



**2026 FINAL PLAT – SUBMITTAL REQUIREMENTS**  
**City of Woodland Park**  
 (Revised 1/1/2026)

The Final Plat and application shall contain and include the following criteria and information (please check completed boxes). This completed form **MUST** be submitted with the application:

Applicant	City	Submittal Requirement
		<b>Complete Application.</b> A completed application for final plat review using forms supplied by the Planning Department.
		<b>Adjoiners Addresses.</b> One copy of accurate names and mailing addresses of the owners of all adjoining land within 150' of subject property as their names appear on the tax records of county.
		<b>Application Fee.</b> See Fee Sheet for application fee for a final plat.
		<b>Large Copies of Final Plat.</b> One (1) 24" x 36" copy <u>folded</u> to an approximate 8½" x 11" size. (Additional large copies may be needed after staff's review.)
		<b>Reduced Size Copies of Final Plat.</b> One (1) set of 11" x 17" size.
		<b>Electronic File.</b> Adobe Portable Document Format (.pdf) formatted for printing on 24"x36" sheet(s). May be submitted on compact flash drive.
<b>Completed Plat Preparation.</b> The completed final plat acceptable for recording shall be prepared as follows:		
		A. Design conforms to approved preliminary plat for portion being final platted.
		B. Scale no less than 1" = 100'.
		C. Drawing(s) made by use of India ink on mylar, or machine printed on mylar with page dimension of 24" x 36". Maps of two or more sheets shall be referenced to an index map on the first sheet.
<b>Required Plat Information.</b> The final plat shall contain the following information as required by Section 17.24.080 of the municipal code.		
		A. Proposed name of subdivision.
		B. Vicinity map showing the location and boundaries of the subdivision as part of a larger subdivision or tract of land. Scale no smaller than 1" = 2000'.
		C. Names and addresses of the subdivider and owner, the designer of the subdivision (if applicable), and the surveyor (registered in the State of Colorado).
		D. Date of plat preparation, scale and, north sign (true north).
		E. Signature and seal of registered land surveyor certifying accuracy of survey and drafting of plat (see Section 18.24.080E for survey accuracy requirements and legal description requirements).
		F. Names of adjoining subdivisions with dotted lines of abutting lots. If adjoining land is unplatted, it should be labeled as such.

		G. Filing boundary lines, right-of-way lines of streets, easements, where easements are not defined on the property lines of platted lots, and other sites shall be drawn on the plat showing accurate dimensions included length, width, area measurements, and bearing of curved data.
		H. Names of right-of-way widths for each street or other right-of-way.
		I. Purposes of any easements and public use area.
		J. Systematic method of identification for each lot or site, and each block as appropriate.
		K. Statement of owner dedication streets, right-of-way and any sites for public uses (See Section 17.24.080K, Subdivision Regulations).
		L. Certificates showing approval of the plat by the Planning Commission and approval and acceptance of the plat by City Council (as shown at Section 17.24.080L, Subdivision Regulations).
		M. Certificate of filing with Teller County Clerk and Recorder (Signed at time plat recorded).
		N. Certificate of filing completed by County Treasurer.
		O. Statement concerning conditions of approval (as shown in Section 17.24.0800 Subdivision Regulations).
<b>Supplemental Materials.</b> The following supplemental materials shall accompany a final plat as required by Section 17.24.090.		
<b>A. For Major Subdivisions:</b>		
		1. One (1) 24" x 36" and one (1) 11" x 17" set of engineering plans for public facilities to be installed (Must conform to City Engineering Specifications and contain statement of approval by City Engineer).
		2. One (1) copy of any proposed private restrictions or covenants affecting subdivision or any part of it (for informational purposes).
		3. Cost estimates for installation of necessary public improvements.
		4. Any required deeds or plat dedication of parks, recreation areas or open space or submission of fees-in-lieu. All land dedication to the City shall be free and clear of all liens and encumbrances (No final plat shall be approved by City Council until all fees are paid).
		5. A letter from the surveyor of the plat indicating area of streets, of the lots by zone, and of park sites being dedicated if different from that furnished with preliminary plat.
		6. A proposed subdivision development agreement and subdivision improvement guarantee (if necessary) as described in Section 17.28 and 17.44.050.
		7. Title insurance commitment or policy issued by licensed Colorado title insurance company indicating that the subdivider is lawful owner of all lands required to deed or dedicate public lands and shall name the City as the insured prospective owner thereof. The amount of such title insurance shall be established by multiplying the total land acreage to be dedicated by the Standard Fair Market Value of \$24,000 per acre as established by City Council.
		8. Drainage report as described in the City Engineering Specification.

		9. One (1) 11" x17" copy of plat of proposed (Major) Subdivision.
<b>B. For Minor Subdivisions:</b>		
		1. Letter of intent as described for a major subdivision at time of preliminary plat (Section 17.20.080).
		2. Names and mailing addresses of all immediately adjoining landowners within 150' of the subject property as their name appears in the County Clerk and Recorder's office and as their addresses appear on the County tax records.
		3. Mailing addresses, names, phone numbers of individuals or firms to whom notices of public hearings and billings (recording plat, public notice, sign posting, etc) are to be sent.
		4. One (1) 24" x 36" copy of plat map of proposed subdivision at scale of 1" = 200' and one (1) 11" x 17" reduced copy of same.
		5. Title insurance commitment or policy issued by licensed Colorado title insurance company indicating that the subdivider is lawful owner of all lands required to deed or dedicate public lands and shall name the City as the insured prospective owner thereof. The amount of such title insurance shall be established by multiplying the total land acreage to be dedicated by the Standard Fair Market Value of \$24,000 per acre as established by City Council.
		6. Site Drainage Plan with two foot (2') contours (if required by City Planner).
		<b>Final Plat approval.</b> The following items shall be required on Wednesday at 5:00 PM one week prior to the City Council meeting at which final plat approval is requested in order to be placed on the City Council Agenda:
		A. Final plat mylar with the signatures of the subdivider(s), surveyor and appropriate public notaries.
		B. Any required deeds.
		C. Required subdivision development agreement.
		D. Any lien holder certificates.
		E. Any required irrevocable letter of credits or escrow agreements.
		F. Private Covenants.
		G. Title insurance commitment.
		H. Any other required documents of legal significance.
		I. Required fees for plat recording, posting of signs, recorded copy of plat for the City, public notice fees, etc.