

City of Lakewood Plat Specifications

REVISED 7/11/12

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A Professional Land Surveyor, licensed to practice in the State of Colorado, is required to prepare all final plats. The information shown on the plat needs to be legible and all supporting documents must be originals or legible copies.

For a digital copy of this information, see the City's website: www.Lakewood.org/subdivision.

PLAT CHECKLIST

Elements that are required on all plats are shown in black, while elements that are Case Specific are shown in blue.

Common Elements for all plats (Preliminary and Final Plats, including Lot Line Adjustments)

- 1. Sheet Size. 24" x 36". Landscape Layout.
- **2. Subdivision Name.** Top, center of each sheet. Minimum ½" tall text. Unique name. Do not start name with "a", "an", "the" or numbers. Typically has "Subdivision"as part of name.
- **3. Vicinity Map.** First page. 1" = 500' scale. Show 1,500' from subdivision boundary. Major streets, parks, railroads and drainageways shown with their names.
- **4. Index Map and Match Lines.** Only needed if the drawing spans multiple sheets. Index map on all sheets, showing total number and relationship.
- **5. North Arrow and Scale.** Graphic bar and written scale. 1" = 20' typically preferred. 1" = 50' maximum. 1"=100' allowed if approved by Property Management.
- **6.** Lettering. ¹/₁₀" minimum height and legible. No shading or tinting. Not covered by lines or objects. Reads from the right or bottom margins.
- 7. Line Work. Clear, legible and distinguishable. Include a legend of all line types shown.
- **8. Legend.** Show all line types, symbols and abbreviations.
- Lots, Blocks and Tracts. All shown with solid lines. All linear, angular and curve data shown. Numbered systematically, no letters used for lots, no numbers for tracts. Areas shown on all lots and tracts.
- **10. Right-of-way Lines.** Lines, widths and other dimensions shown. Existing rights-of-way labeled with recording information. Shown out 125' from the subdivided property.
- 11. Easements. All existing and proposed easements shall be shown with dashed lines and with appropriate width, or bearing and distance information. Existing easements shall be labeled as "Existing" with recording information, owner and type of easement. Proposed easements are only to be labeled as "Proposed" on the Preliminary Plat. On the Final Plat, easements to be dedicated shall be labeled as to purpose and "dedicated to the City of Lakewood by this plat" or with a reference to a general note that further describes the easement.
- **12. Flood Plain (Existing).** Show on the drawing and note the presence of existing 100-year flood plain with a reference to the appropriate FIRM.
- **13. Reference Block.** Lower right hand corner of all sheets.

Preliminary Plats

- 1. Legal Description.
- 2. Boundary. Heavy weighted, solid line. All linear, angular and curve data shown.
- 3. Existing Utilities. Size and location of all existing utilities and their easements.
- 4. Proposed Utilities. Size and location of proposed utility systems and their easements.
- 5. Existing Topography.
- **6. Zoning.** Current and proposed zoning and setbacks.
- **7. Existing and Proposed Buildings.** Building outlines shown in relation to existing and proposed lot lines.
- **8. Flood Plain (Proposed).** Show on the drawing and add note regarding any proposed relocated 100-year flood plain boundaries.
- **9.** Park and School Dedications. Required if residential units are included. Park and open space calculations. Land dedicated or fee in-lieu of land shown.
- **10. Site, Building and Landscape Designs.** Conceptual designs of all required landscaping, fencing, lighting or on-site improvements shown.
- 11. Plat Expiration Note.
- 12. Existing Structures Note.

Final Plats

- **1. Margins.** A solid border line shall depict margins. The top margin shall be a minimum of 1" above the Recordation Text. All other margins shall be a minimum of $\frac{1}{2}$ ".
- 2. Recordation Text. Provided in the top margin.
- 3. Title Description. On all sheets. Centered immediately below the subdivision name. Smaller than the subdivision name, references previous plat (if previously subdivided), Aliquots, Quarter Section, Section, Township, Range and Principal Meridian. No abbreviations. City, County, State.
- 4. Vacating/Abandoning Existing Easements. Applicant may need to provide utility locates, if required by Property Management. Provide Separate Vacation of Easements sheet. Recording information of abandonment letters to be noted on drawing and in General Notes. Property Management will prepare abandonment letters and provide them to the utility providers.
- **5. Vacation of Right-of-way.** City Council Approval by ordinance required. List in General Notes and on drawing with recorded Ordinance #.
- 6. Revisions. No revision blocks or dates are to be shown on the final mylar.

- **7. Adjacent Properties.** Show lands out at least 125' from the subdivision boundary (not including R.O.W.). Parcel labels to include conveyances, lots, and blocks, etc.
- **8. Monumentation.** Show found/set monuments, aliquot corners and other evidence used for boundaries of legal description. Reference with different symbols in legend. Must comply with State requirements.
- **9. Subdivision Boundary.** Heavy weighted, solid line. Angle points, curves and tangency points shown. Directional calls and distances must match the legal description. Symbols identified. Areas labeled, "Not a part of this subdivision" if needed.
- **10. Dedication Certificate or Legal Description.** A full description in the upper left hand corner on the title sheet, immediately followed by the Construction Covenant.
- 11. Construction Covenant. If a PIA is needed. Shown below dedication.
- **12. Owner Signature.** Choose the appropriate block based on the type of ownership.
 - A. Individual.
 - B. General (Limited) Partnership.
 - C. Corporation.
 - D. Limited Liability Company.
 - E. Power of Attorney.
- **13. Notary Certificate.** One for each owner's signature.
- **14. Deed of Trust Holder with Notary Certificate.** This is required only with fee simple dedication to the City. Follows owner certificate. A separate ratification can be provided to avoid sending the mylar out for an additional signature.
- **15. Title Company Certificate.** This is required only with fee simple dedication to the City. Signed by Colorado-licensed title agent, with accompanying letter indicating name, address and title of person signing. Lands over \$5,000 in value must be insured and City named in the policy.
- 16. General Notes.
 - **A. Preparation Date.** Date plat prepared shown in General Notes.
 - **B.** Basis of Bearings. Between two quarter section monuments.
 - **C. Subdivision History.** Reference history in General Notes. If first subdivision, "This is the first subdivision of the area platted herein." If a replat, reference previous plats and recording info. Capitalize subdivision names.
 - **D. Land Dedications.** Purpose of tracts in General Notes. All tracts labeled as publicly or privately owned. Acreages identified. "No new property or easements or rights-ofway dedicated by the subdivision plat." in General Notes if none dedicated.
 - **E. Formation of a Homeowners Association.** Refers to the need to convey a property to the HOA, but the conveyance needs to be done by a separate instrument.
 - **F.** Homeowners Association Maintenance. Establishes maintenance responsibilities for tracts or easements.

- **G. SEVA Easement.** Service and emergency vehicle easements shown on the drawing and listed in the General Notes.
- **H. Private Access Easement.** Shown on drawing and listed in the General Notes.
- Stormwater Detention Areas & Easements. One of four types, depends on case specifics and location.
 - Single Family and Duplex Developments with an HOA. For tracts or lots conveyed to an HOA.
 - 2) Single Family and Duplex Developments without an HOA. For detention easements dedicated to the City.
 - **3) Developments other than Single Family or Duplex.** Include note, but do not show Drainage Areas on Final Plats.
 - 4) Stormwater Drainage Easement. For all drainage easements being dedicated to the City.
- J. Underdrains. Required for all subdivisions using underdrain systems within City R.O.W.
- K. Utility Easement Note. Describes utility easements dedicated to the City. One of two types.
 - 1) Single/Multi-Family Developments. Show the easements on the drawing and add note to General Notes.
 - **2) Commercial Developments.** Show the easements on the drawing and add note to General Notes.
- 17. Surveyor Certificate. Signed by a professional land surveyor, licensed in the State of Colorado.
- 18. Approvals.
 - A. Park Land Dedication. Required for all plats that include residential units.
 - B. School Land Dedication. Required for all plats that include residential units.
 - C. City Plat Acceptance.
 - **D. Planning Commission.** Required for all plats approved by the Planning Commission.
 - **E. City Dedication Acceptance.** Used only if dedications are made by plat. Customize to specific easements or fee simple dedication.
 - **F.** Recorder Certificate. Lower right corner, above the Reference Block.

An AutoCAD (DWG) file of a typical Final Plat (sheet 1) is available on the City's website to aid in preparing the drawing.

NOTES, CERTIFICATIONS AND ACKNOWLEDGEMENTS

- A. Recordation Text Top Margin. This text is the only text allowed in the top margin of sheet 1 of any plat. This text is to be located close to the border line of the top margin without touching that line. This text is to be left justified to the left margin line extended past the top borderline. There must be a 1-inch open margin above this recordation text. All recordation text must appear in all CAPS with ¼" sized letters:
 - I. "RECEPTION NO. ," (followed by a $4\frac{1}{2}$ " blank space to allow for the 10-digit reception number followed by a period).
 - II. "DATE , 20___," (followed by a 1½" blank space to allow for an enumerated month & day, i.e., 11/20 which is then followed by the year filled in if the year is known when the plat is to be recorded).
 - III. "TIME ," (followed by a $1\frac{1}{2}$ " blank space to allow for the time of day the plat is recorded).
 - IV. "COUNTY OF JEFFERSON, STATE OF COLORADO, \$"
 - V. On all subsequent sheets, only the "RECEPTION NO." is needed in the same location as sheet one.

<u>NOTE</u>: All blank lines referenced above will be filled in by the Jefferson County Clerk and Recorder's office at the time of recordation.

A. Dedication Certificate or Legal Description. Beginning in the upper left-hand area of the Title Sheet will begin the written Legal Description or Dedication Certificate. Immediately following such written information shall be the Owner Signature Block and immediately followed by a Notary Certificate, and if applicable, followed by the Deed of Trust Holder and its Notary Certificate block, followed again by the Title Company Certificate (all listed below).

A Dedication Certificate shall be used on any plat offering lands to be dedicated Fee Simple or Easement to the City of Lakewood. When using a Dedication Certificate, all property owners must have separate Owner Signature Block and Notary Certificates, including Deed of Trust Holder certificates and or other foreclosable lien holders' signatures if the land to be dedicated is Fee Simple. Dedications of easement-only do not require Deed of Trust Holder or Title Company certificates.

The Dedication Certificate may include all or combination of the items on the following pages.

DEDICATION CERTIFICATE

The undersigned, being the owner(s) of the following described property:

[Complete and accurate legal description of the property - see NOTE 1 below]

has laid out, subdivided and platted the same into lots, blocks, tracts, and right(s)-of-way as herein shown under the name and style of _____ {insert plat title CAPITALIZED or all BOLD or all UNDERLINED} and (Using whichever and as many of the following dedications is applicable)

do(es) hereby grant and convey to the City of Lakewood for public use and roadway purposes all such right(s)-of-way [this language includes all ways, courts, places, boulevards, etc.], and Tracts (list any tracts dedicated to City), in fee simple, with all appurtenances and warrants title to the same.

(if and where applicable) and further grants and conveys all ______ {list lands dedicated as easements} easements over, upon, under and across said lots at locations shown on the accompanying plat for installation, reconstruction, operation, and maintenance of {list lands to be maintained} facilities, (if utility easement, then add "private public utility" per XCEL Energy) with all appurtenances and warrants title to the same.

and (if and where applicable) do(es) hereby further grant to the City of Lakewood each and every right of access across Access Control Line (ACL) ____ {list all access control line numbers}__.

A complete and accurate legal description is required of all property to be subdivided. All legal descriptions shall begin with a title paragraph referencing any platted lands; aliquot portions thereof, included shall be Quarter Section, Township, Range, Principal Meridian, City, County, and State. A full description of the perimeter of the subdivision boundary is required, with no exceptions, unless the exception is fully encapsulated within the subdivision (e.g. R.O.W. that exists within the subdivision and is not being replatted).

A resubdivision shall reference the original subdivision by the Lot, Block, and Tracts originally platted, referencing original plats recording information by the original Plat Book and Page. Plats recorded after April 4, 2005 shall be referenced by its Reception Number. Any description shall include reference to any vacated rights-of-way by the recording information of the vacation instrument.

If the area is unplatted, the legal description is to be described by metes and bounds around the exterior of the property being subdivided. A resubdivision of portions of platted lots will require a metes and bounds description- i.e. if only a portion of the original platted lot(s) is being included in the new plat.

LEGAL DESCRIPTION

The undersigned, being the owner(s) of the following described property:

[Complete and accurate legal description of the property – see NOTE 1 below]

has laid out, subdivided and platted the same into lots, blocks and tracts as herein shown under the name and style of \left\{\list plat \title all \capparall \capp

Any completely encapsulated parcel to be excepted out of the subdivision boundary shall be referenced in any written legal description with "<u>EXCEPT</u>", by the most recent instrument of conveyance and specifically labeled on the plat as: "NOT A PART OF THIS SUBDIVISION".

The ownership of lands being subdivided may involve individuals, partnerships, corporations, etc. Depending on the type of ownership, one or more of the following Owner Signature Block may be appropriate:

| 1. Individual: | |
|-------------------------------------------------------|--------------------|
| Owner: {Print name} | _ |
| 2. General (Limited, or other) Partnership: | |
| ABC PARTNERSHIP, a Colorado General type) Partnership | (Limited, or other |
| By: General Partner (or Partner) | |
| By: General Partner (or Partner) | |
| 3. Corporation: | |
| QRS CORPORATION, a Colorado Corporation | |
| By: President | _ |
| ATTEST: | |
| (Optional) | [SEAL] |
| Secretary | _ |
| 4. Limited Liability Company: | |
| XYZ LLC, a Colorado Limited Liability Company | |
| Ву: | |
| Manager or Managing Member | _ |

| J. II I UWEI UI ALLUITIEV HAS DEEH ASSIUHEU LU AHULHEI DA | has been assigned to another party: |
|-----------------------------------------------------------|-------------------------------------|
|-----------------------------------------------------------|-------------------------------------|

| JOHN H. DOE |
|--------------------------------------------------|
| By: |
| John H. Doe, by William H. Doe, Attorney-in-fact |

6. All Owner Signature Block are to be followed by a Notary Certificate. If more than one owner, each and every owner is to have their own Notary Certificate.

| NOTARY CERTIFICATE |
|-----------------------------------------------------------------------------------------------------------------------|
| STATE OF) |
| STATE OF)) § COUNTY OF) |
| The above and foregoing instrument of{list plat title in all bold or all CAPS} was acknowledged before me this day of |
| My Commission expires:1½" |
| Witness my hand and official seal. |
| [SEAL] |
| Notary Public |

C. Construction Covenant. Every final plat involving a Public Improvement Agreement shall contain the following covenant signed by the owner. The Construction Covenant is to be located directly beneath the dedication language (written legal description) ensuring that the owner is signing for the covenant. This is allows the owner to sign once on the plat and not multiple times.

CONSTRUCTION COVENANT

The undersigned owner(s), hereinafter known as the dedicators, for themselves, their heirs, successors and assigns, covenant and agree with the City of Lakewood that no structure constructed on any portion of the platted land shown herein, shall be occupied or used unless and until all required public improvements, as defined by the Lakewood Municipal Code, 14.13 are in place and accepted by the City or cash funds or other security for the improvements are escrowed with the City, and a Certificate of Occupancy has been issued by the City. Issuance of the Certificate of Occupancy shall be prima facie evidence that the foregoing conditions have been complied with.

D. Deed of Trust Holder. This is only required when a Fee Simple dedication is to the City of Lakewood by Plat. It requires any deed of trust holder to subordinate their interest to the City.

DEED OF TRUST HOLDER

| The undersigned, as legal Holder of the Deed of Trust / Mortgage recorded on{Date Recorded} at Reception Number of, hereby consents to the within plat and subordinates all of its right, title and interest under said Deed of Trust / Mortgage to the within plat. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signed this |
| Lender: [Print name of person signing, their title and name of company] |
| Add separate NOTARY CERTIFICATE for the above signature: |
| NOTARY CERTIFICATE |
| STATE OF) |
| COUNTY OF) |
| The above Deed of Trust Holder Certificate was acknowledged before me this <a ,="" 11="" 20="" 4"="" by="" day="" here}"="" href="2" name="" of="" signatory's="" {insert="">11/4" , 20 , by {insert signatory's name here} . |
| My Commission expires:111/4" |
| Witness my hand and official seal. |
| [SEAL] |
| Notes Dublic |
| Notary Public |

Note: The Plat Ratification Document on the following page may be utilized instead of having this approval block on the plat, if so desired. The document, once signed and notarized, shall be returned to the City to be recorded in the County Records sequentially with the plat.

PLAT RATIFICATION

The undersigned, as the current legal Holder of the Deed of Trust recorded on *DATE* at Reception Number #######, and assigned to current Holder by instrument recorded at Reception Number #######, of the records of the Jefferson County Colorado Clerk & Recorder, hereby consents to and ratifies the plat referenced hereon currently being processed by the City of Lakewood under Case Number *CASE NUMBER*.

| Name of Plat: <u>NEW PLAT NAME</u> | |
|------------------------------------|----------------------------------------------------------------------------|
| Reception Number of Plat: | |
| Signed this day of | , 20 |
| By (name) LENDER NAME (COMPANY) | as (title) |
| NOTARY CERTIFICATE | |
| STATE OF |) |
| STATE OF | _) |
| | Certificate was acknowledged before me this day of, as of LENDER NAME der. |
| My Commission expires: | |
| Witness my hand and official seal. | |
| [SEAL] | |
| | Notary Public |

E. Title Company Certificate. This is required only when a Fee Simple dedication is to the City of Lakewood by Plat. A Title Agent representing a Title Insurance Company licensed to do business in the State of Colorado must complete this certificate. In addition, a letter on the Title Insurance Company letterhead must be submitted to Property Management stating the company name, address, and the name and title of the person in the company who is to sign the certificate below. Lands to be dedicated (with a value of \$5,000 or greater) must be insured by the owner dedicating such lands. The policy must name the City of Lakewood as the insured for only those lands being dedicated.

| TITLE COMPANY CERTIFICATE | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| The undersigned Title Company, which is duly licensed and authorized to do business in the State of Colorado, has examined the status of title to the real property shown upon the within plat, and hereby certifies that all parties signatory to this plat and to the dedication certificate hereon, are those necessary to encumber the fee simple estate by the within plat, and to dedicate to the City of Lakewood, free and clear of all liens and encumbrances except as described hereon, all lands dedicated and shown upon the within plat as (<i>List verbatim as in the Dedication Certificate - all purposes and specific types of dedications</i>). | | |
| Signed this | | |
| [Name of Title Company Name, and complete address] | | |
| By:(Name of Title Agent, and their title, signing) | | |

There are some instances where there is only a title commitment being issued and only in those instances will the above certificate be allowed to be altered to reflect "Commitment" replacing "Policy". If a commitment is approved by Property Management, the City of Lakewood must be named on that commitment for the lands being dedicated and its purpose.

F. Surveyor Certificate. A certificate shall be signed by a Professional Land Surveyor licensed to practice in the State of Colorado, certifying that they are directly responsible for the survey done under their supervision and that the final plat accurately depicts the subdivision and the survey thereof.

| SURVEYOR CERTIFICATE | | | |
|------------------------------------------------|--------------------------------------------------|--|--|
| | | | |
| l,3" | a Professional Land Surveyor in the State of | | |
| Colorado, License Number | do hereby certify that the survey of \{ list the | | |
| • | TERS} was made by me or under my direct | | |
| | , and that the accompanying map accurately and | | |
| properly shows said subdivision. | | | |
| property eneme cara cabatterent | | | |
| Signed this 1/2" day of 11/4", | 20 | | |
| [SEAL - with Surveyor's signature through it.] | | | |
| [SEAL - Willi Surveyor's signature unough it.] | | | |
| | | | |

| G. | 6. Park Land Dedication. To be used for plats which include residential units: | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| | PARK LAND DEDICATION | | | |
| The land dedication requirements for units have been satisfied. A chanumber of units may require changes in dedication requirements (City Ordinance | | | | |
| | Approved: | | | |
| | Kit Botkins Date Director of Community Resources | | | |
| н. | School Land Dedication. To be used for plats which include residential units: | | | |
| | SCHOOL LAND DEDICATION | | | |
| | The land dedication requirements for units have been satisfied. A change in the number of units may require changes in dedication requirements (City Ordinance O-97-5). | | | |
| | In certain situations, when agreed upon by the Director of the Planning Department, the following signature block should be used: | | | |
| | SCHOOL LAND DEDICATION | | | |
| | The land dedication requirements for units shall be satisfied at the time of the building permit for each of the units. A change in the number of units may require changes in dedication requirements (City Ordinance O-97-5). | | | |
| I. | City Plat Acceptance. The following Acceptance/Approval block is required on all plats and is to be placed directly under the School Land Dedication block (when applicable): | | | |
| | CITY PLAT ACCEPTANCE | | | |
| | The foregoing plat is approved for filing and accepted by the City of Lakewood, Colorado, this ½" day of <a <="" a="" href="mailto:11/4">, 20 by the Planning Director. | | | |
| | Travis Parker Planning Director | | | |
| | Attest: | | | |
| | City Clerk: Margy Greer | | | |

| J. I | Planning Commission. If plat is to be approved by the Planning Commission: |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | PLANNING COMMISSION |
| | Approved by the City of Lakewood Planning Commission this day of, 20 |
| | Chair: (print name) |
| | Secretary: (print name) |
| | Jefferson County Clerk and Recorder's Certificate. This certificate must be located in the ower, right hand corner of the sheet. |
| | RECORDER'S CERTIFICATE |
| | Accepted for recording in the Office of the County Clerk and Recorder of Jefferson County at Golden, Colorado, on this day of, 20 at o'clockm. |
| | Jefferson County Clerk and Recorder By: Deputy Clerk |
| t | City Dedication Acceptance. The language in this signature block can be shortened to reflect the relevant easement(s) or land(s) being dedicated. Property Management will sign this block as the designee of the City Manager per Ordinances O-83-108 & O-84-105 and the City of Lakewood Municipal Code section 14.13.060 (f). |
| | CITY DEDICATION ACCEPTANCE |
| | The foregoing plat is approved for filing, and conveyance of (if applicable) the {insert all fee simple Right(s)-of-Way dedications to be made} for public use and roadway purposes and |
| | <u>{insert all other fee simple - any Tracts and easement dedications}</u> and all other places designated for public use shown thereon are accepted by the City of Lakewood, Colorado, |
| | (if applicable) subject to the condition that the City shall undertake maintenance of <u>{insert all fee and easement dedications}</u> and other places designated for public use only after construction of said <u>{insert all fee and easement dedications}</u> and all other places designated for public use have been satisfactorily completed by the subdivider and accepted by the City of Lakewood. |
| | Signed this, 20 |
| | Property Management: (insert name of P.M. staff) |

M. Service and Emergency Vehicle Access (SEVA) Easement.

The Service and Emergency Vehicle Access (SEVA) Easement shown hereon shall be dedicated to the City of Lakewood and be constructed and maintained by the owner and subsequent owners, heirs, successors and assigns. In the event that the owner(s) fail or refuse to perform any required maintenance, the City of Lakewood shall have the right, but not the obligation, to enter said easement and perform necessary work, and shall bill the owner(s) for the costs of the maintenance work. In the event that the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place liens against the property legally described as <a href="#right-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-legal-leg

N. Private Access Easements. When private access easements are required for lot owners to cross one another's property, they shall be reserved, shown and dimensioned in the manner of any other typical easement, labeled as "Private Access Easement, See Note ___" and referenced in the General Notes as follows:

| The easement shown and label | ed hereon as | "Private Access | s Easemen | ıt" lying in | Block |
|------------------------------------|----------------|-----------------|-----------|--------------|--------|
| , Lot(s) | _ is a private | ingress/egress | easement | reserved f | or the |
| exclusive use of the owners of the | said Lot(s) | · | | | |

- O. Stormwater Detention Areas and Easements. Included in the General Notes, as needed:
 - **1.**Single Family and Duplex Developments with an HOA required:

<u>{Tract or Lot}</u>, conveyed to the Homeowners Association (HOA) by separate instrument, includes stormwater detention, water quality features, drainage facilities, and landscaping. The maintenance and replacement of all hardscape drainage facilities is the responsibility of the City. The City is hereby granted access to <u>{tract or lot}</u> to perform said responsibilities.

The maintenance and replacement of all irrigation, landscaping, all other vegetation, or other improvements is the responsibility of the HOA and owners of the lots within this subdivision, all of whom shall hereby have the right to enter such area(s) to perform necessary maintenance.

In the event that the HOA fails or refuses to perform any required maintenance, the owners of Lots ___ shall become responsible for said maintenance. In the event that the individual lot owners fail or refuse to perform any required maintenance, the City of Lakewood shall have the right, but not the obligation, to enter ___ {tract or lot} __ and perform necessary work, and shall bill the HOA, or, if the HOA has ceased to exist, the owners of the individual lots on a pro rata basis, for the costs of the maintenance work. In the event that the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place liens against each of the properties legally described as ___ {list each lot and block and tract of the subdivision} ___ to the full extent of all costs incurred.

No building, fence, fill or structure will be constructed in the stormwater detention area, water quality area, or drainage facilities and no changes or alterations affecting the hydraulic characteristics of the stormwater detention area, water quality features, or drainage facilities will be made without the approval of the City Engineer.

2. If an HOA is not required, maintenance responsibilities will be tied to a lot in that project.

The stormwater detention easement across Lot ____, dedicated to the City of Lakewood by this plat, includes stormwater detention, water quality features, drainage facilities, and landscaping. The maintenance and replacement of all hardscape drainage facilities is the responsibility of the City. The City is hereby granted access to Lot __ to perform said responsibilities.

The maintenance and replacement of all irrigation, landscaping, all other vegetation or other improvements is the responsibility of the owner(s) of Lot ____. In the event that the owner(s) fail or refuse to perform any required maintenance, the City of Lakewood shall have the right, but not the obligation, to enter Lot __ and perform necessary work, and shall bill the owner(s) for the costs of the maintenance work. In the event that the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place liens against the property legally described as ___ {list each lot and block and tract of the subdivision} __ to the full extent of all costs incurred.

No building, fence, fill or structure will be constructed in the stormwater detention easement, water quality area, or drainage facilities and no changes or alterations affecting the hydraulic characteristics of the stormwater detention facility, water quality features, or drainage facilities will be made without the approval of the City Engineer.

3. Developments other than Single Family or Duplex:

The stormwater detention area(s) and/or water quality facilities shall be maintained by the owner and subsequent owners, heirs, successors and assigns all of whom shall hereby have the right to enter such area(s) to perform necessary maintenance. In the event that the owner fails or refuses to perform any required maintenance, the City of Lakewood shall have the right, but not the obligation, to enter such area(s) and perform necessary work, and shall bill the owner for the costs of the maintenance work. In the event the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place a lien against the property legally described as ____{list each lot and block of the subdivision}_____ to the full extent of all costs incurred.

*{if the area is in a tract conveyed to the HOA replace the last few lines of the note above with the following.}

...the City shall have the right to place liens against each of the properties legally described as _____ {list each lot and block of the subdivision} ____ to the full extent of all costs incurred.

{continue with the following paragraph} No building, fence, fill or structure will be constructed in the stormwater detention area, water quality area, or drainage facilities and no changes or alterations affecting the hydraulic characteristics of the stormwater detention area, water quality features, or drainage facilities will be made without the approval of the City Engineer.

4. When stormwater drainage easements are required to be dedicated to the City, the following language shall appear in the General Notes:

The stormwater drainage easement shown hereon is dedicated for the purpose of operation, repair, alteration, and maintenance of a stormwater management system. The maintenance and operation of the said facility shall be the responsibility of the City, providing the design, construction and maintenance criteria of the City are followed, and the said facility has been accepted by the City.

No building, fence, fill or structure will be constructed in the stormwater detention easement, water quality area, or drainage facilities and no changes or alterations affecting the hydraulic characteristics of the stormwater detention facility, water quality features, or drainage facilities will be made without the approval of the City Engineer.

5. Plat note for underdrain systems:

The underdrain main line system shall be owned and maintained by the Homeowners Association (HOA). Each underdrain service lateral shall be owned and maintained by the owner(s) of the individual lot that it serves.

In the event that the HOA fails or refuses to perform any required maintenance of the underdrain main line system, the owners of the individual lots served by the main line system shall become responsible for said maintenance. In the event that the individual lot owners fail or refuse to perform required maintenance on the underdrain main line system, the City shall have the right, but not the obligation, to perform the necessary work, and shall bill the HOA, or, if the HOA has ceased to exist, the owners of the individual lots on a pro rata basis, for the cost of the maintenance work. In the event that the City is not reimbursed for all such costs within thirty (30) days after mailing of the bill, totaling the costs incurred, the City shall have the right to place liens against each of the properties legally described as lots {list each lot and block and tract of the subdivision} to the full extent of all costs incurred.

- **P. Formation of a Homeowners Association.** When Tracts or Common Areas in a Subdivision are to be conveyed to a Homeowners Association, the following will be within the General Notes:
 - 1. FORMATION OF HOMEOWNERS ASSOCIATION

Tract __{{list all tracts to be conveyed}} __shall be conveyed to the __{{proper name of the HOA}} __Homeowners Association (HOA) by separate instrument at a later date and will be owned and maintained by the HOA or owners of the lots within this subdivision. Prior to issuance of any building permit, the __Declaration of Covenants, Conditions and Restrictions, for ___{{title of subdivision}} __must be recorded along with the conveyance deed proving the formation of the HOA and ownership of tract ____{{list all tracts to be conveyed}} ___ by the HOA. A recorded copy of these documents must be received by the City of Lakewood's Planning Department and verified by Property Management before building permits can be issued.

2. Note for an HOA for establishment and maintenance of tracts and or common areas. The above note establishing the HOA must precede this note.

- **Q. Utility Easement Notes.** These shall be used to describe utility easements dedicated to the City of Lakewood by plat. Dry utility easements are typically required along the rear property lines. The following language shall be modified if necessary to fit the situation and easement(s) required.
 - **1.** Single/Multi Family Development:

Eight-foot (8') wide dry utility easements are hereby dedicated to the City of Lakewood on private property as shown hereon. These easements are dedicated for the installation, maintenance, and replacement of electric, gas, television cable, and telecommunications facilities (Dry Utilities). Permanent structures and water meters shall not be permitted within said dry utility easements.

2. Commercial Development:

Minimum Ten-foot (10') wide dry utility easements are hereby dedicated to the City of Lakewood on private property as shown hereon. These easements are dedicated for the installation, maintenance, and replacement of electric, gas, television cable, and telecommunications facilities (Dry Utilities). Permanent structures and water meters shall not be permitted within said utility easements.

- **R. Reference Block.** In the lower right hand corner justified to the far right within the border line of each sheet shall appear the following items, all CAPITALIZED and at a minimum height of ¼-inch sized lettering:
 - 1. Number of sheets, i.e., SHEET OF
 - 2. The City case number, e.g., FI-05-002 or LA-05-003.
 - 3. The quarter section map code number, e.g., 39-354 or 49-354
 - 4. d. A ³/₄-inch line for approval initialization, e.g.,
 - 5. The full title of the plat on a single line not stacked.

5-DIGIT COUNTY QUARTER SECTION CODE EXPLANATION

Example: **49-354**

The first digit of the code is derived from the Township the property is located in and is taken directly from the Township Number (Example: a tract of land in the Southeast ¼ of Section 35, Township 4 South, Range 69 West would start out with 4). For the City of Lakewood, these values are 3, 4, or 5.

The second digit of the code is derived from the Range and is taken directly from the **second digit** of the Range Number (Example: a tract of land in the <u>Southeast ¼ of Section 35, Township 4 South, Range 69 West</u> would have it's second digit as **9**). For the City of Lakewood, these values are either 9 (for Range 69) or 0 (for Range 70). A dash is placed between the first two digits and the last three digits.

The third and fourth digits of the code are derived from the Section and are taken directly from the Section Number (Example: a tract of land in the <u>Southeast ¼ of Section 35, Township 4 South, Range 69 West</u> would have it's third and fourth digits as 35). These values will always run from 01 to 36.

The fifth digit of the code is derived from the Quarter ($\frac{1}{4}$) Section and is taken by assigning a number from 1 to 4 to the Quarter Section that the property is located. These numbers are assigned as follows: Northeast $\frac{1}{4} = 1$, Northwest $\frac{1}{4} = 2$, Southwest $\frac{1}{4} = 3$, Southeast $\frac{1}{4} = 4$. (Example: a tract of land in the **Southeast** $\frac{1}{4}$ of Section 35, Township 4 South, Range 69 West would have its fifth digit as **4**). These values will always run from 1 to 4.

The complete **5-DIGIT COUNTY QUARTER SECTION CODE** for this property would be **49-354**. This code will often correspond to the Jefferson County Assessor Map for the parcel.

| R 72 V | V R71W | R 70 W | R 69 W | 4 | | | | | | | |
|--------|--------|------------|----------|--------|------------------------|---------------|----------|----|----|----|--|
| 22 | 21 | 20 | 29 | T 2 S | 6 | 5 | 4 | 3 | 2 | 1 | |
| 32 | 24 | 20 | 20 | Tac | 7 | 8 | 9 | 10 | 11 | 12 | |
| -32 | 31 | 30 | 39 | T3S | 18 | 17 | 16 | 15 | 14 | 13 | |
| 42 | 41 | 40 | 49 | T 4 S | 19 | 20 | 21 | 22 | 23 | 24 | |
| 52 | 51 | 50 | 59 | T 5 S | 30 | 29 | 28 | 27 | 26 | 25 | |
| | (1 | 60 | 605 | T 6 S | 31 | 32 | 33 | 34 | 35 | 36 | |
| 62 | 61 | 60 | 69 | 163 | | SECTION INDEX | | | | | |
| 72 | 71 | <i>7</i> 0 | 79) | T7\$ | | 2 | | | 1 | | |
| 82 | 81 | 80 | § | T 8 S | | NW | | NE | | | |
| 92 | 91 | 90 Å | | T 9 S | 3 S W | | 4 S E | | | | |
| 02 | 01 | r | | T 10 S | T 10 S QUARTER SECTION | | | | | | |

- **S. Preliminary Plats** are required, unless waived by the Director. The Preliminary Plat is intended to show all existing conditions as they relate to the subject property; e.g., building, utilities, fences, etc.
 - 1. Flood Plain Note. For any preliminary map with a proposed relocated flood plain on the site:

FLOOD PLAIN NOTE:

The flood plain shown on this Preliminary Map is a proposed flood plain. Approval of this Preliminary Map does not change the flood plain boundary. Separate reports and/or plans will be required with the final plat to amend the flood plain.

2. Plat Expiration Note.

PLAT EXPIRATION NOTE:

A Preliminary Plat shall be effective for two years from the date of approval unless an application for a final plat has been filed with the City and is in the review process or the Director grants an extension upon showing of cause.

3. Existing Structures Note.

EXISTING STRUCTURES NOTE:

Any fencing or accessory structures that do not conform to the zoning standards must be removed, relocated or altered to comply with all regulations prior to the Director's review of the Final Plat. No accessory structures may exist on a lot without a primary structure as determined by the City of Lakewood Zoning Ordinance.

4. Director's Approval.

| PLANNING DIRECTOR | | | | | | | |
|--------------------------------------------------------------------|--|--|--|--|--|--|--|
| Approved by the Planning Director of the City of Lakewood this day | | | | | | | |
| | | | | | | | |
| Travis Parker | | | | | | | |
| Planning Director | | | | | | | |

ELECTRONIC SUBMITTAL INFORMATION

1) Design Web Format (DWF) Submittals: The DWF file is similar to an Adobe PDF file. AutoDesk Design Review, DWF Viewer, and DWF Writer programs are free downloads from AutoDesk's website: www.autodesk.com. Applicants are strongly encouraged to provide a DWF file of their project at the same time they make any paper submittal to the City (initial application and subsequent re-submittals). The DWF file shall show the same layout as would be plotted on (a) 24" by 36" sheet(s) of paper and shall be submitted to the Project Manager via email. This DWF submittal is intended to increase accuracy of review, reduce paper usage and applicant costs, speed comments between the applicant and the City, and greatly aid in electronic record keeping.

If a DWF file is submitted, the applicant may submit one (1) less copy of the paper sheet(s) than would otherwise be required. The Layout (a.k.a. "Paper-space") view should be plotted, and not working (a.k.a. "Model-space") view for DWF submittals. All pages of the layout should be included as a single DWF file and be set to the appropriate scale.

2) CAD-Submittals: To be submitted upon final approval of a Final Plat. The City of Lakewood CAD-Submittal Requirements will assist in the creation and use of digital mapping in both the public and private sector and facilitate the development of more efficient and accurate digital parcel records. Additional benefits include increased operating efficiencies by reducing duplication of efforts between private, local, county and state agencies.

To be successful in this process, the electronic submission must conform to the required platting standards, structural requirements and naming conventions, which are in an electronic format. Platting standards ensure that map data in the submittal will be survey quality and accurate. Structural requirements ensure that the submitted CAD (computer aided drafting) files are in a format that can be moved into the City's GIS (Geographic Information System) and AutoCAD based drawings.

The digital submission shall encompass the limits of the plat boundary including adjacent parcels out 125-feet from the boundary. No lines are to be broken and must all snap to their terminating lines. All lines must be the same length as measured in the field.

Final Plat Requirements in a CAD-Submittal. The final plat electronic deliverable file shall be a graphical representation of the property being subdivided as surveyed in the field. This CAD file must be mathematically correct as surveyed. All lines are to be a continuous line type and unbroken. All line distances must be to length as measured in the field to two decimal places. The following is a summary of features required in the plat file.

- **A.** Subdivision boundary lines closed to within 1:25,000, continuous line type in its own layer.
- **B.** Lot, Block, and Tract lines shall be a continuous line type each of which will be in a separate layer and snapped together at all corners and where adjacent lots contain a common line(s).
- **C.** Lot and Block Numbers using standard text and in a separate layer and shall be shown within each lot and block.
- **D.** Easements shall be shown using continuous line type, which must be in a separate layer. Existing easements shall be in one layer and new easements shall be in another layer. The new easements layer will include all new easements representing utility, pedestrian and traffic control devices; Service and Emergency Vehicle Access; Ingress/Egress, etc.

- **E.** Addresses for each parcel being platted per the City of Lakewood shall be shown using standard text and in a separate layer. The Planning Department will assign addresses to any new parcels not already addressed in the City.
- **F.** Rights-of-Way and ROW Center Lines must be accurately shown as they relate to the platted area and must be shown using continuous line types on a separate layer.
- **G.** Street Names text must be shown using standard text fonts and not to exceed 25' in height.
- **H.** If separate Tracts are dedicated for right-of-way, these must be shown using a continuous line type and in a separate layer.
- **I.** 100-Year Flood Plains (if applicable) must be shown using a continuous line type, on a separate layer. The limit of the existing flood plain defined by FEMA must be shown and referenced with text as required on the plat.
- **J.** Adjacent parcels are to be shown out 125 feet, as required in the platting process, using continuous line type and a separate layer.

SHEET LAYOUT

Examples of a Preliminary Plat (PDF) and a Final Plat (PDF & DWG) are available at the City's website at www.Lakewood.org/subdivision and show the layout where the elements should generally appear on each sheet.