



# REQUIREMENTS

## For Subdivision Plats, Administrative Subdivision Plats, Deposit Surveys and Deeds

### December 2016

General Requirements - All plats shall have the information necessary to delineate and reestablish all boundaries and rights created or referenced by the plat including, but not limited to, the location of all parcels, lots, streets, roadways, easements and common areas. The plat shall comply with all current Colorado Statutes appropriate to the platting process and shall be drawn in a legible, workmanlike manner.

Types of Plats to be Recorded/Deposited - Plats for Major Subdivisions, minor divisions, resubdivisions, and parcels greater than thirty-five acres created by plat, shall be recorded. Plats that are required as part of the administrative process for legal and physical separation or the adjustment of property lines shall be deposited and accompanied by new deeds that will also be recorded. All Surveys must meet the standards of CRS 38-51-106, (Land Survey Plats).

Plat Review List - A list of items shall be provided by Mesa County that summarizes the minimum Mesa County Code requirements and Colorado Revised Statutes' requirements necessary for approval of a final plat in Mesa County.

Material - The plat shall be drawn on a dimensionally stable polyester-based drafting film. The material shall be at least 3 mils thick and drawn with nonfading, waterproof, permanent ink, including signatures and notary seals. Crimp type seals shall not be used. No "sticky back" shall be placed on the plat.

Size - All plats that are recorded shall be 24"x36". Plats that are deposited shall be 24"x36" or 18"x24" in size. All plats shall have a 2" margin on the left, 1" margin on top and a ½" margin on the remaining sides. All plats shall be trimmed to these dimensions prior to approval. All text shall be of a suitable size so that a reduced copy remains legible.

Scale - Any scale used shall be an even multiple of standard Engineering scales and be legible on a reduced copy of the plat. A scale bar shall be included.

Title - The title of any plat that is to be recorded shall not duplicate the title of an existing plat or so nearly the same as an existing subdivision plat as to create confusion. Verification of duplication and similarity shall be the responsibility of the surveyor preparing the plat.

Title Block - The title, quarter-section breakdown, section, township, range, principal meridian, and Mesa County, Colorado shall be shown in an area of 3" x 6" minimum size in the extreme lower right-hand corner of the title block. Any other informational blocks shall not replace this requirement. The title shall utilize a text size no smaller than 3/16" and be larger than any other text in the 3" x 6" area within the title block. The Planning file number is to be noted above or in the Title Block.

Title Heading - The title of the recorded plat shall be placed at the top of the plat. A descriptive reference that describes that portion of the public land survey system or existing platted area, and includes Mesa County, Colorado, shall be placed directly below the title and will not be construed to be part of the title.

Area Summary - The partial area and percentage breakdown of all areas within the platted boundaries shall be shown on the plat in tabular form. The precision of tabulated values shall be left to the discretion of the surveyor signing the plat. No area shall be required to be shown to a precision greater than 0.1 Acre or the nearest square foot. As a general guideline, parcels or lots less than one acre shall be in square feet; lots or parcels greater than one acre shall be in acres.

Adjoining Interests - The name of adjoining subdivisions, adjoining owners, and adjoining streets or easements shall be labeled on the plat. Pursuant to C.R.S. 38-51-106(1)(k), conflicting boundary evidence shall be shown and dimensioned on the plat. As a condition of approval, Mesa County may require resolution of any boundary conflicts of record that affect interests within the area being platted.

Parcel Designation - All lots and parcels within the platted area shall be numerically or alphabetically designated in consecutive order. Areas clearly delineated by public interests, such as open space, may be delineated by a Block designation. Lot/ Block designations may be continued from one phase to another within a subdivision by placing a note on the plat to this effect. Each area of ownership that is not suitable to residential use or is not a dedicated street right-of-way shall be designated as an Outlot. Multiple outlots shall utilize consecutive designations as for lots.

Street Designation - All streets shall be named on the plat and shall not be so similar as to create confusion with other street names. All street names shall be subject to approval by the Mesa County Planning Division.

Covenants - Any protective covenants/restrictions shall be noted on the plat or, if protective covenants/restrictions are recorded, the Book and Page or Reception Number of these recorded documents shall be shown on the plat prior to the plat being recorded. The protective covenants/restrictions and plat may be recorded at the same time if the surveyor, property owner or the property owner's representative accompanies the Mesa County Planning Division representative responsible for presenting documents to the Mesa County Clerk and Recorder for recording documents.

Lienholders - All recorded plats that are subject to review by Mesa County for which encumbrances exist shall be acknowledged on the plat by the lienholder's notarized signature. As an alternative, paperwork separate from the plat may be used to acknowledge any lienholder's interest and shall be recorded with the office of the Mesa County Clerk and Recorder and the Book and Page or Reception Number referenced on the plat. The following statement shall be acknowledged by the lienholder:

*Lienholder hereby acknowledges the following as depicted and/or dedicated on this plat: (1) the existence and location of public rights-of-way, including any rights of maintenance and administration of rights-of-way; (2) the existence of individual lots and the location of lot lines; (3) and the zoning density proposed for this subdivision. Lienholder hereby agrees, in the event of partial foreclosure on its lien against the property depicted in this plat, that items (1) through (3) above and all rights incident thereto shall survive any such partial foreclosure.*

Ownership Certificate - All plats that are to be recorded shall have an Ownership Certificate or Dedication Statement. The owner of record and the Book and Page or Reception Number of record that demonstrates current ownership is to be shown within the text and shall be followed by a written, narrative description of the land contained within the surveyed boundary as delineated by the subdivision plat. The description may utilize generally accepted methods to describe the land being subdivided such as aliquot, proportional, metes and bounds, or lot, block and subdivision formats and shall include reference to Mesa County, State of Colorado, section, township, range and principal meridian. The description shall correctly reflect the boundary as surveyed, not necessarily a recitation of the deed description. If public or quasi-public interests such as road rights-of-way, easements or open space are to be dedicated, then the Ownership Certificate shall become a Dedication Statement as well. Limitations and restrictions of any dedicated interests shall not be placed within the Dedication Statement but as notes or information elsewhere on the plat or within a separate recorded document. Interests not appropriate to dedication shall have the use and interest clearly defined and labeled on the plat. The continued use of apparent easements shall be made of record by the plat or, if a separate instrument is utilized, shall reference the Book and Page or Reception Number of the recorded document. The owners of record shall sign below the Ownership Certificate/Dedication Statement and have their signatures properly notarized.

Approval/acceptance - Provision for acknowledgment by the Mesa County Commissioners, the Mesa County Clerk and Recorder or any other acknowledgment necessary to record a plat shall be provided on the plat. The format of these provisions may be specified by Mesa County. An information block necessary for the deposit of a plat shall be provided on the plat in a format as may be required by the Mesa County Surveyor.

Legend - A legend, or sufficient definitions, of all symbols, abbreviations, line types or other information shall be designated on all plats.

Vicinity Map - A map that shows the relative location of any subdivision or administrative subdivision shall be clearly labeled and placed on the first page of the plat. It shall include streets and appropriate topography. This requirement shall not be a requirement of deposited plats.

Control Corners - All control corners used to control the boundaries of a plat and their relationships shall be shown on the plat together with a description of the monument and the corner that it represents. All Mesa County Survey Markers shall have the assigned Mesa County number shown on the plat even when this information is illegible on the monument.

Direction/distance - The bearing and distance or curve data of all external boundary lines shall be determined and placed on the outside of the boundary lines on the plat if scale allows. Otherwise, a table may be used to tabulate boundary information which would not be legible if placed on the plat outside of the boundary. Format of interior dimension information may be determined at the discretion of the surveyor creating the plat. All curve data shall include: (1) chord, (2) chord bearing, (3) central angle, (4) curve length, (5) radius and (6) notation of nontangent curves. The bearing and distance or curve data of each lot shall be shown unless indicated in repetition. The requirement of this section shall apply to all parts of the subdivision. Variations may be approved by Mesa County.

Monumentation -All external monuments represented by a subdivision plat shall comply with requirements pursuant to Colorado State Statutes and, in addition to these requirements, the plat shall indicate that all external monuments were set in concrete. All external monuments represented by an administrative plat shall comply with only those requirements for land survey plats pursuant to Colorado State Statutes.

Mathematical Closure - All information on plats or deeds shall be consistent within +/- 0.02 for all parcels including perimeter, block, and lot boundaries. All bearings shall be shown to the nearest second and distances to the nearest one-hundredth of a foot. Additional information that utilizes the metric system may be shown in parentheses together with the information as required above.

Deeds - Deeds associated with an application shall include the Planning Department File Number and the purpose of the deed (for example, 'Parcel A of Smith Property Line Adjustment,' Planning File Number 2013-0001 PA). All deeds shall be submitted to the Mesa County Planning Division, accompanied by the appropriate fees, for recording in the office of the Mesa County Clerk and Recorder and shall comply with State statutes, including but not limited to C.R.S. 38-35-122.

Road Right-of-Way - Deeds associated with an application that require right-of-way dedication shall include the Planning Department File Number and the purpose of the deed (for example, Planning File Number 2013-0001 PA 'Right-of-way dedication for roadway, utility and all other public purposes').

All roads that are maintained by Mesa County within or adjacent to the area being platted within a subdivision or as part of an administrative subdivision procedure shall be dedicated by plat or conveyed by deed in fee to Mesa County prior to final plat approval.

A Special Warranty deed may be used to convey road right-of-way if the public has an interest in the subject property by prescriptive use or adverse possession. In any other circumstances a Warranty Deed will be required to convey a right-of-way easement.

## PLAT REVIEW LIST

- \_\_\_ 1. **Drawing** shall indicate all boundaries to scale.
- \_\_\_ 2. **Format** of recorded plats shall be drawn on film at least 3 mils thick and 24"x36" in size.  
**Format** of deposited plats shall be drawn on film at least 3 mils thick and either 18"x24" or 24"x 36" in size.
  - \_\_\_ 2A. **Margins** shall be a minimum of 2" on the left, 1" on top, and 1/2" on the right and bottom sides.
  - \_\_\_ 2B. **Trim** all final plats to the required size prior to submittal for final approval.
  - \_\_\_ 2C. **Limits** of platted parcel shall be bolder, heavier lines than other boundary lines within the limits of the platted parcel.
- \_\_\_ 3. **Easements** shall be delineated:
  - \_\_\_ 3A. **Existing** easements and rights-of-way that are of record shall be noted on all plats by indicating the Book and Page or Reception Number of record.
  - \_\_\_ 3B. **Apparent** easements must be noted on the face of the plat.
- \_\_\_ 4. **Dimensions** necessary to establish all boundaries in the field.
- \_\_\_ 5. **Bearings** shall be referenced by a Basis of Bearing statement.
- \_\_\_ 6. **Monuments** shall be described as found or set, including boundary corners and control monuments.
  - \_\_\_ 6A. **MCSM #** (Mesa County Survey Marker Number) shall be shown on County monuments.
  - \_\_\_ 6B. **Recorded** plats shall indicate that all external boundary monuments have been set pursuant to State statutes and set in concrete.
  - \_\_\_ 6C. **Deposited** plats that have gone through the administrative review process shall indicate that all external boundary monuments have been set for all parcel boundaries.
- \_\_\_ 7. **Scale** shall be indicated by a statement of scale and a bar scale.
- \_\_\_ 8. **North** arrow.
- \_\_\_ 9. **Title** shall be brief and concise. It shall be located both at the top of each sheet and in the title block.





\_\_\_ 32. **Plat and Site Plan Notes:**

***ALL Final Plats and Site Plans (including administrative plats and site plans) must contain the following language:***

Pursuant to C.R.S. §24-68-101 *et seq.* and Section 1.10 of the 2000 Mesa County Land Development Code, a site specific development plan has been approved by the Mesa County Planning Division for (*name and type of project*) and shall result in a vested right for a period of three years from the date that the required vesting notice is published.

- **If** phasing is done, put the following note on the reserve lot (on the Plat and the Site Plan), which is labeled Outlot A: A Concept Plan has been approved for this project (Planning No. \_\_\_\_\_). A residence cannot be built on Outlot A until a Final Plan and Final Plat for Filing 2 are approved and recorded by the Planning Division.
- **If** a Simple Land Division or Minor Subdivision:  
Further divisions of any portion of the subject tract shall be processed through the Major Subdivision process.
- **If** a Site Plan will be recorded with the Final Plat (on Plat only):  
Restrictions appurtenant to the respective lots shown on this plat are designated on the associated Site Plan recorded in the office of the Mesa County Clerk & Recorder.
- **If** a Public Purpose Subdivision (on Plat):  
This subdivision is restricted for the lot created for a public purpose which legally restricts the use of the public purpose lot to the proposed use in Planning File \_\_\_\_\_. The public purpose lot cannot be used for another use unless reviewed as a new use by the Planning Division and meets applicable County regulations.
- **If** within or adjacent to the Rural Planning Area:  
Right to Farm Act Notice: This development is located in an agricultural area. It is hereby recognized that agricultural operations may continue pursuant to C.R.S. §35-3.5-101 *et seq.*  
Notice of Traditional Hunting Activities: This property is potentially within an area which is traditionally hunted; therefore noise and activity associated with lawful hunting and people moving through the area to hunt is normal and may be expected.
- **If** using the OL Orchard Mesa Open Land Overlay District:  
Lot \_\_\_ shall remain Open Space and be used only for (*agricultural, conservation, passive and/or active recreation, easements for drainage, sewer or water lines, stormwater management facilities, or parking for recreation areas*) purposes and remain undeveloped in perpetuity, except as to the building envelopes depicted on the site plan. An owner of Lot \_\_\_ may construct a residence in the building envelope and outbuildings in conformity with the current Orchard Mesa Open Lands Overlay District regulations in the Mesa County Land Development Code (Section 4.4.2).
- **If** public land or private open space is dedicated:  
The land shall be designated as outlots on the plat, with a dedication statement for the proposed use, ownership and maintenance.
- **If** in the Airport Overlay Zone:  
All or part of this property is located in an area potentially subject to aircraft noise levels high enough to annoy users of the property and interfere with its unrestricted use.
- **If** in a Critical Noise Zone:  
All or part of this property is also located in the approach and departure path of the airport in an area more apt to have accidents because of the takeoff and landing mode of aircraft.

Please Note: An Avigation easement form will also be required to be recorded and a copy submitted to the Planning Division.