



## Subdivision and Condominium Plats

### Requirements

City of Aspen Engineering Department

### Subdivision Plat:

When a development is to include a subdivision as defined in Chapter 26.480 of the Municipal Code, including lot splits and subdivision amendments, a subdivision plat shall be submitted.

The plat shall be submitted as a pdf for review. Once the reviewer is satisfied that all redline corrections have been made the plat shall be submitted on 3 or 4 millimeter thick mylars measuring 24 inches by 36 inches. A minimum of two (2) sets of mylars shall be submitted. The mylars shall have original signatures, notary stamps, and Colorado Professional Land Surveyor (P.L.S.) seals on each set. All seals and stamps shall be in black, non-smearable ink and shall be legible. All lettering shall be solid black and a minimum of 11 pt. type. Work with the COA planner on the project to submit and circulate the finalized mylars.

Subdivision Plats shall include the following:

#### General:

1. Title on the top center of the front page; a purpose under the title that clearly describes the purpose of the plat; under the purpose, a legal description of the property.
2. If multiple sheets, provide an index of sheets and match lines.
3. The name of the owner of the proposed PUD or Subdivision and the person and firm preparing the plat.
4. Surveyor's name, address and phone number.
5. The name, address, and telephone number of the owner/applicant, designer of the proposed subdivision, and the licensed surveyor.
6. Scale: The plan view must be drawn to a scale that displays the plan in a way that is clearly legible. Recommended scales include 1 inch equals 5, 10, or 20 feet.
7. Orientation: Plats should be oriented to the true North.
8. Survey plat performed or verified within the last 12 months.
9. Legend of symbols, scale, and north arrow.
10. Vicinity map showing the property surveyed in reference to nearby highway(s) or major street intersections (shown at a legible scale).
11. For large scale development provide utility agreements and/or reference to associated agreements with utility providers or ditch companies, including reception numbers.
12. List all documents used in the survey plat with recording information.



## Subdivision Layout:

13. Monuments placed (or a reference monument or witness to the corner) at all corners of the boundary of the property, unless already marked or referenced by an existing monument or witness to the corner.
14. Plat tied to COA (City of Aspen, GPS Control Monumentation, dated 12-2-2009 on the Engineering website) monuments. Use 1988 NAVD datum.
15. Overlaps and gores along the exterior of the boundaries. Explain how they were found.
16. The location and boundaries of the proposed subdivision/planned development.
17. The lot layout, dimensions and street geometry. A systematic identification of all lots and blocks and names of streets.
18. Site data tabulation listing acreage of land in the proposed subdivision, number, type, and typical size of lots, structures, and/or dwelling units; ground coverage of proposed structures and improvements, including parking areas, streets, sidewalks and open space; and the amount of open space that is being provided.
19. Proposed lot lines and areas or structures reserved or dedicated for public or common use in the proposed project.
20. Gross land area to the nearest thousandth of an acre.
21. Boundary, field, and recorded bearing and distances around the property. All curves shall be circular arcs and shall be defined by the radius, central angle, tangent, arc, and chord distances.
22. List setbacks and building envelopes.
23. Label easements and encroachments add reference numbers as applicable.
24. Existing building(s) locations and dimensions with ties.
25. Show all roads (edge of pavement as applicable), right-of-way, and distance to the nearest intersecting street if within 200 feet of property.
26. Indication of access to a public right-of-way on land, such as curb cuts and driveways adjoining the surveyed tract.
27. Label and delineate public and private roads.
28. Label and delineate ponds, ditches, springs and rivers.
29. Show snow and trash storage areas.
30. Natural hazards: Identify the areas that constitute natural hazard areas including but not limited to snow slide, avalanche, mudslide, and rockslide, as identified by the City on the 2001 Surface Drainage Master Plan and the 2009 Percent Slope Map. Differentiate areas with slopes from 30% to 40% and areas with slopes greater than 40%. Areas with slopes from 30% to 40% and areas with slopes greater than 40% will require a slope stability study performed by the Colorado Geological Survey (800-945-0451).
31. Flood zone designation (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent, by scaled map location and graphic plotting only.)
32. Any other significant manmade or natural features within or adjacent to the proposed subdivision including raw water ditches.
33. Where the proposed subdivision covers only a part of the applicant's adjacent holdings, a sketch plan for such other lands shall be submitted and the proposed streets, utilities,



easements, and other improvements of the tract under review shall be considered with reference to the proposed development of the adjacent holdings.

34. In the case of a division of land into condominium interests, apartments, or other multifamily or time-share dwelling units, the location of all proposed structures, parking areas, and/or areas for common use.

### Certificates:

35. A certificate showing review of the final plat by the City Engineer that states:  
Engineering Department Review: This plat was reviewed for the depiction of the Engineering Department survey requirements on this \_\_\_\_ day of \_\_\_\_.
36. Surveyor's certificate stating that the error of closure is less than 1/15,000.
37. A certificate by the registered land surveyor as to the accuracy of the survey and plat and a statement that the survey was performed in accordance with Title 38, Article 51, C.R.S. 1973, as amended from time to time.
38. A certificate showing approval of the final plat by Community Development Director.
39. A certificate of filing for the County Clerk and Recorder.
40. A certificate by a Corporate Title insurer that the person or persons dedicating to the public the public right-of-way, areas, or facilities as shown thereon are the owners thereof in fee simple, free and clear of all liens and encumbrances.
41. If the subdivision was approved by ordinance, a certificate showing approval of the plat and acceptance of dedications and easements by the City Council (when required), with signature by the Mayor and attestation by the City Clerk.

### Supporting Documents:

The following shall be required within the subdivision plat submittal but may not be required to be recorded on the finalized mylars. Items include contours, utilities, and landscaping for a fully compliant COA survey as well as a proposed landscaping plan.

#### Landscaping Plan:

1. Unless already submitted as part of the approved plan set, a Final Landscaping Plan must be submitted that includes the location, size, and type of existing vegetation and other natural landscape features and the proposed limits of any excavation or regrading in the proposed project, including the location of trees with a trunk diameter of six (6) inches or more measured four and one-half (4½) feet above the ground and the associated tree driplines. Include an indication of which trees are proposed to be removed. Where large groves are to remain undisturbed, single trees need not be located.

#### Standard Survey Requirements – Contours and Utilities:

2. All improvements within 5 feet extending beyond the property boundaries, including parking areas.



3. One-foot contours and the datum of the elevations.
4. Location of all utilities existing on or serving the surveyed property as determined by observed evidence and observed evidence together with evidence from plans obtained from utility companies or provided by client, and markings by utility companies and other appropriate sources (with reference as to the source of information).

## Condominium Plat:

When a development is to include a condominium form of ownership, a condominium subdivision plat shall be on mylars measuring 24 inches by 36 inches at the time of approval. A minimum of two (2) sets of mylars shall be submitted once the reviewer is satisfied that all redline corrections have been made. The mylars shall have original signatures, notary stamps, and Colorado Professional Land Surveyor (P.L.S.) seals on each set. All seals and stamps shall be in black, non-smearable ink and shall be legible. All lettering shall be solid black and a minimum of 11 pt. type.

The contents of the plat shall include everything applicable in the subdivision plat checklist above as well as the following:

1. List common elements; limited and general common areas; i.e. sidewalks, parking, open space, etc.
2. In the case of a division of land into condominium interests, apartments, or other multifamily or time-share dwelling units, the location of all proposed structures, parking areas, and/or areas for common use.