

Minimum Project Submittal Requirements – Administrative Plat Review

- The following table outlines the requirements for plan/drawing/document submittals when applying for Administrative Plat Review approval.
- All applications will be reviewed for completeness prior to being accepted and moved forward for review.
- All submitted plans/drawings will be reviewed for code compliance. Failure to meet any of these requirements will result in submittal rejection.
- All plans prepared by a Registered Design Professional are required to be submitted electronically. See our website for more information or contact the office @ (970) 479-2139.

REQUIREMENTS*	Administrative Plat Review
# of Plan Sets (paper app only)	1
Creation & Recording of Final Plat	Y
Joint Property/HOA Approval Letter	Y
Stamped Topographic Survey	Y
Title Report (incl. Schedules A & B)	Y

# of Plan Sets	❖ If submitting paper plans, minimum 11"x17" or larger. 24"x36" is recommended. All sheets within the set must be the same size.
Creation & Recording of Final Plat	<p>Reference applicable criteria and findings in Title 13, Vail Town Code for specific plat requirements.</p> <ul style="list-style-type: none"> ❖ Final plat size shall be 24 inches by 36 inches. ❖ Scale of 100 feet = 1 inch or larger. ❖ Margins of 1-1/2 inches - 2 inches. ❖ Accurate dimensions to the nearest one-hundredth (0.01) of a foot for all lines, angles and curves used to describe boundaries, streets, setbacks, alleys, easements, structures, areas to be reserved or dedicated for public or common uses and other important features. All curves shall be circular arcs and shall be defined by the radius, central angle, arc chord distances and bearings. All dimensions, both linear and angular, are to be determined by an accurate control survey in the field which must balance and close within a limit of one in ten thousand (10,000). ❖ North arrow and graphic scale. ❖ A systematic identification of all existing and proposed buildings, units, lots, blocks, and names for all streets. ❖ Names of all adjoining subdivisions with dotted lines of abutting lots. If adjoining land is unplatted, it shall be shown as such. ❖ An identification of the streets, alleys, parks, and other public areas or facilities as shown on the plat, and a dedication thereof to the public use. An identification of the easements as shown on the plat and a grant thereof to the public use. Areas reserved for future public acquisition shall also be shown on the plat. ❖ A written survey description of the area including the total acreage to the nearest appropriate significant figure. The acreage of each lot or parcel shall be shown in this manner as well. ❖ A description of all survey monuments, both found and set, which mark the boundaries of the subdivision, and a description of all monuments used in conducting the survey. Monument perimeter per Colorado statutes. Two (2) perimeter monuments shall be established as major control monuments, the materials which shall be determined by the town engineer. ❖ A statement by the land surveyor explaining how bearing base was determined. ❖ Any agreements with utility companies when required. ❖ Protective covenants in form for recording. ❖ The applicant shall collect all signatures except the Town Administrator and the County Recorder, and submit the signed plat to the Community Development Department, 75 South Frontage Road, Vail, CO. Upon execution of final signatures, the APPLICANT is responsible to record the plat and any additional documentation with the Eagle County Clerk & Recorder. ❖ Please visit http://eaglecounty.us/clerkandrecorder/recording for current recording requirements and fees.
Joint Property/HOA Approval Letter	❖ If the property is owned in common (condominium association) and/or located within a Development Lot, the written approval of the other property owner, owners, or applicable owners' association shall be required.

Stamped Topographic Survey	<ul style="list-style-type: none"> ❖ Stamp and signature of a licensed surveyor ❖ Date of survey ❖ North arrow and graphic bar scale ❖ Scale of 1"=10' or 1"=20' ❖ Legal description and physical address ❖ Lot size and buildable area (buildable area excludes red hazard avalanche, slopes greater than 40%, and floodplain) ❖ Ties to existing benchmark, either USGS landmark or sewer invert. This information must be clearly stated on the survey. ❖ Property boundaries to the nearest hundredth of a foot (.01') accuracy. Distances and bearings and a basis of bearing must be shown. Show existing pins or monuments found and their relationship to the established corner. ❖ Show right of way and property lines; including bearings, distances and curve information. ❖ Indicate all easements identified on the subdivision plat and recorded against the property as indicated in the title report. List any easement restrictions. ❖ Spot Elevations at the edge of asphalt, along the street frontage of the property at twenty-five foot intervals (25'), and a minimum of one spot elevation on either side of the lot. ❖ Topographic conditions at two foot contour intervals (2'). ❖ Existing trees or groups of trees having trunks with diameters of 4" or more, as measured from a point one foot above grade. ❖ Rock outcroppings and other significant natural features (large boulders, intermittent streams, etc.). ❖ All existing improvements (including foundation walls, roof overhangs, building overhangs, etc.). ❖ Environmental Hazards (i.e. rockfall, debris flow, avalanche, wetlands, floodplain, soils) ❖ Wetland delineation and provide any necessary approvals or permits from Colorado Department of Natural Resources and/or Army Corps of Engineers. ❖ Watercourse setbacks, if applicable (show centerline and edge of stream or creek in addition to the required stream or creek setback) ❖ Show all utility meter locations, including any pedestals on site or in the right of way adjacent to the site. Exact location of existing utility sources and proposed service lines from their source to the structure. Utilities to include: Cable TV Sewer Gas Telephone Water Electric ❖ Size and type of drainage culverts, swales, etc. ❖ Adjacent roadways labeled and edge of asphalt for both sides of the roadway shown for a minimum of 250' in either direction from property. ❖ Any adjacent sidewalks and trails.
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Title Report (incl. Schedules A & B)	<ul style="list-style-type: none"> ❖ Verifies ownership and easements.
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The Administrator may require the submission of additional plans, drawings, specifications, samples and other materials if deemed necessary to property evaluate the proposal.