



Subdivision Plan 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. Subdivision Plan: Please upload a Subdivision Plan set that meets the technical requirements of the City of Brighton.
 - Document Name: Subdivision Plan

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

A copy of the requirements for the City of Brighton concerning Subdivision Plan submittals can be found here:

- [Subdivision Plan Template Instructions](#)
- [Updated Template for Sheet 2 of Subdivision Plan \(please include\)](#)

Subdivision Plan Template Instructions Updated Template for Sheet 2 of Subdivision Plan (please include)

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. Legal Description: Please upload 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
4. Statement of Owner and Consent of Authorized Representative: Please download and fill out the below linked document. The entity or persons listed as the "Owner" in the Statement of Owner and Consent of Authorized Representative must be the same entity or persons as is provided in the Proof of Ownership. Furthermore, staff will require a new Statement of Owner and Consent of Authorized Representative if the "Authorized Representative" is to

change through the processing of the specific land use application.

- [Statement of Owner and Consent of Authorized Representative](#)

- 5. Neighboring Property Owners: Please provide a list of all property owners within 300 feet of the application property shown by the records of the county assessor no more than seven (7) days prior to the date of application. At the discretion of the Director, mailed notice to all property owners within 1,000 feet may be required and will be determined at the Preliminary Application Conference. With this list, also include two sets of pre-printed address labels of each property owner and map demonstrating the neighboring property locations as related to the application property.

- Document Name: Neighboring Property Owners

- 6. ALTA/ASCM Land Title Survey: A land boundary plan prepared and certified by a Professional Land Surveyor (PLS) registered in the State of Colorado. In order to ensure accuracy in the document, it should have been completed within the last year of your application submittal.

- Document Name: ALTA/ASCM Land Title Survey

- 7. Conceptual Schedule of Improvements: Please provide a conceptual schedule of improvements outlining major public improvements to be included with each phase. The conceptual schedule of improvements should be broken down by phase and should be consistent with the phasing plan from the Subdivision Plan Set.

- Document Name: Conceptual Schedule of Improvements

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

- [Schedule of Improvements Template](#)

- 8. Traffic Impact Study: Please see [Section 162.02.02](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements. If a Traffic Impact Study was already approved as part of another entitlement processes, please include a letter, sealed by an engineer that states the Subdivision Plan is in compliance with the Traffic Impact Study.

- Document Name: Traffic Impact Study or Traffic Impact Study Compliance Letter

- 9. Drainage Plan & Report: Required if new, repaired, or replacement of drainage facilities are needed for the development of the property. Please see [Section 800 \(Storm Drainage Facilities\)](#) and [Section 300 \(Sitework and Earthwork\)](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.

- Document Name: Drainage Plan & Report

If the property is located within the South Beebe Draw Metropolitan District, please use the [template](#) to ensure that the submission of the above Master Drainage Report meets the metropolitan district's requirements. Please indicate on the template if the information is included. If it is not included, please provide further explanation. Upload the following document in addition to the above Master Drainage Report if applicable:

- Document Name: South Beebe Drainage Template

10. Soils & Geologic Report: Please see [Section 500 \(City Street Construction\)](#) of the City of Brighton, Public Works Department Standards and Specifications Manual, Current Edition for requirements.

- Document Name: Soils Report

11. Mineral Interest Notification Form: Unless provided during a previous application, please download, read, date, sign, and notarize the Mineral Interest Notification form. Upload a digital copy as part of your submittal package.

- Document Name: [Mineral Interest Notification Form](#)

12. Fish & Wildlife Report: Please go to the following link and create an official species list showing all the potentially impacted endangered species, migratory birds, refuges & hatcheries, and wetlands. Include a digital copy of this official species list with your submittal. At the City's discretion, further information be required to be submitted based on the official species list.

- [Fish & Wildlife Report](#)

13. Neighborhood Meeting Minutes: 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

14. Special Development Pattern or Incentive Letter: If applicable, please identify the special pattern or incentive(s) that you intend to apply to this Subdivision Plan. The statement shall outline how each pattern or incentive applies to the proposal. Document Name: Special Development Pattern or Incentive Letter
Special patterns or incentives and their respective Land Use and Development Code sections are as follows: Conservation Pattern (Section 5.06), Courtyard Pattern (Section 5.05), Manufactured and Small Format Housing District (Section 5.07), Community Benefits (Section 5.08), South 4th Overlay Zone District (Section 6.05.D), Downtown Zone District (Section 6.05.C).

15. Cultural Resource Survey: Required if there are cultural resources on the property

that are older than 50 years and potentially hold significance in architecture and social history. Cultural resource surveys for all resources on the property, as determined by City staff, shall be submitted.

- Document Name: Cultural Resource Survey
16. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** If applicable, how many residential units are anticipated to be developed within this subdivision? (Please identify type and quantity of detached, attached, and multifamily units. If mixed uses are proposed, please also define use by quantity and type.)
 17. Hard Copy Requirements: Two (2) sets of pre-printed address labels Delivered to: One Stop, City of Brighton 500 S. 4th Avenue Brighton, CO 80601
 18. **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.**