

## Planning Division Community Development Department THE CITY AND COUNTY OF BROOMFIELD

## FINAL PLAT CHECKLIST

Project Name:	Case No.:
Please note that unless a requirement is waived in writing, an application missing any of the items below will be considered incomplete and will not be processed.	
Pre-Application Consultation with Staff	
Required at least two weeks prior to plan submitta	al.
Executed Forms	
Development Application - Original, Signed by Ov	vner and Notarized
Development Statistics form	
Owner/Developer Information Form for Subdivision	
Proof of Ownership such as a Title Commitm	ent - 1 copy
Exhibit A (Legal Description) - 3 copies	
Exhibit B (Final Plat in an 8.5" x 11" size) - 3	copies
Exhibit C (Itemized List of Public Improvemer	nts and Estimated Costs) - 3 copies
Geodetic Survey Requirements - 1 Original, Sign	
Current Proof of Ownership (This is in addition to requirement	
☐ Title Commitment - Current within 60 days from d	
Fees for Processing, Noticing and Recording (Check made	e payable to: The City and County of Broomfield)
If less than 10 acres = \$550	
If more than 10 acres = \$650 plus \$10 per addition	nal Acre
Public Notice and Publication Fee = \$100	ofield Municipal Code Chapter 10 20 9 10 22)
Final Plat – Minimum / Initial Requirements (Refer to Broom	
☐ Plans - 3 sets (24" x 36") AND 25 sets (11" x 17"	
Address Plat – typically 3 copies (consult with Pla	· · · · · · · · · · · · · · · · · · ·
☐ Electronic Copy of Final Plat and Address Plat – I (Auto Cad v. 2009 and older.)	Provided in separate e-folders on CD or DVD
☐ Closure Report (1:10,000) - 2 copies	
Legal Description – Include an electronic copy on	
☐ Completed Open Lands Tracking Form - 3 copies	3
Final Reports and Studies	
☐ Utility Report – 4 copies	
☐ Drainage Report – 3 to 4 copies (consult with Pla	nner)
☐ Traffic Analysis Report – 3 copies	
Geotechnical Study (Including Earthen Cut and F The following items may be required - Verify with planner	
Environmental Assessments & Open Lands/Trails	• • •
Oil and Gas Well Abandonment Report – 2 copies	
Refer to the Broomfield Municipal Code Section 17-52 regarding public notice requirements.	
To be completed by Planning:	
APPLICATION COMPLETE AND ACCEPTE	ED
Date:	
	Revised: 1/2012- Planning\forms&templates