

PLAT AND SITE PLAN GUIDELINES MANUAL



**PREPARED BY CITY OF CAÑON CITY,
ENGINEERING AND PLANNING DEPARTMENTS**

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INTRODUCTION

Valued Professional,

These Standard Plat Guidelines have been developed to assist surveying and engineering professionals, private developers and property owners in developing legal plans and documents submitted for approval to the City of Cañon City. These guidelines are based on the Cañon City Subdivision and Development Regulations. They are intended to provide a uniformly coordinated and cost-effective method for submittal, approval, and recording of legally binding plans and documents associated with the City of Cañon City's existing infrastructure, subdivision plats, and planned developments. These guidelines serve as a clear means of communication between private development contractors, property owners, and the City of Cañon City regarding its expectation in the submittal of plans and documents.

It is our goal to provide clear direction to the responsible person(s) submitting plans and documents of record to ensure concise and consistent documentation for all infrastructure improvements and subdivision processes throughout Cañon City. The documents become a critical source of information for long-term planning purposes. We hope that the information provided here will prove helpful in developing and producing consistently accurate, quality drawings and documents for the submittal process.

Sincerely,

The Engineering and Planning Departments

City of Cañon City

STANDARD PLAT GUIDELINES – PRIMARY CRITERIA

These Plat/Plan Standard Guidelines outline the criteria for three(3) individual plat and plan drawing types: 1.) Subdivision Exemption Plat 2.) Site Plan 3.) Final Plat. Drawing template files for each of these are available on the official City of Cañon City web site and are named accordingly. Moreover, each drawing template has been developed to cover requirements of each drawing type; model units, drawing parameters, layers, line-types, symbols, sheets along with an example plat/site plan included in each specific drawing template.

It is important to note that although each template has been developed to cover essential requirements, each submitted drawing must meet minimum criteria to be considered for approval. Primary criteria, within the first portion of this document, applies to all three forms; the latter portion outlines specific criteria for each individual form.

ESSENTIAL REQUIREMENTS

All Drawings of Record must show and clearly identify:

1. Quality is a must!
 - a. City Planner will reject any drawing submitted for record that is not clear, legible, or depicted in an understandable manner.
 - b. All line work and lettering must be done with permanent archival black ink.
 - c. All submitted hard copies shall be 20 lb. bond paper or approved mylar; sepia, blueline xerographic, or aerial photo mylar will not be accepted.
2. Drawing Information
 - a. Sheet Title and Index.
 - b. North arrow and scale.
 - c. Vicinity map showing location.
 - d. Legend and abbreviations.
3. Bench-Mark: Establishing Datum and Bearings.
4. Boundary Lines

Show existing and proposed lines with dimensions and identification of the following:

- a. Established Boundary Lines
 - i. Section lines.
 - ii. Property and Right-Of-Way lines.
 - iii. Development boundaries.
 - iv. Easements.
 - v. Restricted Areas – open spaces, preservation areas, restricted areas, etc. (As Applicable)
 - vi. Development Phases or Block Boundaries (As Applicable).
 - vii. City and County Lines.

STANDARD PLAT GUIDELINES – PRIMARY CRITERIA (CONTINUED)

- b. Natural Boundary Lines (As Applicable):
 - i. Topography – showing contours, spot elevations, and bench marks.
 - ii. Wetlands – showing boundaries and inventory as required.
 - iii. Floodplains – showing floodway and floodplain boundaries.
 - iv. Streams – showing banks and corridor boundaries.

TITLE BLOCK LAYOUT

All submitted Plats and Site Plans must contain the following:

1. Drawing information with elements listed previously as well as
 - a. Plat or Site Plan Name.
 - b. Plat Type.
 - c. Location.
 - i. Section, Township, and Range.
 - ii. City, County, State.
 - d. Plat/Plan Developer Information (i.e. Surveyor/Engineer Block).
 - e. Space for Revisions and Dates.
2. Sheet Size: Sheet sizes shall be 24"x36" only.
3. Scale: An engineering plan scale of typical engineering units (i.e. 1"=10', 20', 40', etc.).
4. Applicable Notes, Statements, and Certificates (i.e. Legal Descriptions and Signatures).
5. All Plat/Plan Drawings shall include appropriate layout space for signatures and dates.
6. Surveyor/Engineer Registration and Certification
All submitted drawings must be stamped, signed and dated by a Licensed Land Surveyor or Civil Engineer registered with the State of Colorado, prior to approval. Certification stamp shall also include the expiration date, shown below signature, of license.

STANDARD PLAT GUIDELINES – SPECIFIC CRITERIA

Submitted Subdivision Exemption Plats, Site Plans, and Final Plats must adhere to the primary criteria outlined in this document and shall also include:

SUBDIVISION EXEMPTION PLAT

1. Purpose Statement (For Subdivision Exemption Only).
2. Standard Easement Statement.
3. Certificate of Dedication and Ownership (Legal Description).
4. Basis of Bearings and Property Dimensions (Total Perimeter (Feet) and Total Area (Acres)).
5. Cañon City Approval Certificate.
6. Clerk and Recorder Certificate (Fremont County).
7. Surveyor's Certificate (Statement, PLS #, and Seal).
8. Surveyor/Engineer Firm's Name Address, Phone Number, and Logo/Trademark.

PLAT STANDARD GUIDELINES – SPECIFIC CRITERIA (CONTINUED)

SITE PLAN

1. Certificate of Dedication and Ownership (Legal Description).
2. Applicable Zoning Information.
3. Existing and Developed Conditions.
 - a. Adjacent and Intersecting Street/Roads (showing all access points).
 - b. Roads, Parking Lots, Driveways, Etc. (showing dimensions and materials).
 - c. On Site Improvements with Street Address and Dimensions
(All Structures – with square footage and setbacks from property line)
4. Utility Lines, Symbols, and Notes including (Show Sizes if Known):
 - a. Wastewater and Stormwater.
(Systems, Pipes, Manholes, Culverts, Etc.)
 - b. Water Lines (Mains and Services with Valves and Meters).
 - c. Gas Lines (Service Lines and Meters).
 - d. Power, Telephone, and Cable (Utility Poles, Boxes, Switches, Etc.).
5. Existing Natural Features
 - a. Topography – showing contours, spot elevations, and elevation bench marks.
 - b. Hydrography – showing boundaries and flow direction.
(Streams, Waterbodies, Ditches, Outfalls, Etc.)
 - c. Trees and Vegetation
(If Pertinent to the Plan)
6. Basis of Bearings and Property Dimensions (Total Perimeter (Feet) and Total Area (Acres)).
7. Cañon City Approval Certificate(s).
8. Surveyor's Certificate (Statement, PLS #, and Seal).
9. Surveyor/Engineer Firm's Name Address, Phone Number, and Logo/Trademark.

FINAL PLAT

1. Standard Easement Statement.
2. Certificate of Dedication and Ownership (Legal Description).
3. Basis of Bearings and Property Dimensions (Total Perimeter (Feet) and Total Area (Acres)).
4. Cañon City Approval and Mayor's Certificate(s).
5. Clerk and Recorder Certificate (Fremont County).
6. Surveyor's Certificate (Statement, PLS #, and Seal).
7. Surveyor/Engineer Firm's Name Address, Phone Number, and Logo/Trademark.

In addition to these criteria, it is important to remember that all drawings submitted to the City of Cañon City must clearly correlate with any and all legal documentation provided in addition to drawings; verbiage within additionally provided legal descriptions, mapchecks, etc., must conform to notes, statements, and dimensions as shown on submitted drawings. All submitted drawings and associated documentation must be in accordance with the Cañon City Subdivision and Development Regulations.