



Town of New Castle Administration Department

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**CHECKLIST
AS-BUILT SURVEY
ESTABLISHING MULTI-FAMILY DWELLING UNITS**

Authority: Ordinances approving various subdivisions or
Subdivision Improvement Agreements associated with various subdivisions

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements. All applications must include a non-refundable Application fee.

Signature _____ Date _____

The following items must be submitted to the Town Clerk:

- Two permanent, reproducible copies (such as mylar), and print copies (the number of which shall be determined by the town clerk) of an as-built survey of the property upon which multi-family dwelling units are proposed to be established, drawn at a scale of not more than one hundred feet to the inch on sheets (maps of two or more sheets shall be referenced on an index map and all certifications and dedications need appear only on the title or cover sheet) which measure twenty-four inches by thirty-six inches with a two-inch clear left margin and a one-half inch margin along the remaining edges of the sheet depicting:
 - Street right-of-way lines and lot lines in solid lines, easements or other right-of-way lines in dashed lines, all with accurate dimensions to the nearest 0.01 foot. Bearings and distances of all lines, centerline angles, radius length, chord length, and arc length of all curves shall be shown.
 - The location and description of all permanent survey control points
 - Legal description of the subdivision parcel with reference to its location in the records of Garfield County
 - Street names, block and lot numbers
 - The use, area, and setback restriction on each lot of a planned unit development
 - Name of the subdivision
 - Certificate of Dedication and Ownership
 - Lienholder's Subordination
 - Title Insurance Company's or Attorney's Certificate
 - Surveyor's Certificate

Town Administrator's Certificate

Clerk and Recorder's Certificate

Evidence that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service for any proposed subdivision. Submission of a letter of agreement between the subdivider and utility serving the site shall be deemed sufficient to establish that adequate provision for electric or natural gas service to a proposed subdivision has been made

Areas of street rights-of-way, areas of land dedicated for public use, the area of each lot, and the total lot area

See attached example

Agreement defining the boundaries of and rights associated with each dwelling unit

\$100.00 Non-refundable Application Fee