



Final Plat 2024 Checklist

Final Plat 2024 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 Study, 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. Stormwater Facilities Maintenance Agreement: Required if a development agreement does not already address stormwater facilities management requirements for existing facilities that require modification for the new development or for any new facility. Please sign the [Stormwater Facilities Maintenance Agreement](#), add a property description to Exhibit 1, and add a Facilities Location Map to Exhibit 2.
Link: [Exhibit 2 Template](#)
11. No hard copies are required at the time of project submission.

12. I understand that by submitting a complete application including all electronic files 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.