

- Final Plat and Civil Construction Plan Template Instructions
 - Civil Construction Plan Cover Sheet Template
2. Proof of Ownership: Please upload the title, deed or other legal instrument which provides evidence of the ownership consent. Property reports from County agencies will not be accepted as proof of ownership. The entity listed as the owner of the property should match the ownership information entered on the application.
 - Document Name: Proof of Ownership
 3. Closure Report: Provide a document that details the survey boundaries to ensure that the property boundaries close. A computer check of the closure of all boundary lines to one part in ten thousand parts is appropriate.
 - Document Name: Closure Report
 4. Legal Description: Please upload as a word document a description of land recognized by law, based on surveys, spelling out the exact boundaries of the entire parcel of land. It should so thoroughly identify a parcel of land that it cannot be confused with any other.
 - Document Name: Legal Description
 5. Subdivision Compliance Letter: Please submit a subdivision compliance letter indicating compliance with the previously approved Subdivision Plan application and associated approval documents including but not limited to the Subdivision Plan Set, Traffic Impact Analysis, and Drainage Plan & Report. The compliance letter shall be sealed by a licensed engineer.
 - Document Name: Subdivision Compliance Letter

Please note that only minimal changes from the Subdivision Plan will be considered. Changes that exceed the thresholds in Section 2.02.E.1 of the Land Use and Development Code will require a new Subdivision Plan to be processed.

If minor modifications are accepted, revised plans may be required prior to approval.

6. Water Dedication Agreement: Please submit a draft Water Dedication Agreement for review to be completed prior to application approval. Water dedications shall be in compliance with the terms negotiated at the time of Subdivision Plan.
 - Document Name: Water Dedication Agreement

To access the template, please click [here](#) to download:

- Water Dedication Agreement Template
7. Schedule of Improvements: Please submit a schedule of improvements to be completed with the development. Include only improvements that are required within this Final Plat application.
 - Document Name: Schedule of Improvements

If you would like a template, please click here to download one:

- [Schedule of Improvements Template](#)

Please note that financial guarantees for all improvements included in this Final Plat application are required to be received prior to approval.

8. Addressing Map: All address maps should include a scaled map of the entire project showing all lots, blocks, tracts, and street names, on one sheet if possible. The plan shall have a maximum scale of 1"=200'. Each lot and/or unit shall be labeled with an address number.
 - Document Name: Addressing Map
9. Neighborhood Meeting Minutes: A neighborhood meeting **may** be required by the Community Development Director. If a meeting is required, please provide neighborhood meeting minutes including evidence of the notice, attendance, content and presentation, issues and discussion summary, and outcomes of the meeting. Refer to Section 2.01.D of the Land Use and Development Code for additional information.
 - Document Name: Neighborhood Meeting Minutes
10. Hard Copy Requirements
 1. One (1) bound sets of the Final Plat Set
 2. Two (2) bound set of the Civil Construction Plan Set
 3. One (1) bound copy of each technical report
 4. One (1) Printed Application (printed from digital submittal)

Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601

11. **I understand that by submitting a complete application including all electronic files and required hard copy documents to the City of Brighton Community Development Department by 5:00 PM (MT) on Tuesday, my application will meet the required deadline. If an application is deemed incomplete, it will not be accepted until all submittal items have been received. Any complete application submitted after the deadline will be officially accepted by the City of Brighton the following Tuesday.**



Final Plat and Civil Construction Plan Instructions

Final Plat Instructions

General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Final Plat of ..." followed by the approved subdivision name
2. An abbreviated legal description
3. The date of preparation
4. The page number (i.e. 1 of X)
5. A scale and a north arrow pointed to the top of the page

Sheets shall be sized 18" x 24" per county recording requirements

Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given (i.e. "Cover Sheet"):

1. Cover Sheet
 - i. Plan Title
 1. Location – Centered at the top of the page
 2. Title – "Final Plat of *Subdivision Name*"
 3. Subtitle 1 – "Filing No. *X*" (if applicable)
 4. Subtitle 2 – "Amendment No. *X*" (if applicable)
 5. Subtitle 3 – Amended Lots and Blocks (If applicable)
 - ii. Overall Vicinity Map
 - iii. Full legal description
 - iv. Site data chart
 1. Including, but not limited to, total acreage, number of lots, proposed uses, typical sizes, impervious area, owner/maintainer of common areas and tracts, lot & block table, and tract table (owner name, size, purpose, maintenance responsibility, etc.)
 - v. Index of plan sheets
 1. Location – Right side of page
 - vi. Signature blocks
 1. Owner, Surveyor, Community Development Director, and County Clerk and Recorder, along with a Current Certificate by an attorney or a Title Insurance Commitment (others as applicable)
 - vii. Names and addresses of the subdivider, designer, and surveyor
2. Final Plat Sheet X of Y
 - i. Scale of no more than 1" = 50'
 - ii. Names of abutting, existing subdivisions or "Unplatted"
 - iii. Location and description of proposed:
 1. Property Lines
 2. Rights-of-way
 - a. Including but not limited to, streets, alleys, bike lanes, and public trails
 3. Easements
 4. Natural Water Courses
 5. Other important features within and adjacent to the subject area



Final Civil Construction Plan Set

General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Final Civil Plans for ..." followed by the approved subdivision name
2. The date of preparation
3. The page number (i.e. 1 of X)
4. A scale and a north arrow pointed to the top of the page
5. DRC Stamp (provided by the City)

Sheets shall be sized 24" x 36"

Individual Sheet Requirements

The individual sheet requirements can be found in the City of Brighton's Public Work Standards and Specifications. If you have any question as to what these requirements are, please contact the Community Development Engineering Department at 303.655.2059.

1. Cover Sheet
2. General Notes
 - a. City of Brighton Standard Notes
 - b. General Project Notes
3. Erosion Control Notes
4. Typical Street Sections
5. Existing Conditions and Demolition Plan
6. Grading and Erosion Control Plan
7. Utilities Plan – Overall
8. Utilities Plan and Profiles
9. Transportation Plan – Overall
10. Roadway Plan and Profiles
 - a. Roadway Cross Section per City standard
11. Trail Plan and Profiles
 - a. Trail cross section per City standard
12. Transportation Cross Sections
 - a. Cross Sections with grading
13. Signage and Striping Plan
14. Final Landscape Plan
 - a. Overall placement of plants along all transportation facilities, tracts, and other public areas
 - b. Informational chart showing the types of plants and hardscape materials to be used in public areas
 - c. Plant schedule with:
 - i. Quantity
 - ii. Symbol
 - iii. Common/Scientific Name
 - iv. Planting Size
 - v. Mature Height & Width
15. Final Irrigation Plan
 - a. Overall irrigation plan
 - b. Irrigation details
16. Lighting Plan
 - a. Photometric Plan of all common and private areas to be lit



- b. Cut sheets of all lighting fixtures
- c. Height and colors of all lighting fixtures

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