



The purpose of the final plat is to complete the subdivision of land consistent with the technical standards of the Town. Final plats are reviewed only upon approval of a concept plan and preliminary plat.

Final plats are reviewed on the following criteria:

1. The Final Plat is in substantial conformance with the approved Preliminary Plat. “Substantial conformance” includes design adjustments made to meet any conditions of preliminary plat approval, and is determined as follows:
  - a. Does not change any land use of the proposed plat.
  - b. Does not change the number of lots or residential density by more than 5%.
  - c. Does not contain changes that would render the final plat in nonconformance with requirements of the Code.
  - d. Does not contain significant changes in street alignment and/or access points, or other public elements such as drainage improvements, utility lines or facilities.
  - e. Does not change any measurable standard (other than above) by more than 15%.
2. The development complies with the Development Code, Comprehensive Plan, and PORT Plan.
3. All applicable technical standards, including the provision of water in sufficient amount and quality, have been met.

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All documents and plans must be submitted in PDF format. Application submittal checklist:

- Complete and sign Development Review Application**
- Payment of fees (application fee, development review deposit, sign deposit)**  
See current Development Review Fee Schedule for amounts  
\*Please provide three separate checks
- Receipt showing payment of Berthoud Fire Development Review Fee**  
\*See Berthoud Fire Development Review Fee Schedule
- Signed MOU – “Memorandum of Understanding for payment of review and development expenses incurred by the Town”**
- Title Commitment – Dated no more than 30 days from submittal date**

- ❑ **Written statement/graphics** – Provide a written statement confirming that the final plat conforms to the preliminary plat. In addition, the description shall address how the proposed development conforms to the Development Code, Comprehensive Plan, and PORT Plan.
- ❑ **Vicinity Map** (8½ X 11) – Illustrate roads and significant natural features near the project site. Roads must be labeled so that the site can be easily found.
- ❑ **Final Plat** –
  - 24"x 36" paper at a scale of 1"=50' or 1"=100'

The plan should include the following items:

- Title of project.
  - North arrow, scale (not greater than 1"=100') and date of preparation.
  - Vicinity map.
  - Legal description.
  - Basis for establishing bearing.
  - Names and addresses of owners, applicant, designers, engineers and surveyors.
  - Total acreage of subdivision.
  - Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.
  - Lot and block numbers, numbered in consecutive order, and square footage or acreage to two decimal places of each lot or tract.
  - Parcels excepted from inclusion should be noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.
  - Existing and proposed easements (including rights-of-way) on and adjacent to the property.
  - Existing and proposed street names for all streets on and adjacent to the property.
  - Location and description of monuments.
  - Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, state this on the plan).
  - Certification Language, completed with signature lines and including any amendments required by the Town, refer to Section 30-6 of the Development Code.
  - For residential developments, show that the Final Plat is in conformance with Section 30-2-118.
- ❑ **Update of any plans or reports provided with the Preliminary Plat for which there is a change of conditions**
  - ❑ **Special Documents, as needed:**
    - Special agreements
    - Oil & gas surface use agreement
    - Floodplain use permit from the Town
    - Prior to commencement of construction, construction plans and profiles, including: final water report, final sanitary sewer report, final drainage plan and report, final grading plan, and final soils report.
    - Prior to commencement of construction, a final landscape and open space plan.
    - Prior to commencement of construction, a State Highway utility permit from CDOT.
    - Prior to commencement of construction, a State Highway access permit from CDOT.
    - Prior to commencement of construction, a construction dewatering permit from the Colorado Department of Public Health and Environment.
    - Prior to commencement of construction, a 404 Permit from the Army Corps of Engineers.

- Prior to commencement of construction, an Air Pollution Emission Notice (APEN) from the Colorado Department of Public Health and Environment.
  - Prior to commencement of construction, a permit for work in any ditch right-of-ways from individual ditch companies.
  - Development Agreement (DA).
  - Prior to commencement of construction, acceptable collateral in the amount and form stipulated in the DA.
  - Prior to commencement of construction, an approved adjudication of water rights and a plan of augmentation.
  - Prior to commencement of construction, a FEMA approved application.
  - Documentation identifying who will own and maintain open spaces.
  - Deed for public lands for dedication of public sites for open space or other civic purposes.
- **Final Mylars** – Upon approval, one (1) original mylar of the final approved version of the final plat shall be submitted to the Town in order for the plat to be recorded at the County (mylar size shall be 24x36).

**Other documentation as may be required by the Town staff for full and complete consideration of this application.**