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Town of New Castle
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CHECKLIST SUBDIVISION FINAL PLAT

Authority: New Castle Municipal Code §§16.08.060 & 16-16-030

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:

- \$250.00 Non-refundable Application Fee
- An original and fifteen (15) copies of Development Application
- Proof of legal ownership of all property involved
- Names and addresses of all property owners, mineral owners, and lien holders of all property involved
- Two (2) permanent, reproducible copies (such as mylar), and fifteen (15) print copies of a drafted plat of the proposed subdivision drawn at a scale of not more than 100 feet to the inch on sheets which measure 24 inches by 36 inches with a 2-inch clear left margin and a ½-inch margin along the remaining edges of the sheet. Maps of 2 or more sheets shall be referenced on an index map & all certifications & dedications need appear only on the title or cover sheet. The plat shall depict:
 - Subdivision Boundaries. Street right-of-way lines & lot lines in solid lines, easements or other right-of-way lines in dashed lines, all with accurate dimensions to nearest 0.01 foot. Bearings and distances of all lines, centerline angles, radius length, chord length, & arc length of all curves shall be shown.
 - The location and description of all permanent survey control points required by ordinance
 - Legal description of 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
 - Notarized certification of dedication and ownership – see Town Code §16.16.030 (A)(1)(g) & §16.20.010
 - Certificate of licensed surveyor responsible for survey & plat – see Town Code §16.16.030 (A)(1)(h) & §16.20.20
 - Certificate of final approval by planning commission, town council, or town administrator, as applicable – see Town Code §16.16.030 (A)(1)(i) , §16.20.030
 - Clerk and Recorder's certificate for time of recording & ordinance number – see Town Code §16.16.030 (A)(1)(j) & §16.20.040
 - Where applicable, a certification of review by the utilities serving the proposed subdivision,

similar to the certificate required for the Planning Commission

- The title insurance company or attorney's certificate as required – see Town Code §16.16.030 (A)(1)(I) & §16.20.050
- Areas of street rights-of-way, areas of land dedicated for public use, area of each lot, & total lot area

- An original and fifteen (15) copies of the following material to supplement the final plat:
 - Any protective covenants or restrictions placed on the subdivision
 - Engineered plans and preliminary cost estimates for all utility, street, and drainage improvements to be installed in dedicated land, rights-of-way, or easements shall be made and certified by an engineer licensed to practice in the State of Colorado.
 - Subdivision improvement agreement with guarantees between subdivider and Town wherein subdivider agrees to install drainage structures, fire hydrants, roads, curb & gutter, complete paving, sidewalks, bicycle paths, culverts & bridges, street lights & signs, & other improvements where required at his expense either prior to acceptance of final plat or within a specific time, no later than six months from start of any phase of development, as approved by Town Council. Agreement shall also define responsibility for & describe terms & stipulations relative to provision of water & sewer improvements.