



Administrative Plat 2024 Checklist

Please read the following Checklist and ensure that all required items have been submitted. 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. Planning Document Set: Please upload this administrative plat document set as a single file that meets all specifications listed in the Planning Set Instructions for the City of Brighton.

- Document Name: Administrative Plat

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

- Link: [Administrative Plat Template](#)

Please note that applications for Affidavits of Correction should submit a map correction exhibit instead of a plat document unless otherwise directed by staff.

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 with the ownership information entered on the application.

- Document Name: Proof of Ownership

3. 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 throughout the processing of the specific land use application.

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

4. Closure Report: Please 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.

- Document Name: Closure Report
5. 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
 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. Traffic Impact Analysis Letter: Please include a letter sealed by an engineer that states the proposed Administrative Plat will not have a major impact on surrounding traffic or any applicable approved traffic master plan for the area.
 - Document Name: Traffic Impact Analysis Letter
 8. Drainage Plan Letter: Please provide a letter sealed by an engineer stating that the proposed Administrative Plat will not have a significant impact on the drainage within and around the proposed administrative plat area or any applicable approved master drainage plan. At the City's discretion, a Detailed Drainage Report may be required based on the proposed improvements.
 - Document Name: Drainage Plan Letter
 9. 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
 10. Fish and 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 may be required based on information in the official species list.
 - Document Name: [Fish and Wildlife Report](#)

Link: Fish and Wildlife Report

11. Schedule of Improvements: If any improvements within the proposed Administrative Plat area will be publicly owned, please submit a Schedule of Improvements to be completed with the development.

- Document Name: Schedule of Improvements

Link: [Schedule of Improvements Template](#)

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

12. Water Resources Report (if applicable): In 2022, the City of Brighton made significant changes to the raw water dedication/fee-in-lieu payment requirements in Brighton Municipal Code Section 13-4-10. These changes may have an effect on any communication, both written and oral, that was previously had with the Water Resources Division of the Utilities Department. If you have any question at all related to the water dedication/fee-in-lieu payment requirements in Brighton Municipal Code, previous communications with Utilities staff or water resources requirements to develop in the City of Brighton, please reach out to us at 303-655-2239. Please submit a Water Resources Report, per Section 13-4-10 of Brighton Municipal Code, for review. The linked policy below outlines the code requirements.

[Policy Link](#)

13. With an Administrative Plat application, General Design Standards may be required. Please contact the Community Development Department (303-655-2059) to determine whether the General Design Standards will be required. If required, please provide a set of design standards to be used within the development. For subdivisions with only one lot or considered infill development, a site plan may be submitted in lieu of the General Design Standards.

Link: [General Design Standards Template Instructions](#)

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

14. 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

15. 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](#)

16. **Please answer this question by clicking the "Add A Comment" button in the bottom right corner of this box:** Is new right-of-way or any other public dedication required?

17. No hard copies are required at the time of project submission.

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.