



Included?			Item	Comments
Yes	No	Insufficient		
<b>Section 1. Application and Supporting Documents (Sec. 55-47 &amp; 55-135)</b>				
			1. Preliminary plat is approved (or in the process of approval) if applicable.	
			a. If there are significant changes on the final plat from the preliminary plat, a new preliminary plat shall be submitted and approved BEFORE moving forward with the final plat.	
			<a href="https://permits.sheridangov.org/PlanReview">2. Application form and related documents have been filled out and submitted via https://permits.sheridangov.org/PlanReview.</a>	
			<a href="#">3. A list of names and current addresses of the owners of all properties within 300' of the exterior boundaries of the property (per records of the county assessor's office) Click here for instructions.</a>	
			4. Fee has been paid (per current fee schedule).	
			<a href="https://permits.sheridangov.org/PlanReview">5. Cost Sharing Agreement has been filled out, signed and submitted via https://permits.sheridangov.org/PlanReview.</a>	
			<a href="https://permits.sheridangov.org/PlanReview">6. Submit copy of final plat provided via https://permits.sheridangov.org/PlanReview. (Needed per staff review and referral requirements).</a>	
			<a href="https://permits.sheridangov.org/PlanReview">7. All documents including, but not limited to: Subdivision Boundary Traverse Sheets, and the sheets must be submitted via https://permits.sheridangov.org/PlanReview, for computed closure (Sec. 55-135.1):</a>	
			a. Sheets to include (but not limited to): Exterior subdivision boundaries, interior lot lines, rights-of-way, and easements, with a maximum error under one foot to 25,000 feet.	
			b. Copy should contain file(s) using one of these formats (in order of preference): CGDEF, DXF, Arc/Info generate, DLG 3, Atlas graphics, GEO names (U.S.G.S.), World Data Bank II.	
			8. Provide a Report and Guarantee of Clear Title, or a Title Insurance Commitment, <b>issued no more than 30 days prior</b> to the date of application submittal. (Sec. 134.2)	
			9. Environmental Audit: A Phase 1 is needed <u>if dedicating land to the City</u> to show the land is free of "hazardous substances," per CERCLA definition.	
			10. If recommended, provide a detailed "Engineering Geological Report with Supplemental Reports of Soils Investigation" prepared by a professional geologist.	



**City of Sheridan**  
Final Plat Checklist

**Project Name:**  
**RGA Job No.:**

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			11. Provide a Final Drainage Report.	
			12. Provide Final Traffic Study.	



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<b>Section 1. Application and Supporting Documents (Sec. 55-47 &amp; 55-135) - continued.</b>				
			13. Provide a Final Grading Plan.	
			14. Provide a Public Improvements Plan and Quantities Estimate, along with related cross-sections and plans.	
			15. Provide Development Agreement, if required (Sec. 55-85).	
			*City Manager may waive any of the above, or request additional information be provided.*	
<b>Section 2. Preparation (Sec. 55-134)</b>				
			1. Show proof that the plat was prepared by a registered surveyor or professional engineer licensed in the State of Colorado (stamp, etc.).	
<b>Section 3 Format (Sec. 55-134)</b>				
			1. Plat must be on 24" x 36" sheet of paper.	
			2. Sheets must have a 2" blank margin on the left side of the sheet and a 1/2" blank margin on the other three sides.	
			3. Line work, type and size of lettering must allow clear and legible reduction of the plat (to at least 1/2 size). Font must be clearly legible.	
			4. Note prior recorded subdivision date(s) in Notes section of plat, if applicable. (Needed per staff requirements.)	
			5. Provide a systematic, logical identification system for all blocks, lots and tracts in the subdivision, if plat results in more than one lot.	
			6. Include the City subdivision application case file number, City Council resolution number, rezoning application case file number and ordinance number, shown in the lower right hand corner of the plat, if applicable.	
			7. In the upper right hand corner of plat, place the following: Book _____, Page _____, Reception Number _____, Date of Recording _____	
<b>A. Index Map (Sec. 55-134.3.a)</b>				
			1. Include Index List if more than two plat sheets.	
			2. List total number of sheets, list names and page numbers of each sheet, state relationship of sheets (if needed).	
			3. Match lines shall be indicated on each sheet, if match lines are used. (Match lines are <b>not preferred</b> , avoid when possible)	



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<b>Section 3. Format (Sec. 55-134) - continued.</b>				
<b>B. Vicinity Map (Sec. 134.3.i)</b>				
			1. Show geographic relationship of the proposed subdivision to the surrounding area.	
			2. Show streets adjacent to subdivision and those serving the subdivision, along with any other features to help locate the subdivision.	
			3. Show any natural or man-made features that make subdivision easy to locate, if any exist.	
<b>C. Naming (Sec. 134.3.g)</b>				
			1. Name of subdivision prominently displayed at top center each sheet of plat (and also in a title block). Use same name as in preliminary plat, if preliminary plat process was needed.	
			2. If previously subdivided or part of PUD, name of subdivision must reflect original plat and/or must reflect PUD name.	
<b>Section 4. Required Plat Information</b>				
<b>A. Sec. 55-132.3 Preliminary Plat. Information from prior Section required on a Final Plat.</b>				
			1. Name, address, phone number in Title Blocks for the following: <b>Owner(s)</b> of property, <b>Applicant</b> , and <b>Surveyor and/or Company</b> preparing the plat. (Sec. 55-132.3.a)	
			2. Legal description on face of plat, or in Notes section of plat. (Sec. 55-132.3.b)	
			3. List existing zoning district.	
			4. List proposed zoning district, if applicable.	
			5. List existing and/or proposed use, in general.	
			6. List total acreage of the subdivision.	
			7. List the number of lots to be created.	
<b>A. Sec. 55-132.3 Preliminary Plat. Information from prior Section required on a Final Plat. (Continued)</b>				
			8. List the square footage of each lot to be created. Put inside each lot, or make a table of lot sf.	
			9. List the acreage/sf of public ROW within the subdivision, and also public dedication within the subdivision, if applicable.	
			10. List maximum allowed density of subdivision and resulting density of subdivision, if residential.	



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			11. Show removed parcel lines, vacated easements, etc. as a faded or lighter gray color and label appropriately. "Z" marks are acceptable.	



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<b>Section 4. Required Plat Information (Continued)</b>				
			<b>B. Sec. 55-134 Final Plat. Specific information required on the Final Plat.</b>	
			1. North arrow (true north).	
			2. Scale (graphic and written). Scale to be no smaller than 1" = 50' and no larger than 1" = 10' (preferred for smaller plats).	
			3. Date of plat preparation.	
			4. Date of field survey.	
			5. Date of each revision, listed in the revisions block. (Needed per staff)	
			6. Note prior subdivision recording date in Notes section, if applicable. (Needed per staff)	
			<b>7. Provide the basis for establishing bearings.</b> Indicate all stakes, monuments, aliquot corners, and/or other evidence as was used to determine the boundaries of the legal description of the subdivision and were found on the ground or were set on the ground. Provide all survey and mathematical information and data necessary to locate all monuments and to locate and retrace any and all interior and exterior boundary lines and easements appearing on the plat. This includes bearings, angles, chords, distances of straight lines, radii, arc lengths, and internal or central angles for all circular curves, all of which shall be shown on the plat. (Sac 55-134.4.e)	
			8. All pertinent information <b>inside</b> the subdivision shall be drawn with solid lines. Easements, shall be shown with dashed lines. (Sec. 55-134.3.e) <b>See Easement Section below for easements.</b>	
			a. Mark lot lines of each parcel with solid black lines. Include bearings and dimensions.	
			b. Setbacks shall not be shown.	
			9. <b>Abutting</b> existing subdivisions, ROWs, streets, alleys, easements, and lot lines shall be drawn with dashed lines finer than those of the subdivision. (Sec. 55-134.3.e). <b>See Easement Section for easements.</b>	



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<b>Section 4. Required Plat Information (Continued)</b>				
<b>B. Sec. 55-134 Final Plat. Specific information required on the Final Plat. (Continued)</b>				
			10. The boundary of the subdivision shall be clearly indicated on the final plat, using a solid thick line around the perimeter, with bearings and dimensions. (Sec. 55-134.3.h)	
			11. List names of abutting subdivisions and/or lot owners. If the abutting land is unplatted, then it shall be designated as such. (Sec. 55-134.4.c)	
			12. All land (and/or rights) offered for dedication to the City, for any purpose, shall be delineated and designated with all acreage, dimensions, boundaries, and courses clearly shown and defined in every case, with purpose labeled. (See Sec. 55-134.4.f for detailed requirements)	
<b>C. Sec. 55-134 Final Plat. Specific information required on the Final Plat. (Continued)</b>				
			13. Provide the widths and names of abutting ROWs, streets, and alleys. (Sec. 55-134.4.c)	
			14. Provide the ROW lines (boundaries) of each street in the subdivision. (Sec. 55-134.4.g)	
			a. Label the widths and names of all existing ROWs. (Sec. 55-134.4.c & Sec. 55-134.4.g)	
			b. Label the widths and other dimensions of all proposed ROWs, or portions of ROWs, being dedicated. (Sec. 55-134.4.g)	
			c. Show locations and label widths of adjacent streets and other public properties within 50' of the subdivision. (Sec. 55-134.4.g) This includes showing proposed and existing sidewalk locations and widths (5' wide or wider per ADA regulations for proposed) in ROWs.	
			d. If any street in the subdivision is a continuation of an existing street, show the alignment of the proposed street to the existing street. (Sec. 55-134.4.g)	
			15. Any area enclosed by the subdivision, but not a part thereof, shall be labeled: "NOT A PART OF THIS SUBDIVISION".	
			16. Show floodplain limits of 100-year flood, in or adjacent to subdivision, identified by a fine line around the area with arrows indicating direction of the 100-year inundation flow.	



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<b>Section 4. Required Plat Information (Continued)</b>				
<b>D. Easements Part 1 (Sec. 55-134.h)</b>				
			1. Existing and proposed easements must be shown by fine dashed lines and labeled as to type.	
			2. Widths of all easements and sufficient ties to definitely locate the same with respect to the subdivision shall be shown (i.e. provide easement widths, bearings and dimensions).	
			3. All previously existing easements of record must be shown, labeled as to type, and dimensioned with recording information given.	
			4. If any easement of record cannot be definitely located, a statement of its existence and its recorded reference must appear on the title sheet (or in the Notes section of the plat).	
			5. Distances and bearings of lots which are cut by easement lines must be arrowed and shown so that the plat indicates the actual length of the lot lines.	
			6. If an easement is being dedicated by the plat, it shall be stated in the Owner's Certificate of Dedication and dedicated to the City.	
<b>Section 4. Required Plat Information (continued)</b>				
<b>E. Easements Part 2 (Sec. 55-66)</b>				
			1. All utility easements shall be designed to minimize encumbrance to the lot and to facilitate maintenance. Any easement containing sanitary sewer, storm drainage, or water lines shall be accessible by maintenance vehicles at all times.	
			2. Drainage areas and easements shall be established in the configuration required by the City Engineer, based on the approved drainage report as required by the engineering regulations.	
			3. Emergency and service vehicle <b>easements</b> must be 20' wide+ with 45' turn radius, or as required by the Fire Dept. (Sec. 55-66.c) Include these easements if required by the Fire Department or any other department.	
			4. The purpose and use of all easements and maintenance responsibilities therefore shall be clearly delineated on the final plat by a note. (Sec. 55-66.d)	





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<b>Section 4. Required Plat Information (continued)</b>				
			<b>F. Additional information required on Final Plats for various Subdivision Sections.</b>	
			1. Residential lots must front on public streets. All lots shall have access to public streets. (Sec. 55-68)	
			2. Subdivided parcels cannot create variance situations (Sec. 55-61).	
			3. Show designated service and emergency vehicle circulation for non-residential subdivisions, if required. (Sec. 55-63.a.3)	
			4. If creating parkland, see Sec 55-116.	
			5. If dedicating land to Sheridan School System, see Sec. 55-117.	
			6. If creating a flag lot, see Sec. 55-64.	
			7. If creating lots on a hillside, see Sec. 55-65.	
			8. If creating new streets, see Sec. 55-68.	
			9. If creating lots beside Hwy-285, Federal Blvd. or Santa Fe Dr., see Sec. 55-67 for noise mitigation measures.	
<b>Section 4. Required Plat Information (continued)</b>				
			<b>G. Residential Subdivisions (Sec. 55-61):</b>	
			1. Residential subdivisions must not be on steep slopes, etc., unless approved by City Engineering.	
			2. No cul-de-sacs or dead-ends streets allowed in residential subdivisions, unless topography prohibits development otherwise.	
			3. New residential streets must have block lengths between 400' to 1400' between street centerlines, unless extenuating circumstances exist.	
			4. Residential lots cannot have access to arterial or major collector streets. Access must be from local or minor collectors.	
			5. If new residential lots back up to a collector or arterial (or greater) street, provided landscape buffer area on plat, per Sec. 55-62.	



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<b>Section 5. Certificates (Sec. 55-136)</b>				
			<b>A. On the face of the plat, include the following certificates, approvals, etc.:</b>	
			1. Ownership certificate for fee owners and deed of trust holders, if any.	
			2. Attorney's certificate, certifying the status of title to property interests dedicated to the City, if any.	
			3. Surveyor's certificate.	
			4. Construction covenants, if appropriate.	
			5. Approval blocks for the City Manager, the Planning Commission and City Council, as appropriate, with acceptance of any public dedications, if any.	
			6. Clerk and recorders certificate.	